

Date: August 1, 2017

2017-2018 Annual Permit Sales for Faculty and Staff

Faculty and Staff Parking Permits for 2017-2018 will go on sale Friday, August 4th at 12:01 a.m. Online purchases may be made thru ULINK:

1. Log into your ULINK account
2. Look for the **Parking and Transportation** section
 - a. Select “**Access My Parking Account**” to launch to your parking portal page
3. Select **Get Permits**
 - a. Please read all information on the Parking Permit page before scrolling to bottom of page to click Next
4. Select your permit Zone, agree to all terms at bottom of page, click Next
5. Follow instructions on each page
6. Accepted forms of payment online include debit cards, credit cards and payroll deductions.
7. You must click SUBMIT on the Payment Information page to complete your transaction.
8. Verify your purchase on your emailed receipt.

In person purchases made be made in our office during regular office hours. Accepted forms of payment include credit cards, debit cards, payroll deduction and money orders.

As a reminder, your license plate serves as your permit or permission to park on campus after your purchase. Individuals may register up to two license plates. However, only one vehicle is allowed on campus at a time. If your preference is to back into a parking space, a front license plate is required. Please verify your current vehicle information each time you purchase a parking permit!

Individuals who need to register for handicap parking will still be required to purchase permits at our office. We require the state credentials be submitted each year including the placard/hangtag, driver’s license and immobility card. All other individuals can purchase their parking permits online via their ULINK account.

Wait Lists

Transportation Services attempts to assign employees to the parking lot closest to the building in which they work. In some cases, lots may already be assigned to their maximum capacities. In these cases, employees will be assigned to the closest available lot. The Transportation Services office will maintain wait lists so that, as space becomes available, employees can be reassigned to their preferred lot.

Any faculty or staff member who wishes to change their allotted permit zone may add their name to the wait list for a specific zone via their parking account. The wait lists are available by selecting the *Add/Edit Waitlists* button on their parking portal page. As space becomes available in a zone, Transportation Services will email individuals from the wait list in the order to which they registered to that specific wait list. All emailed offers will include a generous deadline to complete the transfer.

Important Notes:

- All wait lists will go live on Friday, August 1st.
- Each faculty and staff member must have a current permit at all times they have a vehicle parked on campus. Do not wait for your name to come up on the wait list to purchase your annual permit.
- There will be a \$10 transfer fee applicable each time a zone change is awarded thru the wait list.

If you have any questions or need assistance please contact the Transportation Services office by emailing geauxpark@louisiana.edu or calling 337-482-6858.