23-24 Vehicle & Online Permit Registration

Gentle Reminders:

- Please only submit one registration per person
- Note that registrations are processed manually, first come, first served. By submitting a permit registration, you are reserving a parking space from the limited inventory.
- Once your registration is submitted, please allow time for permit assignments and processing, you will receive a confirmation email once completed.
- Once your approved permit is ready for pick-up, you will be notified via email from the Mail Services Center package/mail system.

Step-by-step Guide

1. Access Omnigo Online Registration – Click Here
   - Make sure your Pop-Up Blockers are Disabled

Online Permit Registration

COLORADO COLLEGE

DO NOT COMPLETE THIS FORM TO UPDATE YOUR VEHICLE, PLEASE EMAIL **PARKING@COLORADOCOLLEGE.EDU** TO UPDATE YOUR VEHICLE INFORMATION.

You'll need your CCID# and your license plate number. Failure to provide a complete license plate number may result in a citation, partial or unknown plate numbers will not be accepted, and registration will be denied.

Colorado College Parking Regulations, view more information, go to Parking Office website: https://www.coloradocollege.edu/offices/parking/

Permits Required:

Colorado College requires the registration of any motor vehicle parking on any property owned or leased by the College, including vehicles, motorcycles, Gem-carts, mopeds, scooters, etc.

• First year students are not eligible to park on campus, per their housing agreement and pathfinder.

• Permits are given on a first-come, first-serve basis.

• Only vehicles with registered license plates may use Colorado College Parking lots. Any parked vehicle not registered through the Parking Office will be subject to a parking citation.

• Students may register 1 vehicle.

• Faculty and Staff may register up to 3 vehicles per permit, but a citation will be issued if more than one vehicle, registered to the same permit, is parked on the Colorado College Campus at the same time.

• Staff/Faculty with valid CC issued permits may only park in designated surface lots and/or in street zones/areas, and **may not park in other parking lots and/or street zones/areas.**

• Students with permits in the C1 lot may only park in the designated residential parking areas, **only in the west and east sides of the main C1 lot.**

• The city of Colorado Springs has designated spaces along Nevada Ave, Cascade Ave, Dale St, Weber St, and Cache La Poudre St as Colorado College permitted parking zones/areas.

• Parking in these locations without a permit will result in a municipal citation and paid through the City of Colorado Springs.

• Street permits are required in these spaces from 7am-5pm M-F.

• Acknowledgement that permits are not oversold and allow a spot in each parking lot and/or street zone/area **but does not guarantee an assigned space or available space, if non-permit holders or permit holders parked in the wrong lot are taking away spots from permit holders.**

Display Requirements:

• All permits must be visibly displayed with the entire face of the permit visible from the outside of the vehicle. The face of the permit is the side that displays both the current stickers and the permit number.

• Permits are not valid in designated reserved spaces, unmarked/unpaved spaces, metered spaces, visitor parking areas, or areas designated as timed parking, or other signed areas.

By completing this vehicle and permit registration form, you acknowledge you have read and agree to abide by Colorado College Parking Regulations. Failure to comply with the regulations may result in the vehicle being issued citation(s).

Select a Group:

[▾]   [Write New Online Permit Registration]

2. Select your Group from dropdown, Student Parking Registration; then click the 'Write New Online Permit Registration' button:

Select a Group:

STUDENT PARKING REGISTRATIC ▼ **Write New Online Permit Registration**

3. Select the following:
   ▪ Permit Type: Annual Lot Permit, Annual Street Permit ($150), Blockly Lot Permit ($25/Block)
   ▪ Parking Lot/Street Options:
   ▪ Student Account Authorization Acknowledgement
   Once all are selected, click on the 'Continue' button, on the top or the bottom of the screen:

4. Enter in Contact Information, CCID#; First Name; Last Name; CC Mailbox#; Cell Phone; CC Email. Then click the 'Save' button or click the 'Continue' Button:

Online Permit Registration

5. Enter in Vehicle Information, Type; Make; Color; License Plate Number (no dashes/spaces, all together – see example below); License Plate State. Then click the 'Continue' button:
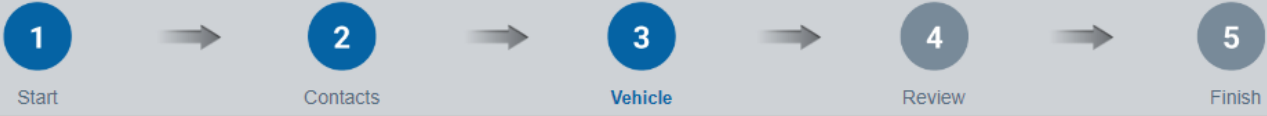
<u>License Plate Image:</u>

<u>Enter License Plate Number As:</u>

ML7264

Online Permit Registration

1		2		3		4		5
Start	→	Contacts	→	**Vehicle**	→	Review	→	Finish

Back   **Continue**

Enter Vehicle Information

Please enter the Vehicle information.

Type	⌄
Make	⌄
Color	⌄
License Plate Number (no dashes)	(do not enter spaces)
Licensing State	
	Save and Continue

Number	Model	Year	Color	Make	

6. Review Registration Submission. You can click the 'Modify' button under any section you wish to edit your entry.
   - You have the option to enter any additional information under the 'NOTES/COMMENTS' section. You can expand the box, by dragging the bottom left corner of the text box.
   - Then click the 'Continue' Button:

Online Permit Registration

| 1 Start | → | 2 Contacts | → | 3 Vehicle | → | 4 Review | → | 5 Finish |

Back   Continue

Review Report

Please review the report. If all the information is correct, click the Continue button to submit the report. If you need to modify some information, click the desired modify link. This will be your last chance to change information for this report.

General Information: Modify

Permit Type:	ANNUAL LOT PERMIT
Lot/Street Options	902 N CASCADE GREEN
I authorize the Colorado College Payroll Office to withhold the full cost of my parking permit over a predetermined period. This period will be based on the number of paychecks that I receive per year.	YES, I ACKNOWLEDGE

Contacts Information: Modify

Contact 1

Contact Type:	PERSON
CCID# (8 Digits):	FDJL
First Name	LJLK;
Last Name	LK;LK
Department	;K;K
Cell Phone:	;k;k
CC Email:	;K;K

Vehicles Information: Modify

Vehicle 1

Make:	ACURA
Color:	BEIGE
Plate Number (no dashes/spaces):	DFDS
License State:	CO

NOTES/COMMENTS (Please provide any additional info):

Back   Continue

7. Once you click the 'Continue' button, your registration request will be submitted. You will be issued the bellow screen, with an Permit Registration Number.

   - <u>You *will not* receive an auto-generated email confirmation from Omnigo</u>
   - You will receive a Registration Number and will have a completed registration message you can print. You can expand the registration message box, by dragging the bottom left corner of the text box.
   - You can also select the button at the bottom, 'View Permit Registration' and a PDF of your record can be viewed and saved.
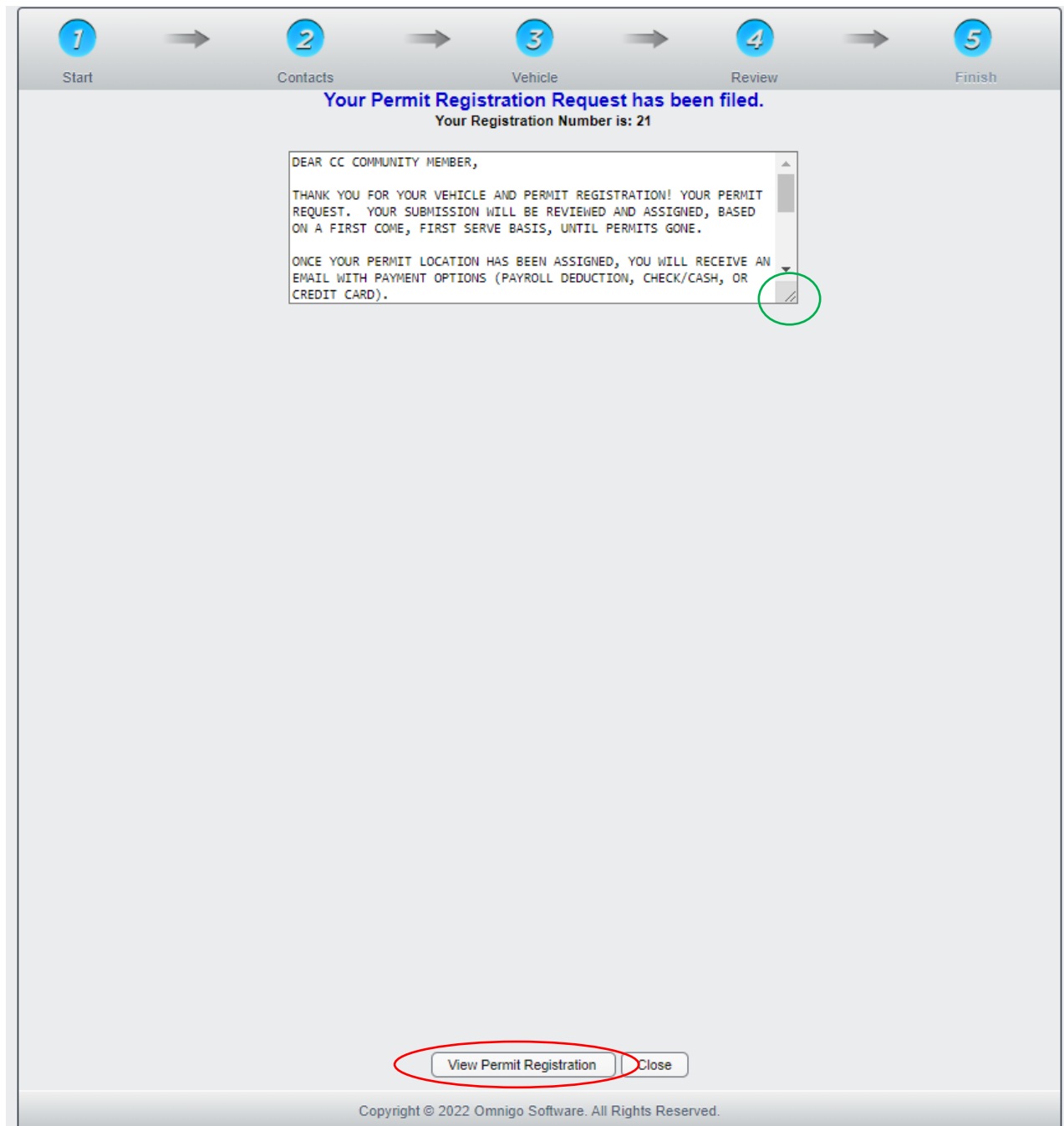
8. Your submission will be reviewed and assigned a permit (on a first come, first serve basis). If you reach the submission page, your request will be sent through. You will then receive an email from Parking@coloradocollege.edu with your assigned number and pick-up instructions. Please allow up to 72 hours for a confirmation email.