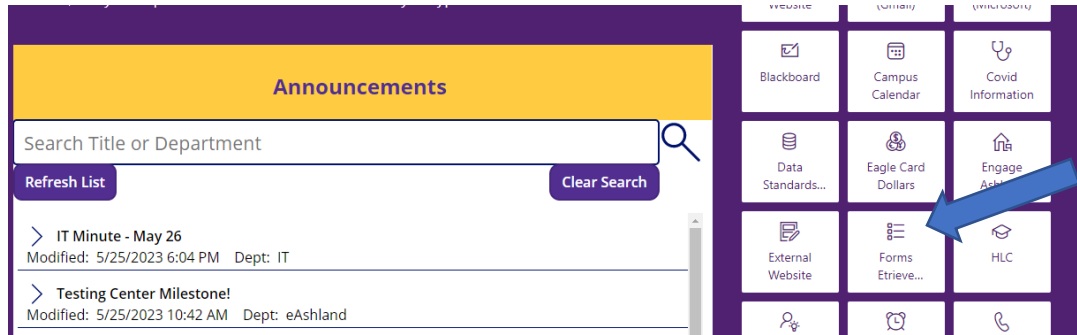


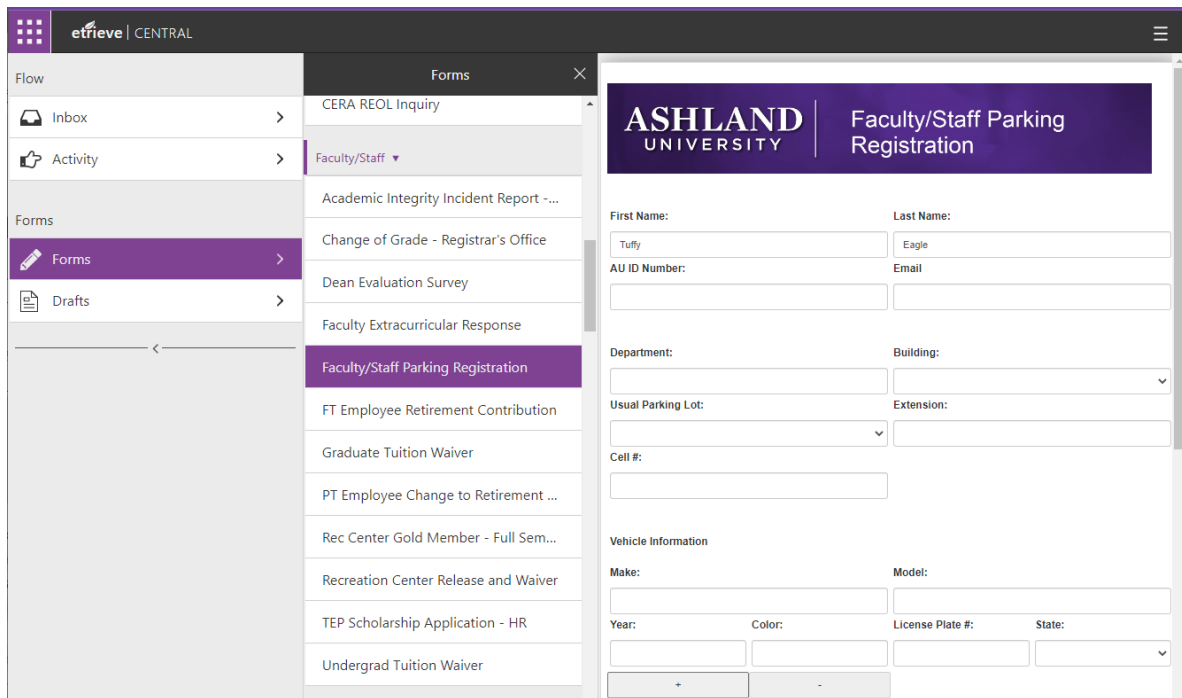
Faculty/Staff Parking Registration

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.



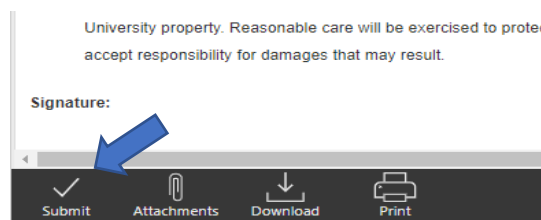
The screenshot shows the 'Announcements' section of the Ashland Portal. On the left, there is a search bar with the text 'Search Title or Department', a 'Refresh List' button, and a 'Clear Search' button. Below the search bar, there are two announcement items: 'IT Minute - May 26' and 'Testing Center Milestone!'. On the right, there is a grid of icons for various services: Blackboard, Campus Calendar, Covid Information, Data Standards..., Eagle Card Dollars, Engage Ashland, External Website, Forms Etrieve..., and HLC. A blue arrow points to the 'Forms Etrieve...' button.

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.



The screenshot shows the 'etrieve | CENTRAL' portal. On the left, there is a sidebar with 'Flow' (Inbox, Activity), 'Forms' (Forms, Drafts), and a list of forms. The 'Faculty/Staff Parking Registration' form is highlighted in the list. On the right, the form is displayed. It has a header 'ASHLAND UNIVERSITY Faculty/Staff Parking Registration'. The form fields are: First Name (Tuffy), Last Name (Eagle), AU ID Number, Email, Department, Building, Usual Parking Lot, Extension, Cell #, Vehicle Information (Make, Model, Year, Color, License Plate #, State). A blue arrow points to the 'Faculty/Staff Parking Registration' form in the left-hand menu.

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.



The screenshot shows the bottom section of the form. It includes a disclaimer: 'University property. Reasonable care will be exercised to protect accept responsibility for damages that may result.' Below the disclaimer is a 'Signature:' line. At the bottom, there is a navigation bar with four buttons: 'Submit', 'Attachments', 'Download', and 'Print'. A blue arrow points to 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.