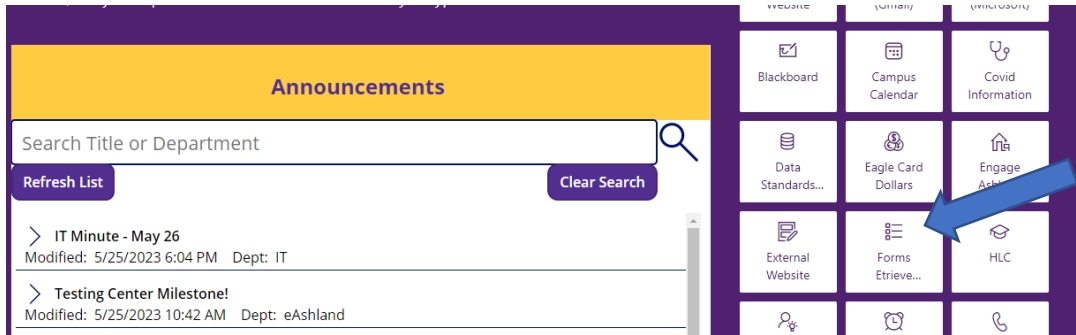## Faculty/Staff Parking Registration

As a new full-time or part-time faculty/staff worker you will need to register your vehicle with Safety Services. This can be done online. You are able to access the form by going to the Ashland Portal and then clicking on the Forms Etrieve button next to the announcement section of the portal.

When clicking on the button, you will be brought to the Etrieve home. Click on Forms, scroll to the faculty/staff section, and click on the Parking Registration form.

Your information should auto populate in the top section of the form. If it does not, please enter your information. You will need to enter your vehicle information including the license plate number. If you have multiple vehicles that you may be driving to campus, click on the plus sign to add additional vehicles to your parking pass. Once all of your information is entered, hit the Submit button.

Once submitted, it will go to the Safety Services office. They will assign a parking permit to you and will have it sent by campus mail to your office or campus location.