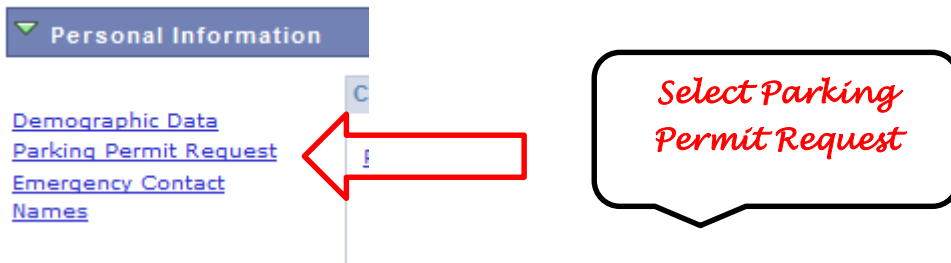


MyClarion Student Center Quick Reference – Request a Parking Permit

1. Go to www.clarion.edu/myclarion and select “Login”.
2. Next, click the **Student Center** link.
3. **Before you request a permit, you must review and update your address information** in order to ensure that you have accurate information on file for processing your parking permit request. To do so, scroll to the “Personal Information” section and review the “Permanent” and “Local” address information listed in the “Contact Information” section. If the address information is not correct, select the address from the “Contact Information” section and “edit” or “add” the address as needed. For step by step directions to change or add an address, please see the [MyClarion Review/Update Address Quick Reference Guide](#)

After you have reviewed and confirmed your address information, return to the Student Center and perform the following steps to request a permit:

4. Scroll to the “Personal Information” section and select “Parking Permit Request”



5. Select the “Parking Permit Request” tab, then...
 - a. Select the desired permit type. (Note: Refer to [Parking Regulations](#) web site for permit type details)
 - b. Enter your vehicle information
 - c. Read the listed Parking Permit Regulations
 - d. Select the “I acknowledge” check box
 - e. Click “Submit Request”

See the following page for an illustrated example.

Select Parking Permit Request

Electronic Student Permit Application

2015-2016 Academic Year

Complete all sections below, then select "Submit Request"

Select Permit Type

*Permit Type

Vehicle Information

*State *License Plate Nbr *Vehicle Make
 *Vehicle Model *Vehicle Color

Enter all six required fields

*Summer Phone Nbr

Acknowledge and Submit

Please read the following list of Parking Permit rules and regulations. Select the acknowledgement checkbox and press the "Submit Request" hyperlink to complete the permit request.

1. I acknowledge that parking on the Clarion University campus, and any lots owned or leased by the University is at my own risk and agree to assume the responsibility for any damages that occur to my vehicle while parked in University lots.
2. I hereby certify that I am responsible for the safe operation and legal parking of a motor vehicle on the campus of Clarion University.
3. I understand that vehicles are immobilized for unpaid tickets.
4. I understand the parking permit issued to me is not transferable to any other person and that I am responsible for all tickets that are issued to my permit.
5. University Police has the right to verify local address information by inspecting lease agreements. I understand that falsifying my local address in order to obtain a parking permit is not allowed and permits issued under false pretenses will be confiscated with no refund.
6. I will display the hanger-type permit on the rear view mirror.
7. I understand that my parking permit is only valid in lots specified by my permit type.
8. I understand that my parking permit is not valid in pay station areas.
9. I understand that all parking regulations are available on the Public Safety website at www.clarion.edu/publicsafety, or upon request at the Public Safety Office.

I acknowledge that I have read and understand the parking regulations of Clarion University.

[Submit Request](#)

Submitted Datetime

Read, Acknowledge Parking Regulations, & Submit Permit

6. You will be presented with an “Are you sure” prompt. Select “Yes” to submit your application or “No” to return to the application. Once you select “Yes”, you will be presented with confirmation that your parking permit request has been submitted.

Notes:

- Parking Permits will be billed to your student account
- For information on where and when to pick-up your Parking Permit from the Public Safety Office, please refer to the to [Parking Regulations](#) web site.

**** When you are finished in Student Center, always remember to select “Sign Out” from the top right corner of any page.**