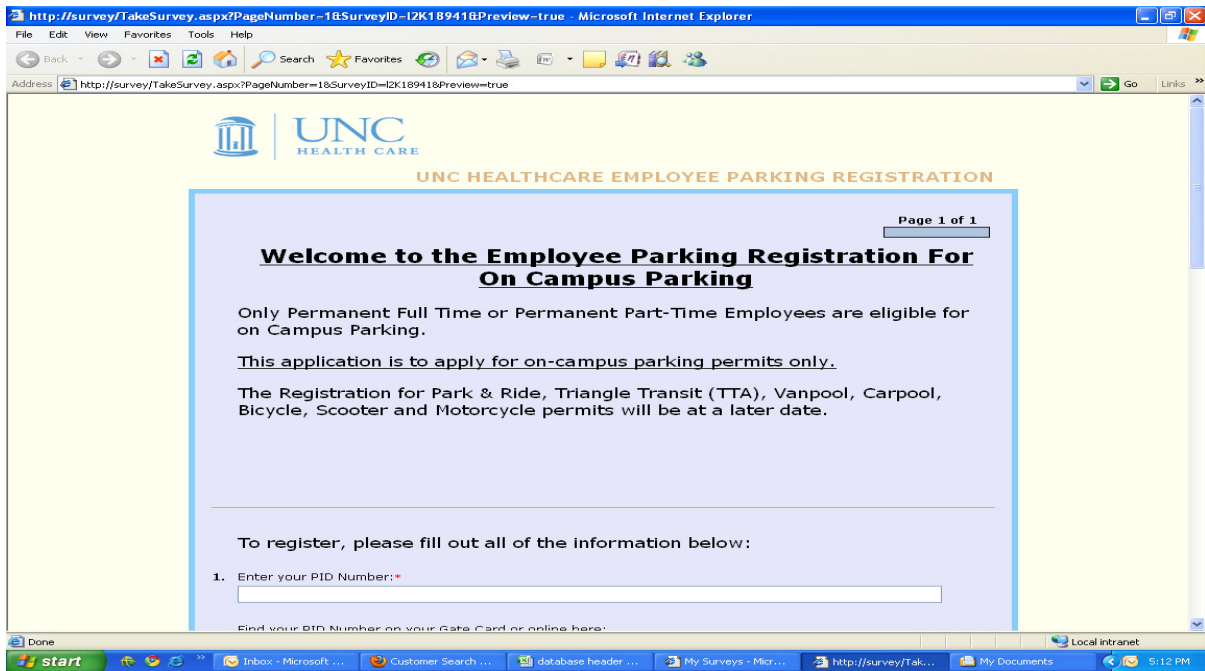


Instructions for the 2011/2012 Parking Registration For On-Campus Permits



Once you open the link, you will see the Parking Registration Page. Note that the survey is for Permanent Employees wanting to apply for on-campus permits.

Please make sure all the information required is correct and complete to assure your parking choices are accepted.

The first section will ask for your PID number found on your parking gate card or UNC One Card. If you do not have your card or know your number a link is provided to look it up. Do not use a dash when inputting the numbers.

Step 2. You will input you Employee Identification Number (EID)

Please make sure these numbers are correct, they are essential in assigning a permit.

The screenshot shows a Microsoft Internet Explorer browser window displaying a survey form. The address bar shows the URL: <http://survey/TakeSurvey.aspx?PageNumber=1&SurveyID=12K18941&Preview=true>. The form is titled "Parking Options" and contains the following steps:

2. Enter your EID Number (your clock-in number):*
3. Please fill out your name.*
Last:
First:
Middle:
4. Enter your Department Cost Center Number: *
--Please Select--
5. Enter your email address:*
6. Enter your telephone numbers.*
Work Phone:
Cell Phone:

*Cell Phone numbers will only be used to contact you regarding the parking permit waiting list.

Identify which shift you will be working and select the parking permit for which you would like to apply. When applicable, enter your first and second choices.
Only apply for one shift.

7. Day Shift (Between 6:00 AM and 5:00 PM)

The browser's taskbar at the bottom shows several open applications, including "Inbox - Micro...", "Customer Se...", "database he...", "My Surveys...", and "http://survey...". The system clock shows 5:30 PM.

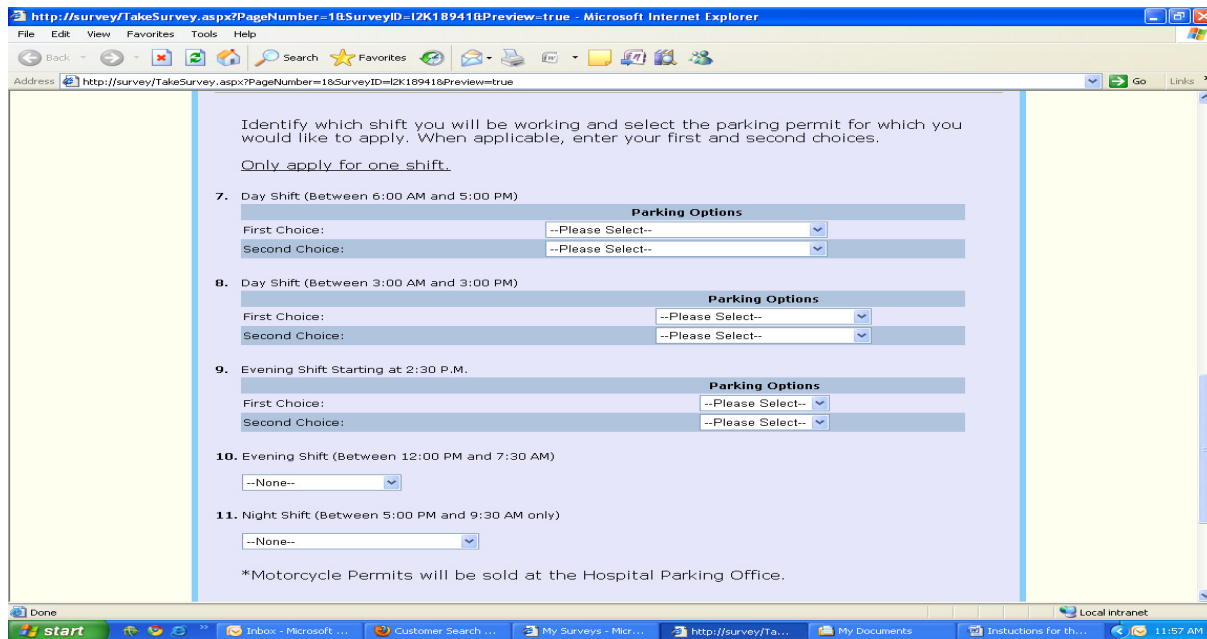
Step 3. Please provide your Last, First and Middle name.

Step 4. You will click the drop down box and pick your departments cost center number and name. If you cannot recall your cost center number, check with your manager or your departments parking coordinator.

Step 5. Please provide your email address

Step 6. Please provide us with your work telephone number and a cell phone number. This will help the parking office better assist you with the wait list and enable us to contact you if something happens involving your vehicle while at work.

The next steps will involve applying for the correct permit to fit your shift needs.



Step 7. If you work the morning shift beginning as early as 6:00 A.M. use the drop down boxes to select a first and second permit choice. You must make two separate choices unless you work at the Hedrick Building (R8), Timberlyne (R10) or The Hwy 54 Imaging Center (R5).

Step 8. This section is for employees who have shifts that start after midnight and run over into the day shift as their regular schedule. A start time of 3:00 A.M. and end at 3:00 P.M. for example.

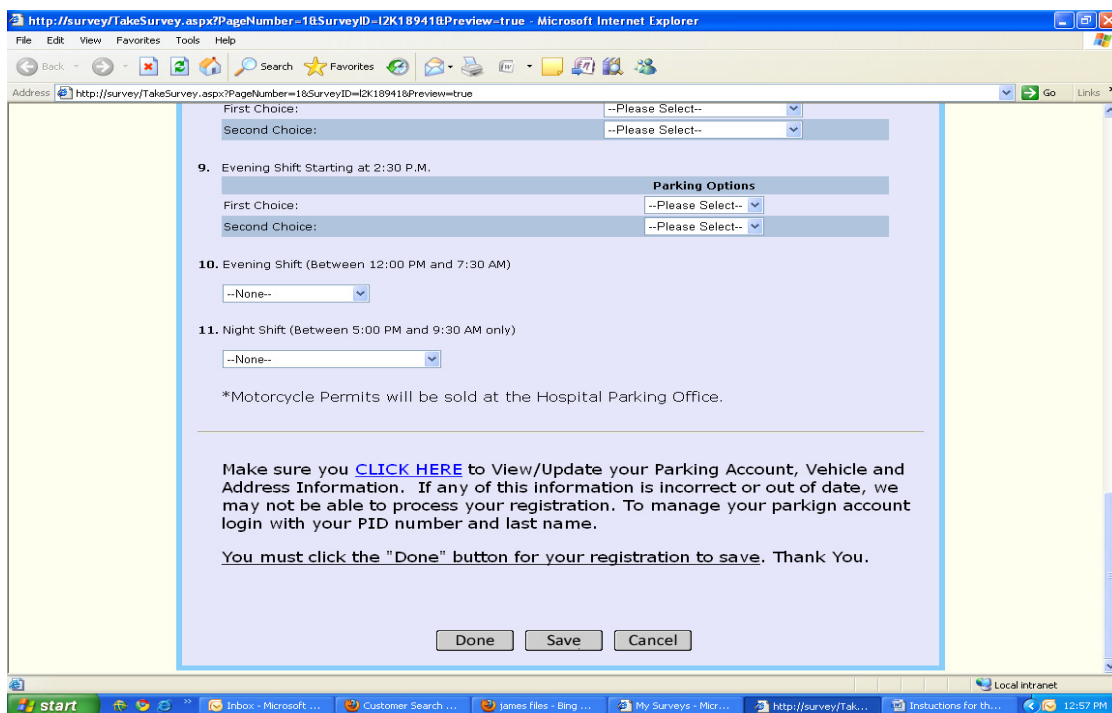
Step 9. This section is for permanent evening shift employees who have a shift beginning after 2:30 P.M. There only two choices for this shift PDV (Valid after 2:30 P.M. in the Dogwood Deck) or PMCD the evening shift permit for Craige Deck.

Step 10. Permanent Evening Shift Employee starting at noon should choose the PMCD permit.

Step 11. This selection is for employees starting after 5:00 PM. and the shift ending by 9:30 A.M. Employees on this shift should choose the Night Placard (NP) which is valid on the top two levels of the Dogwood Deck.

The next section has to do with managing and updating your personal Parking Account on the University Public Safety website. A “Click Here” link is provided. You will see a Manage Your Account link. If you are using this Parking Account for the first time you will log in using your PID number and Last Name. Once you are logged in you will see different option to update.

Last but not least, you must click the “DONE” button to submit your request. Clicking cancel or the save button will not submit your request.



The screenshot shows a Microsoft Internet Explorer browser window displaying a survey form. The address bar shows the URL: <http://survey/TakeSurvey.aspx?PageNumber=1&SurveyID=12K18941&Preview=true>. The form contains several sections:

- Two dropdown menus for "First Choice:" and "Second Choice:" with "--Please Select--" as the selected option.
- Section 9: "Evening Shift Starting at 2:30 P.M." with a sub-section "Parking Options" containing two more dropdown menus for "First Choice:" and "Second Choice:".
- Section 10: "Evening Shift (Between 12:00 PM and 7:30 AM)" with a dropdown menu set to "--None--".
- Section 11: "Night Shift (Between 5:00 PM and 9:30 AM only)" with a dropdown menu set to "--None--".

Below the form, there is a note: "*Motorcycle Permits will be sold at the Hospital Parking Office." followed by a paragraph: "Make sure you [CLICK HERE](#) to View/Update your Parking Account, Vehicle and Address Information. If any of this information is incorrect or out of date, we may not be able to process your registration. To manage your parkign account login with your PID number and last name." and another line: "You must click the "Done" button for your registration to save. Thank You."

At the bottom of the form, there are three buttons: "Done", "Save", and "Cancel".