

# **Step by Step Parking Permit Registration for Employees**

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# This Will Be New to Some

This year you may register your vehicle(s) using the online registration system and receive your parking permit decals in the mail. As an employee, your permit is good Until September 15, 2018. You may register as many vehicles as you operate on Campus for a single permit fee, so long as you're the driver. This fee is paid for through an automatic payroll deduction. Starting this year any citation fines you incur will also be paid through an automatic payroll deduction as well, unless you settle your accounts in the Business Office (Building 38).



# Let's Get Started

Start on the **Campus Safety & Security Department** web page  
<http://prescott.erau.edu/about/security/index.html> Click **Online Parking Registration**.

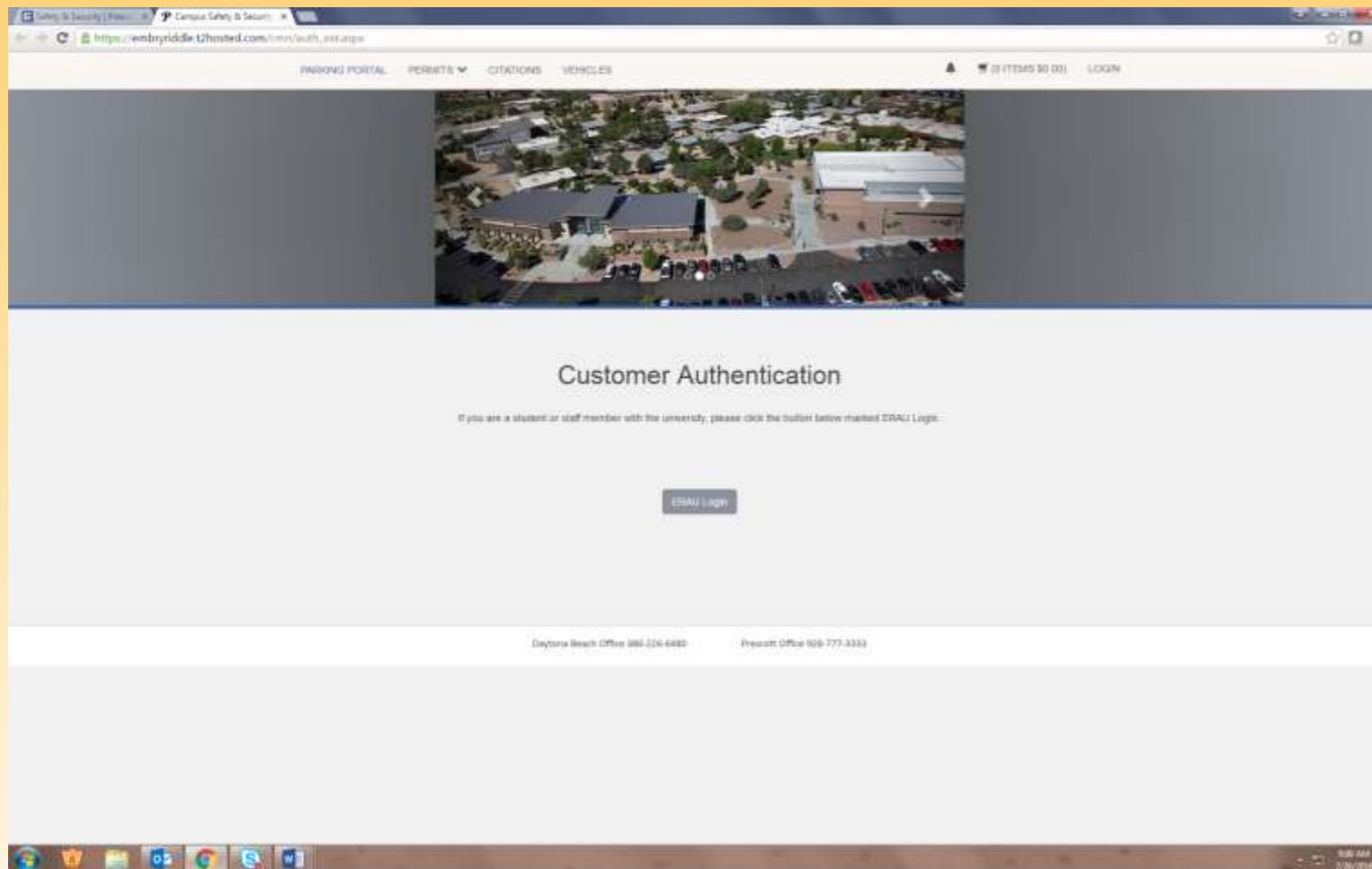


The screenshot shows the Prescott Campus Safety & Security Department website. The page is titled "Campus Safety & Security Department" and features a navigation menu on the left with categories like "This is Prescott", "Campus Directory", "Map & Directions", "Area Information & Activities", "Labs", "Flight & Simulators", "Records & Registration", "Cashier's Office", "Health & Wellness", "Postal Services", "Safety & Security", "EAGLEcard", "Disability Support", "Live Cameras", "Social Media Directory", "Bookstore", "Career Services", "Library and Learning Center", and "Camps & Conferences". The main content area includes sections for "Facility Information", "On-Campus Emergency Numbers", "Off-Campus Emergency Numbers", and "Related Content". The "On-Campus Emergency Numbers" section lists: Campus Safety & Security Department (928-777-3333), Emergency (928-777-3333), Wellness Center (928-777-6853), Counseling Center (928-777-6653), and Dean of Students (928-777-3879). The "Off-Campus Emergency Numbers" section lists: Prescott Fire Department (911), Prescott Fire Department Non-Emergency (928-777-1909), Lifeline Ambulance (911), Prescott Police Emergency (911), Prescott Police Non-emergency (928-777-1900), and Yavapai Regional Medical Center (928-445-2700). The "Related Content" section includes links to Clery Annual Secure Environment Report, Missing Student Policy, Online Parking Registration, Parking & Traffic Regulations, and Safety & Security Forms.



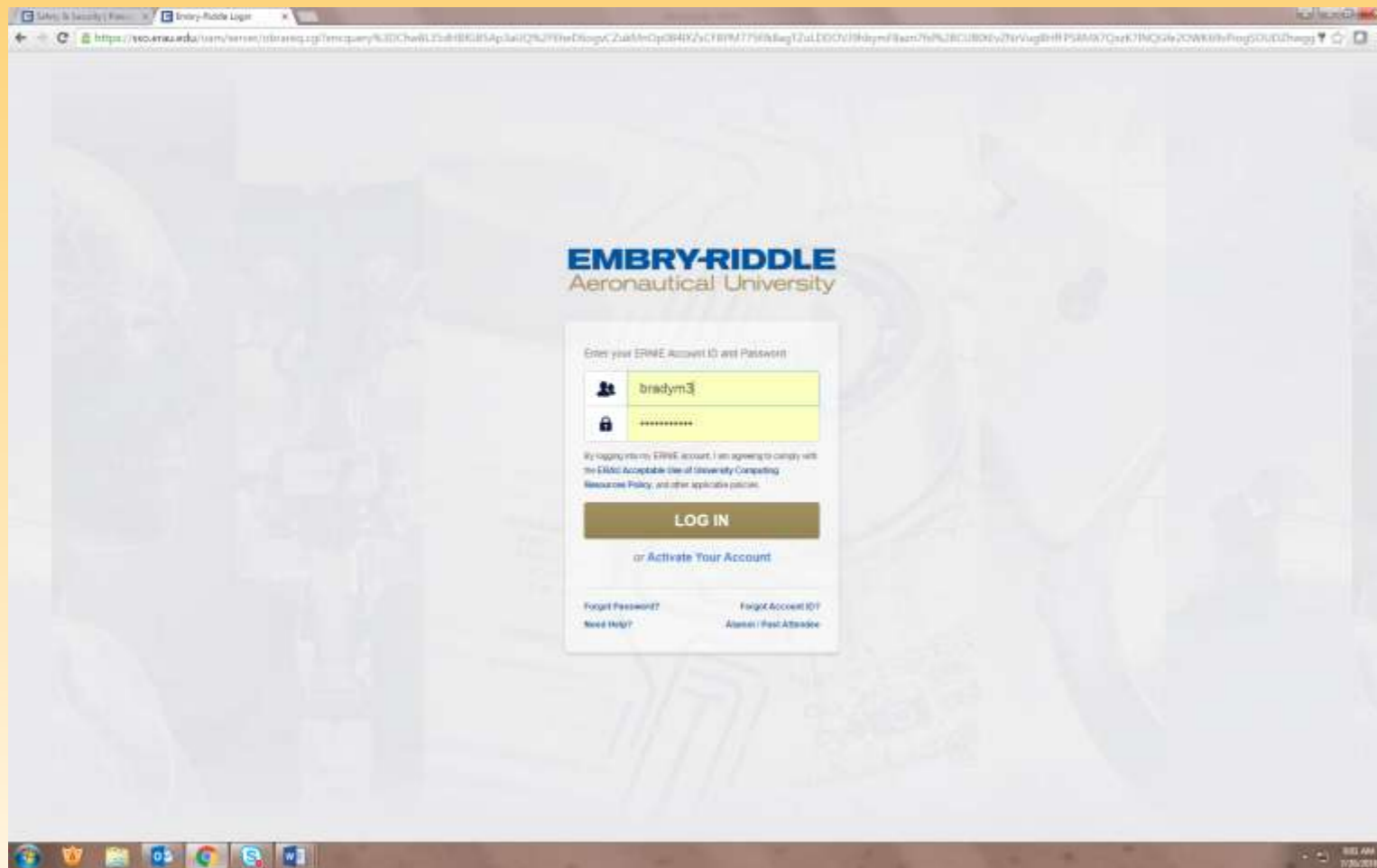
# Customer Authentication

When you click on [Online Parking Registration](https://embryriddle.t2hosted.com/cmn/auth_ext.aspx) [https://embryriddle.t2hosted.com/cmn/auth\\_ext.aspx](https://embryriddle.t2hosted.com/cmn/auth_ext.aspx) you will be taken to the **Customer Authentication** page. Please press **ERAU Login**.



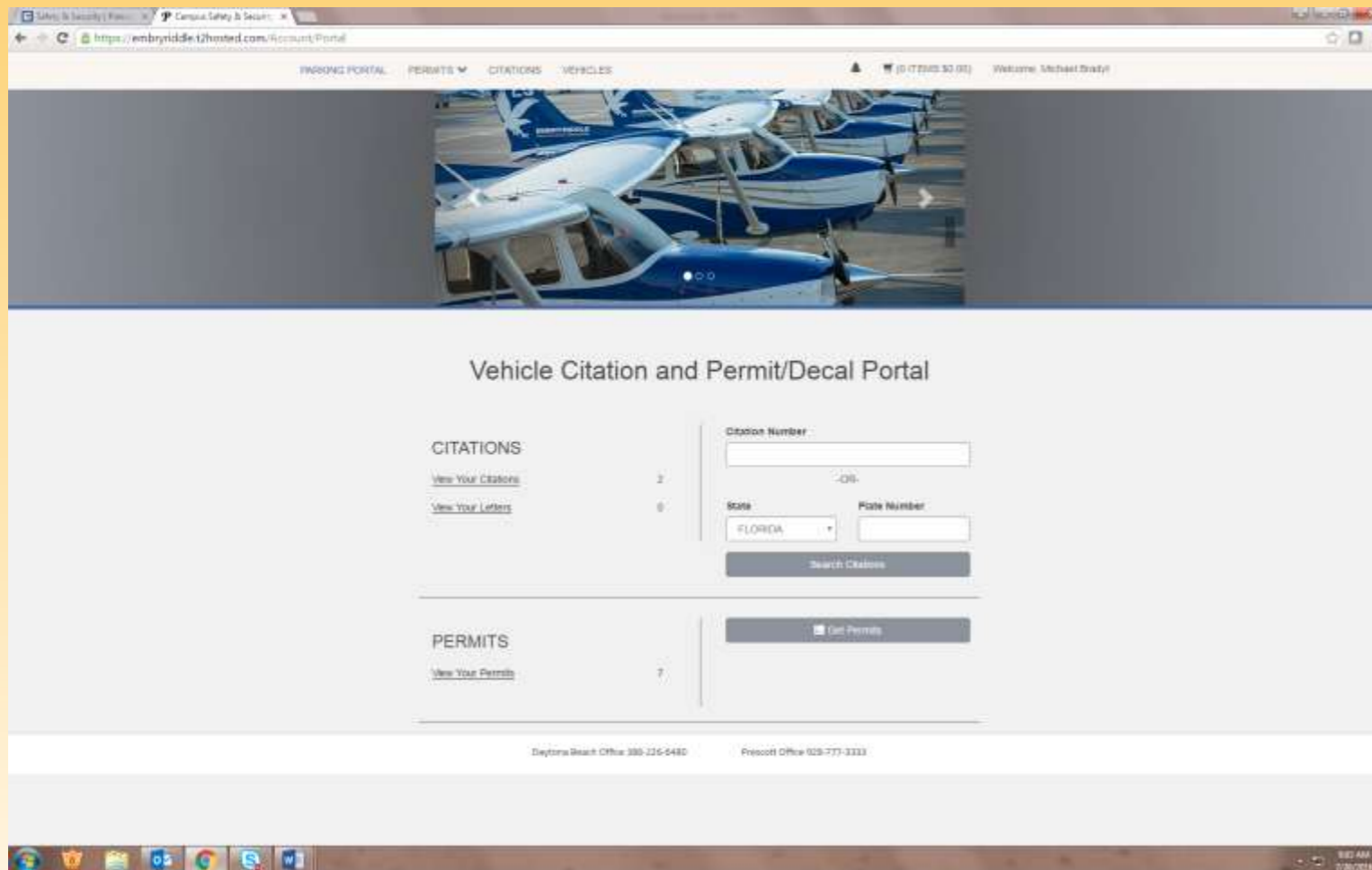
# ERNIE Login

You will be taken to the **ERNIE** login page. Please **LOGIN**.



# Permit/Decal Portal

You are now at the **Vehicle Citation and Permit/Decal Portal**. Please press ***GET PERMITS***.

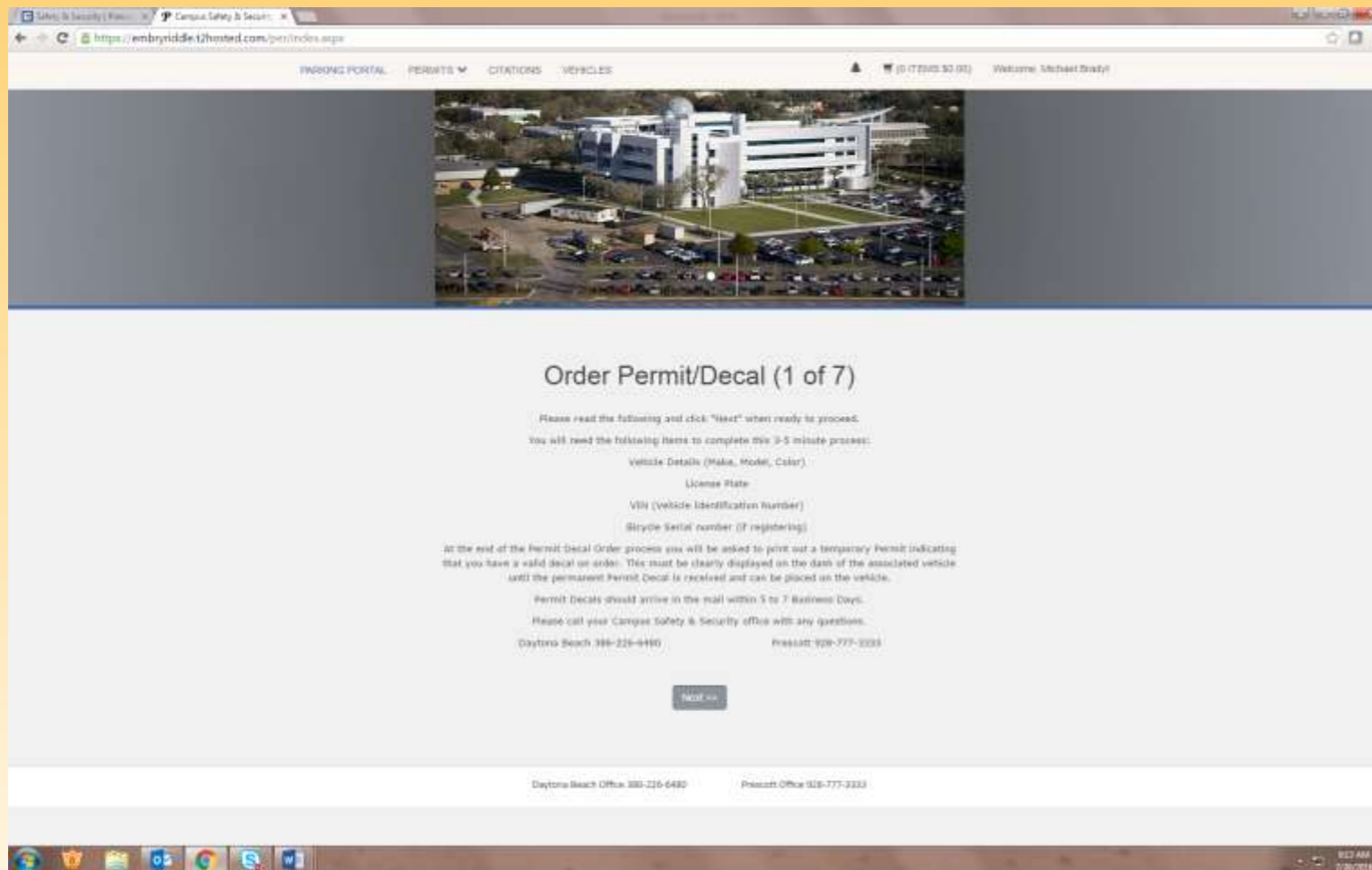


The screenshot shows a web browser window displaying the 'Vehicle Citation and Permit/Decal Portal'. The browser's address bar shows the URL 'https://embryriddle.12hosted.com/Account/Portal'. The page features a navigation menu with 'PARKING PORTAL', 'PERMITS', 'CITATIONS', and 'VEHICLES'. A banner image of blue and white aircraft is at the top. Below the banner, the page title is 'Vehicle Citation and Permit/Decal Portal'. The 'CITATIONS' section shows 'View Your Citations' with a count of 2 and 'View Your Letters' with a count of 0. The 'PERMITS' section shows 'View Your Permits' with a count of 7. A search form for citations includes fields for 'Citation Number', 'State' (set to FLORIDA), and 'Plate Number', with a 'Search Citations' button. A 'Get Permits' button is also visible. At the bottom, contact information for Daytona Beach Office (386-236-6480) and Prescott Office (928-777-3333) is provided. The Windows taskbar at the bottom shows the time as 1:02 AM on 9/30/2014.



# Order Permit/Decal

You are now at **Order Permit/Decal (1 of 7)**. You will need Vehicle Details (Make, Model, Color), License Plate, VIN (Vehicle Identification Number), or Bicycle Serial number (if registering a bicycle) before proceeding. Please press **NEXT>>**



Order Permit/Decal (1 of 7)

Please read the following and click "Next" when ready to proceed.  
You will need the following items to complete this 3-5 minute process:

- Vehicle Details (Make, Model, Color)
- License Plate
- VIN (Vehicle Identification Number)
- Bicycle Serial number (if registering)

At the end of the Permit/Decal Order process you will be asked to print out a temporary Permit indicating that you have a valid decal on order. This must be clearly displayed on the dash of the associated vehicle until the permanent Permit/Decal is received and can be placed on the vehicle.

Permit/Decals should arrive in the mail within 5 to 7 Business Days.  
Please call your Campus Safety & Security office with any questions.  
Daytona Beach 386-226-6480 Prescott 928-777-3333

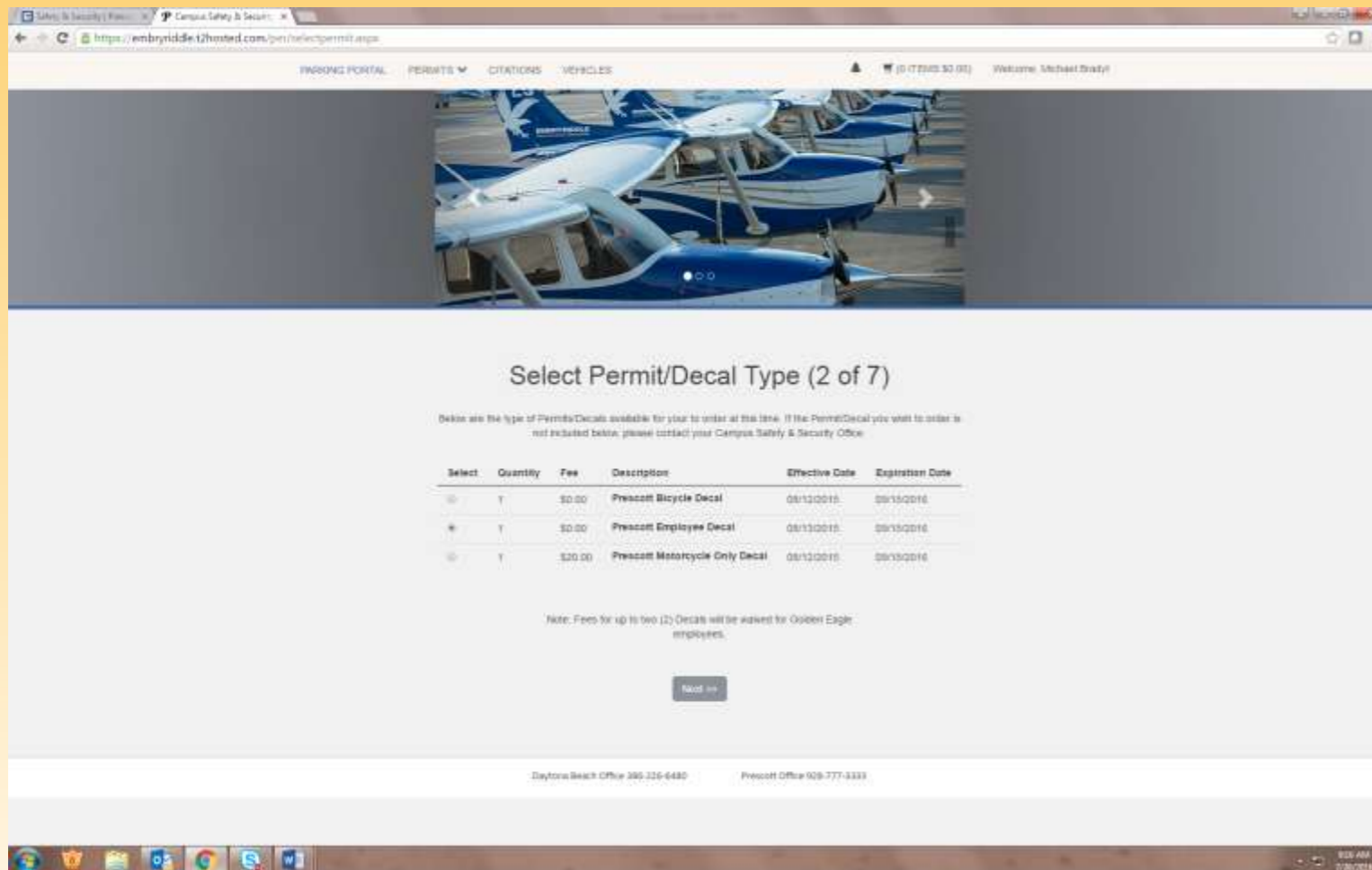
[NEXT >>](#)

Daytona Beach Office 386-226-6480 Prescott Office 928-777-3333



# Select Permit/Decal Type

On the **Select Permit/Decal Type (2 of 7)** page you need to choose what permit you want. To get a decal for your car select *Prescott Employee Decal* and click **NEXT >>**



SELECT PERMIT/DECAL TYPE (2 OF 7)

Below are the type of Permits/Decals available for you to order at this time. If the Permit/Decal you wish to order is not included below, please contact your Campus Safety & Security Office.

Select	Quantity	Fee	Description	Effective Date	Expiration Date
<input type="radio"/>	1	\$0.00	Prescott Bicycle Decal	05/13/2015	05/15/2016
<input checked="" type="radio"/>	1	\$0.00	Prescott Employee Decal	05/13/2015	05/15/2016
<input type="radio"/>	1	\$20.00	Prescott Motorcycle Only Decal	05/13/2015	05/15/2016

Note: Fees for up to two (2) Decals will be waived for Golden Eagle employees.

[Next >>](#)

Daytona Beach Office 386-226-6480 Prescott Office 928-777-3333





# Select Vehicle

On the **Select Vehicle (3 of 7)** page if your vehicle is listed please select it and press **NEXT**. If your vehicle is not listed you will need to press **ADD VEHICLE**.

https://embryriddle.12hosted.com/pern/selectvehicle.aspx

PARKING PORTAL PERMITS CITATIONS VEHICLES

0 ITEMS \$0.00 Welcome, Michael Brady!

You must select one vehicle for this permit.

### Select Vehicle (3 of 7)

Select the vehicle you wish to assign to this Permit/Decal and click "Next" to continue.

If the vehicle is not listed, click "Add Vehicle" to add it now.

Note: If you need to order Permit/Decals for more than one vehicle, you may do so from the Order Summary page (further along in the process).

Select	State	Plate Number	Year	Make	Model	Color
<input type="checkbox"/>	KENTUCKY	DDVZXC	2007	Bentley	Azure	Champagne
<input type="checkbox"/>	PALAU ISLAND	EATMYDUST	2010	VESPA		Pink
<input type="checkbox"/>	ALABAMA	BBB111	2013	Yamaha	Chrome	Teal
<input type="checkbox"/>	ARIZONA	BEH08AT	2009	Volvo	S70	Green

[Add Vehicle](#)

[Next >>](#)

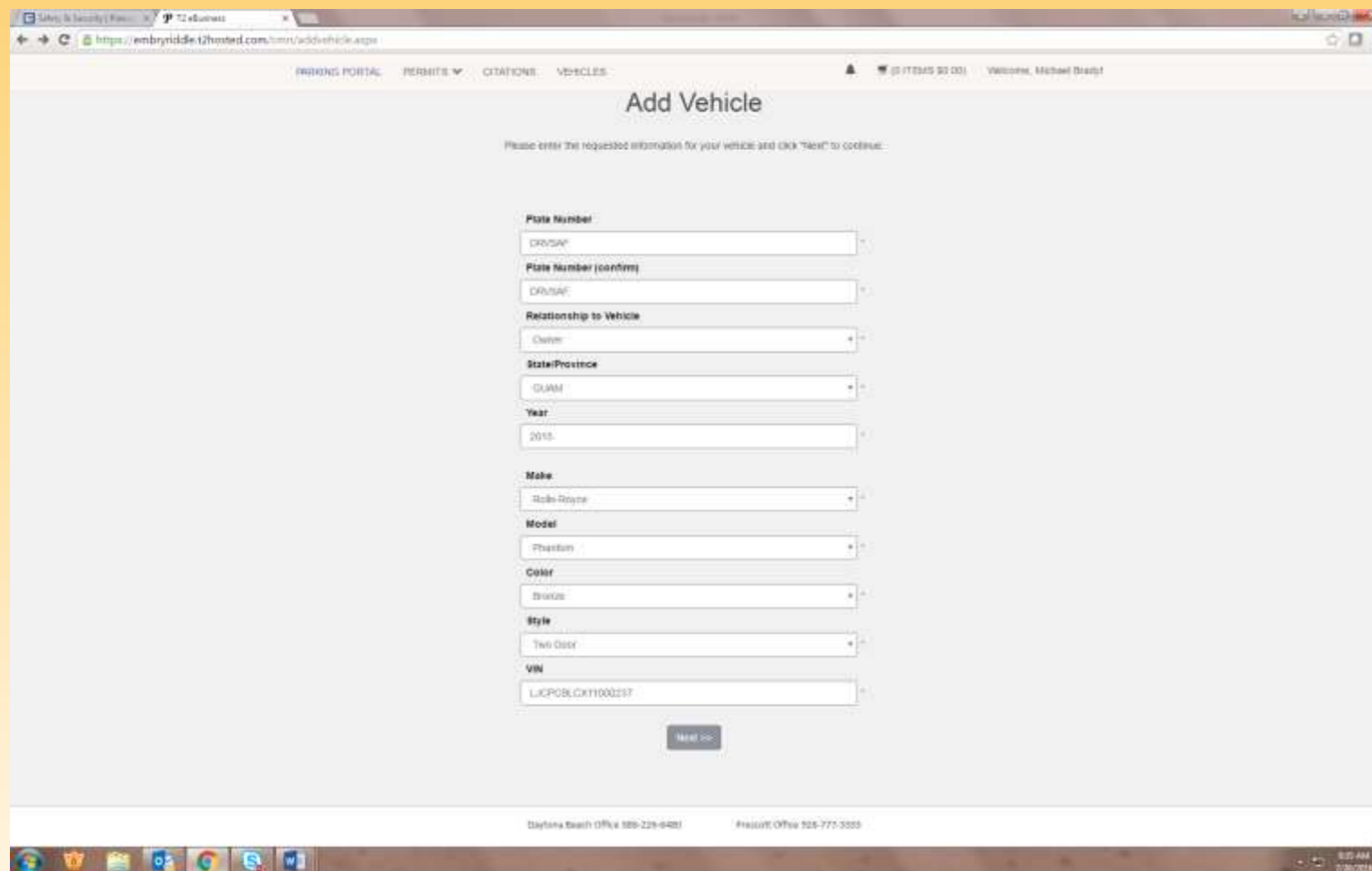
Daytona Beach Office 386-226-6480 Permit Office 928-777-8888

1:03 AM 9/30/2014



# Add Vehicle

At the **Add Vehicle** page please fill the boxes with your vehicle's details. When you are done press **NEXT >>**



The screenshot shows a web browser window with the URL <https://embryriddle.t2hosted.com/omn/addvehicle.aspx>. The page title is "Add Vehicle". Below the title, there is a navigation menu with "PARKING PORTAL", "PERMITS", "CITATIONS", and "VEHICLES". A user greeting "Welcome, Michael Brady!" is visible. The main content area contains a form with the following fields:

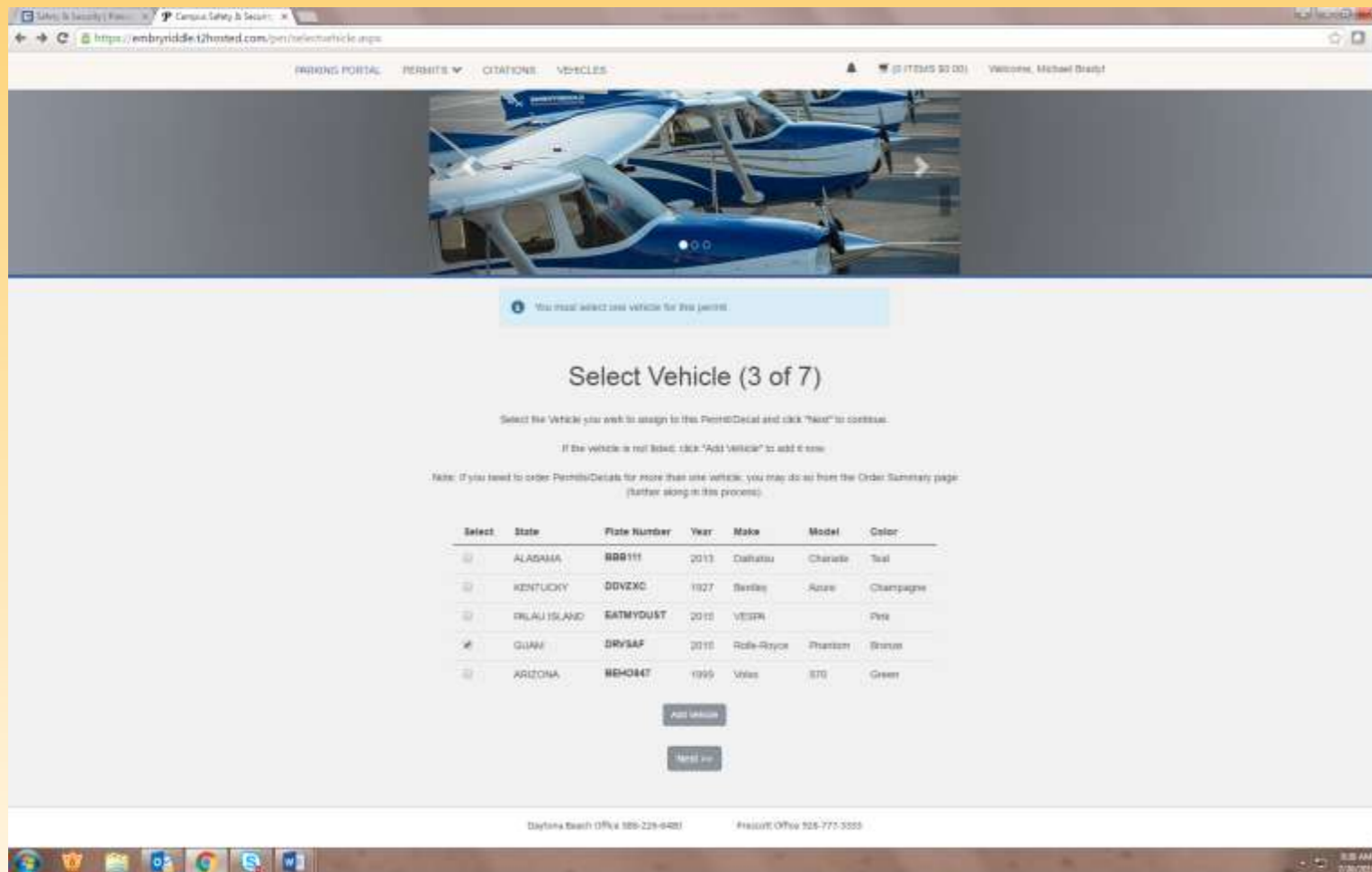
- Plate Number:** Text input field containing "DRVSAF".
- Plate Number (confirm):** Text input field containing "DRVSAF".
- Relationship to Vehicle:** Dropdown menu with "Owner" selected.
- State/Province:** Dropdown menu with "GUAM" selected.
- Year:** Text input field containing "2015".
- Make:** Dropdown menu with "Rolls-Royce" selected.
- Model:** Dropdown menu with "Phantom" selected.
- Color:** Dropdown menu with "Black" selected.
- Style:** Dropdown menu with "Two Door" selected.
- VIN:** Text input field containing "LJCP0BLGX11002237".

At the bottom of the form is a "Next >>" button. The footer of the page includes contact information: "Daytona Beach Office 386-229-0401" and "Palmport Office 326-777-3355". The Windows taskbar at the bottom shows the time as 8:02 AM on 9/30/2014.



# Back to Select Vehicle

You have returned to the **Select Vehicle (3 of 7)** page. Please select your vehicle and press **NEXT>>**



https://embryriddle.12hosted.com/pern/selectvehicle.aspx

PARKING PORTAL PERMITS CITATIONS VEHICLES

(0 ITEMS \$0.00) Welcome, Michael Brady!

You must select one vehicle for this permit.

### Select Vehicle (3 of 7)

Select the Vehicle you wish to assign to this Permit/Detail and click "Next" to continue.

If the vehicle is not listed, click "Add Vehicle" to add it now.

Note: If you need to order Permit/Details for more than one vehicle, you may do so from the Order Summary page (later along in this process).

Select	State	Plate Number	Year	Make	Model	Color
<input type="checkbox"/>	ALABAMA	BBB111	2013	Daihatsu	Charade	Teal
<input type="checkbox"/>	KENTUCKY	DDVZXC	1927	Bentley	Azure	Champagne
<input type="checkbox"/>	DELAWARE	EATMYDUST	2010	VECOM		Pink
<input checked="" type="checkbox"/>	GUAM	DRV5AF	2010	Rolls-Royce	Phantom	Bronze
<input type="checkbox"/>	ARIZONA	BBH04T	1999	VW	ST0	Green

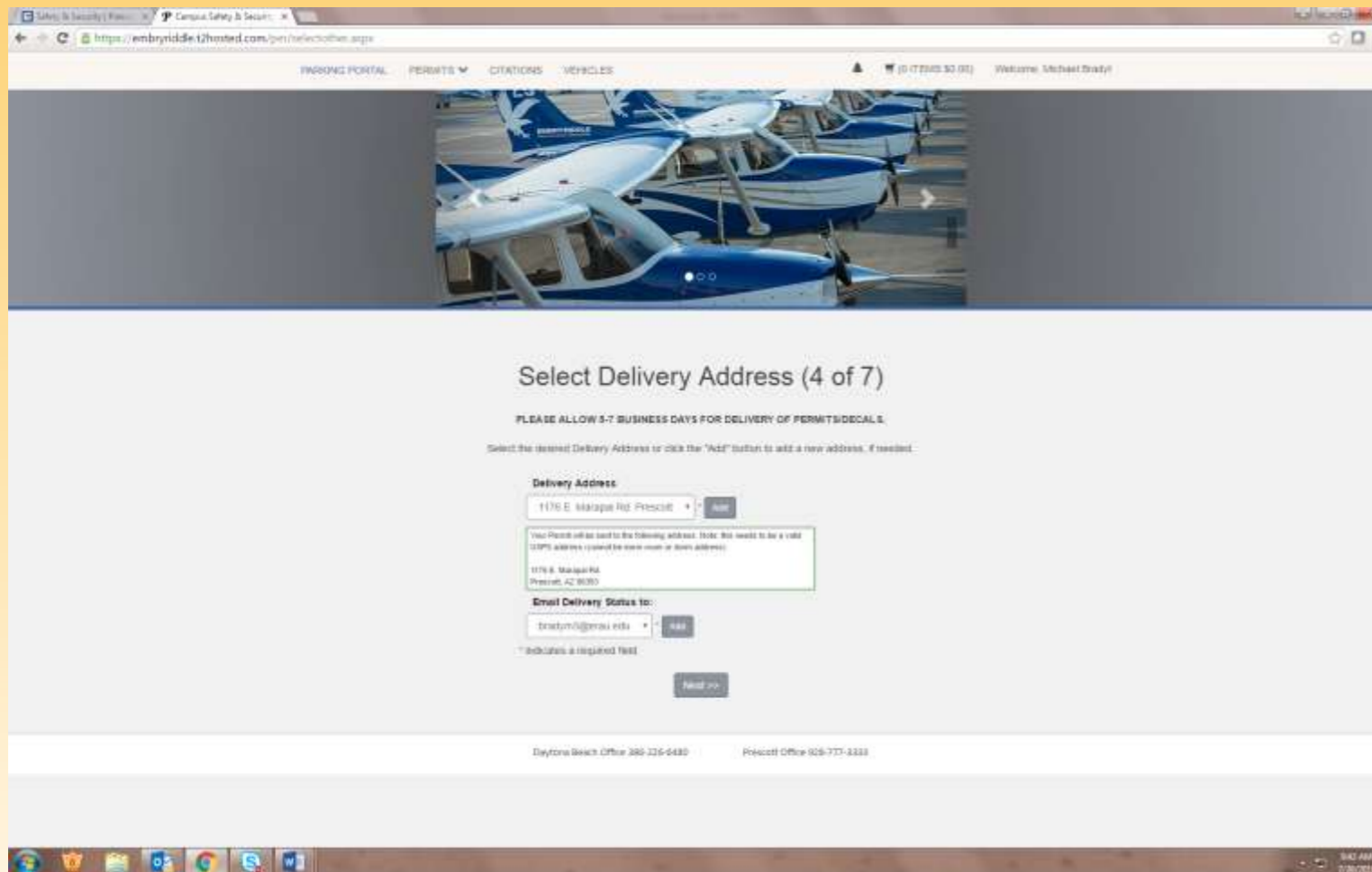
Daytona Beach Office 386-229-0401 | Prescott Office 928-777-3355

9:38 AM 9/30/2014



# Select Delivery Address

On the **Select Delivery Address (4 of 7)** verify or update your postal and email addresses. If there is no postal or email address listed you will need to add it. When you are done press **NEXT>>**



The screenshot shows a web browser window displaying the 'Select Delivery Address (4 of 7)' page. The page header includes navigation links for 'PARKING PORTAL', 'PERMITS', 'CITATIONS', and 'VEHICLES', along with a user greeting 'Welcome, Michael Brady!'. The main content area features a header image of blue and white aircraft. Below the header, the page title is 'Select Delivery Address (4 of 7)'. A note states: 'PLEASE ALLOW 3-7 BUSINESS DAYS FOR DELIVERY OF PERMITS/DECALS.' Below this, instructions read: 'Select the desired Delivery Address or click the "Add" button to add a new address, if needed.' The form contains two sections: 'Delivery Address' with a dropdown menu showing '1176 E. Marjorie Rd, Prescott' and an 'Add' button; and 'Email Delivery Status to:' with a dropdown menu showing 'brady@mga.edu' and an 'Add' button. A 'Next >>' button is located at the bottom of the form. At the bottom of the page, contact information for 'Daytona Beach Office 386-226-6480' and 'Prescott Office 929-777-8333' is provided. The Windows taskbar is visible at the bottom of the browser window.



# Order Summary

On the **Order Summary (5 of 7)** page please verify the details of your permit decal order. If the details are accurate please press **CONTINUE**

Order Summary (5 of 7)

Note: Your order is NOT complete.

Please review details below for accuracy before proceeding. There is no amount due at this time. Permit fees will be deducted for payment via Student Account or Employee/Faculty Payroll deduction. If you need to order additional permits you may do so at this time by clicking the 'Add Permits' button.

When ready, click on the 'Continue' button to submit your order.

Qty	Type	Description	Amount	Actions
1	Permit	Precourt Employee Decal (16/10/15) (08/13/2015 - 08/15/2016) <a href="#">View details</a>	\$0.00	<a href="#">Remove</a>

Due Now: \$0.00

[Cancel Order](#) [Add another Permit](#)

Checkout

[Continue](#)



# Order Information

You are now at the **Order Information (6 of 7)** page. Check the ***“I have read and understand the above statements box.”*** Press ***CLICK TO SUBMIT ORDER.***

The screenshot shows a web browser window displaying the 'Order Information (6 of 7)' page. The page header includes navigation links for 'PARKING PORTAL', 'PERMITS', 'CITATIONS', and 'VEHICLES', along with a user greeting 'Welcome, Michael Brady!'. A central banner image shows an aerial view of a campus building. Below the banner, the page title 'Order Information (6 of 7)' is displayed. A note states: 'Please review the information below for accuracy. Select "Click to Submit Order" when you are ready to proceed.' A reminder reads: 'Reminder: There is no amount due at this time. Dual Fee will be paid via Employee Payroll Deduction or Student Account.' A table lists the order details:

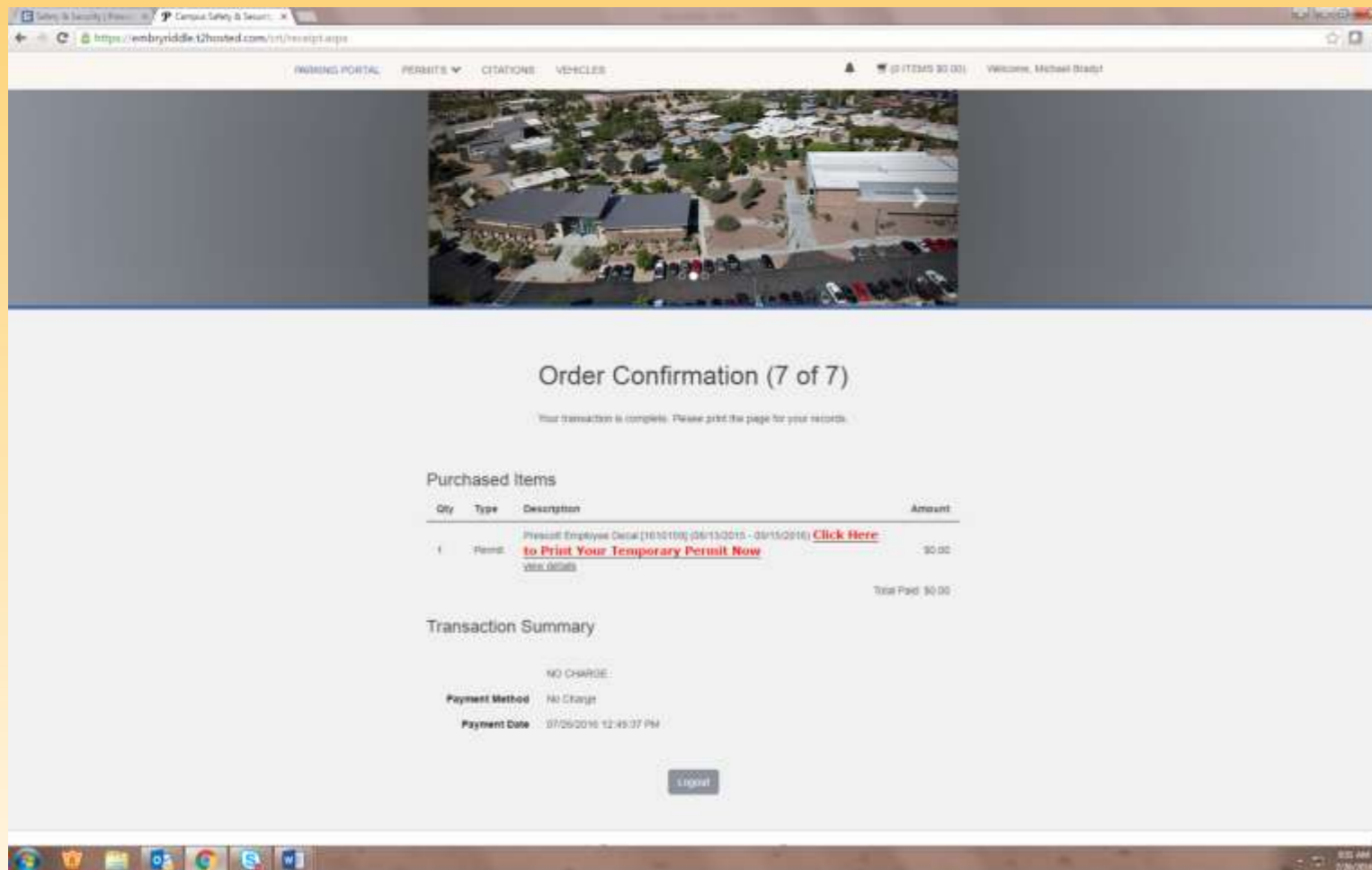
Qty	Type	Description	Amount	Actions
1	Permit	Prescott Employee Detail (1610159) (06/15/2016 - 09/15/2016) Site Details Valid for dates: 06/15/2016 - 09/15/2016 Fee will be waived to: 1170 E. Mariposa Rd Prescott, AZ 86383 With the vehicle: 19V154P 2015 Ram/Route	\$0.00	Remove

Below the table, it states 'Due Now: \$0.00'. A note says 'There is no charge for your purchase.' A checkbox is checked with the text 'I have read and understand the above statements.' A button labeled 'Click to Submit Order' is visible. At the bottom, contact information for Daytona Beach Office (386-229-0481) and Prescott Office (928-777-3355) is provided.



# Order Confirmation

Congratulations, you have reached the **Order Confirmation (7 of 7)** page. Click on [Click Here to Print Your Temporary Permit Now](#)



The screenshot shows a web browser window displaying an online permit portal. The page title is "Order Confirmation (7 of 7)". Below the title, a message states: "Your transaction is complete. Please print this page for your records." The page features a "Purchased Items" table with the following data:

Qty	Type	Description	Amount
1	Permit	Prescott Employee Desk (10/10/10) (06/13/2015 - 06/15/2016) <a href="#">Click Here to Print Your Temporary Permit Now</a> <a href="#">View Details</a>	\$0.00

Total Paid: \$0.00

Below the table is a "Transaction Summary" section with the following details:

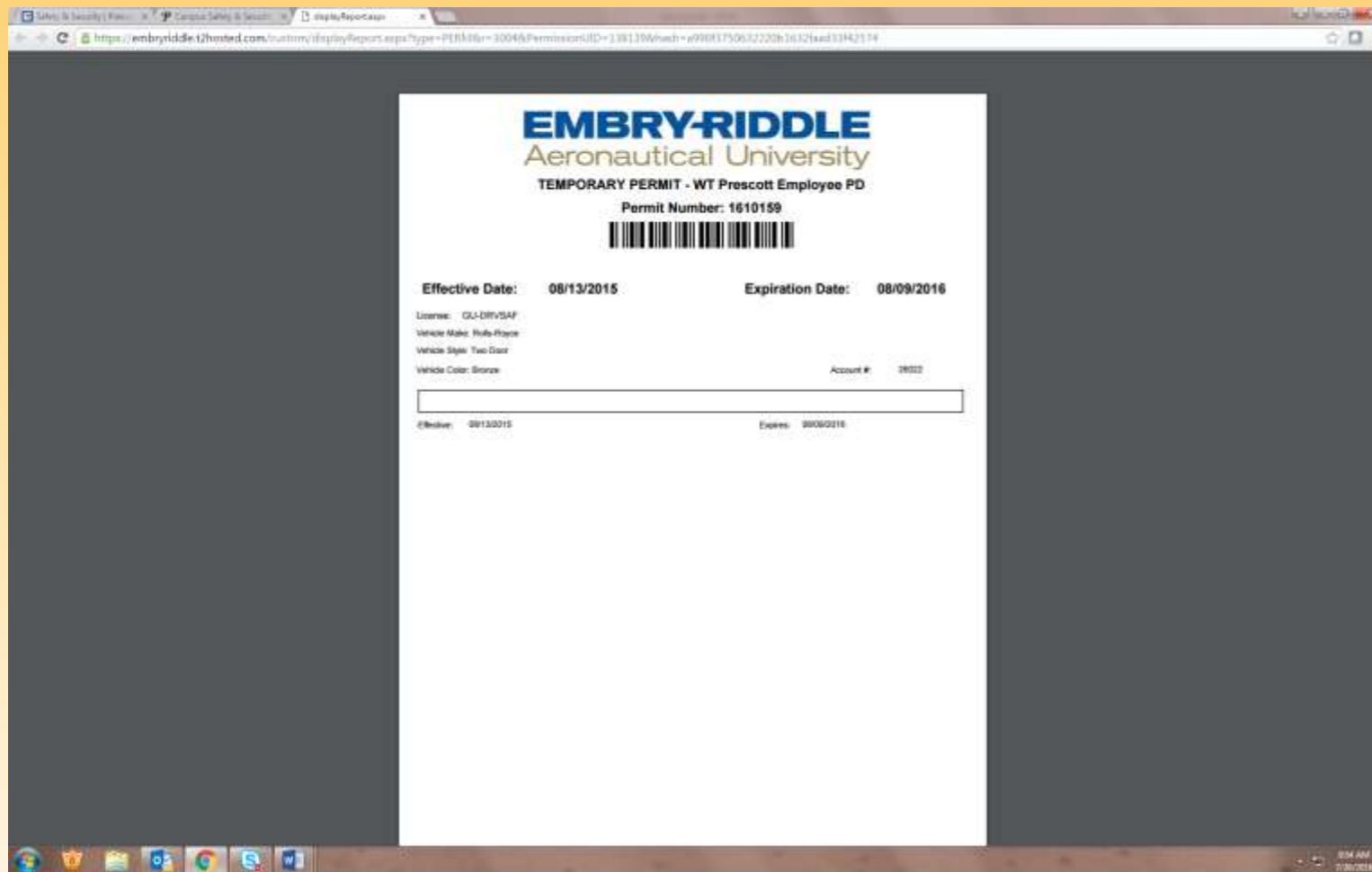
- NO CHARGE:
- Payment Method: No Charge
- Payment Date: 07/29/2016 12:45:37 PM

A "Logout" button is located at the bottom of the page.



# Print your Temporary Permit

Print your **Temporary Permit** and place it on the dash board of your vehicle until your permit decal arrives in the mail.





# Congratulations!

You have completed the parking permit application process. Well done! If you have another vehicle to register please repeat the process. Thank you!

**Register for your vehicle permit immediately!**

**<https://embryriddle.t2hosted.com/Account/Portal>**

**Parking permit enforcement begins campus-wide September 15, 2016.**

**Drive Carefully, Park Thoughtfully. It's All We Ask!**

