

Welcome to UNA!



Transportation Services

Registering for Parking Permit

Navigating User Portal (Vehicles & Permit)

Parking Guidelines & Regulations

Important Departmental Information

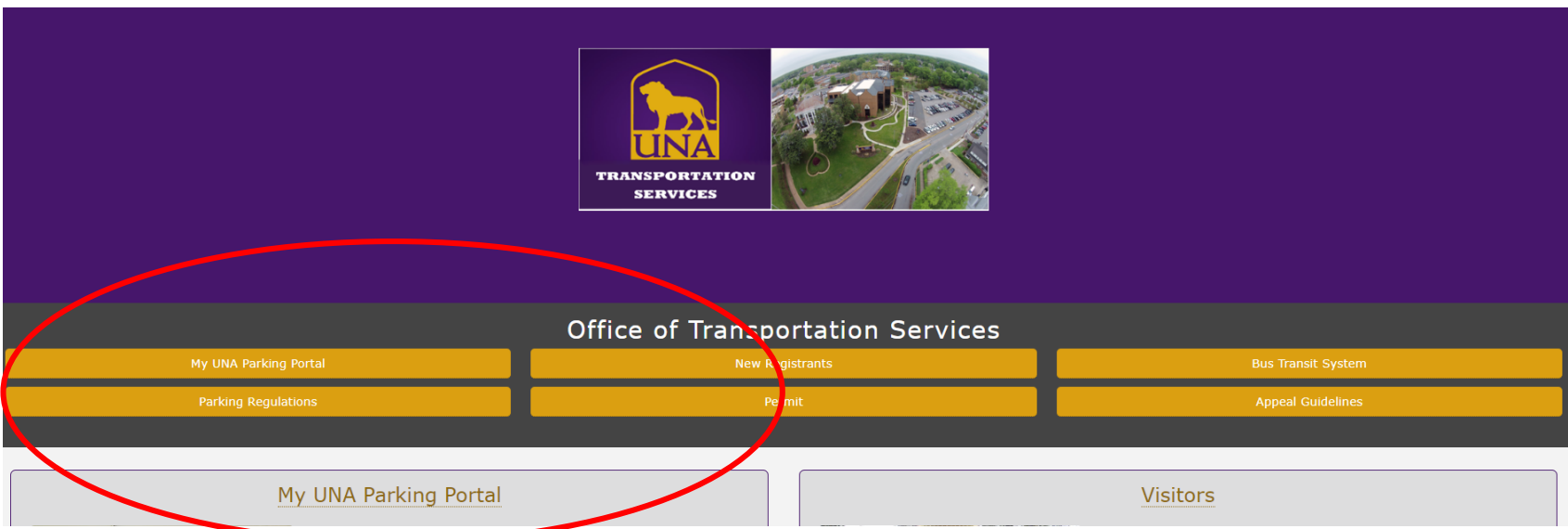
To register your vehicle, you will need the following information:

- 1 – Vehicle(s) (make, type, color, year)
- 2 – License Plate number
- 3 – Drivers License

To begin registration,
please visit our website
and click on
“My UNA Parking
Portal” – then, follow
the next **4 steps**.

Transportation Services Web Page

<https://www.una.edu/transportation/>

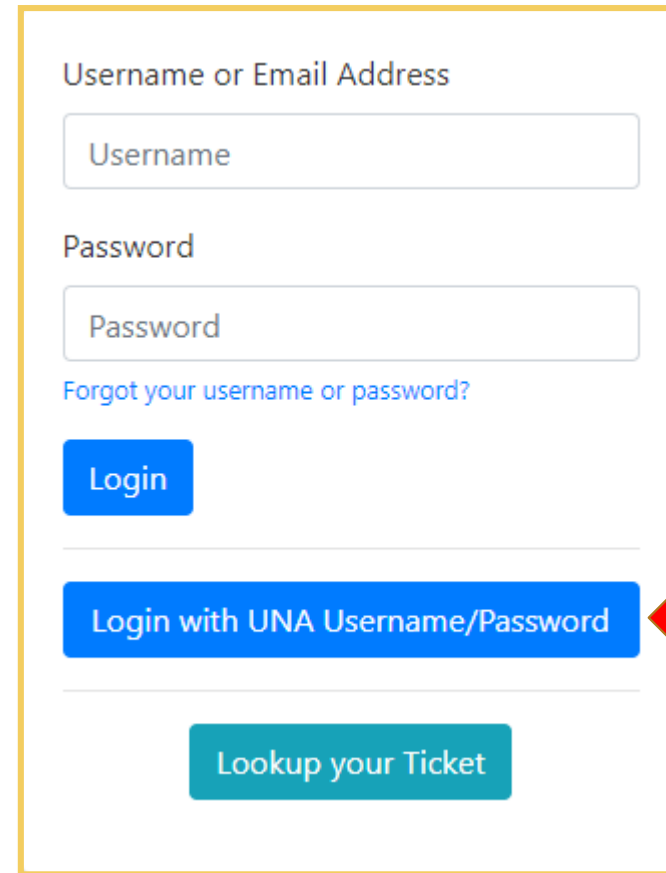


Step 1 – First Time (NEW) Login

First time users will login using their UNA Username & Password to access their account.

** Log in with your UNA credentials and push notification*

**If you have not already accessed your UNAPortal page, you will need to access this first & establish your Duo Mobile push notification. (see [IT Services](#) webpage for guidance)*



Username or Email Address

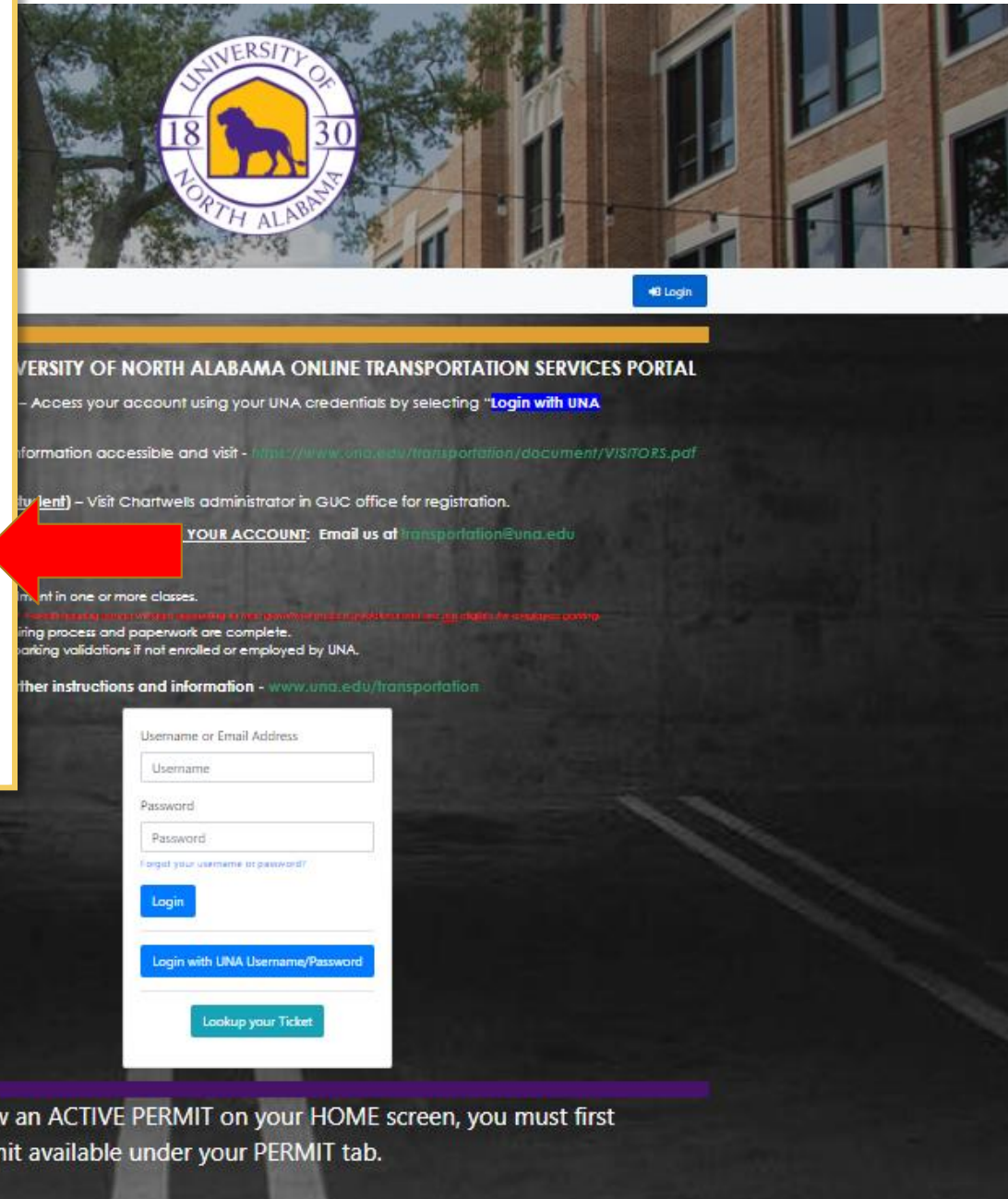
Password

[Forgot your username or password?](#)

Login

Login with UNA Username/Password

Lookup your Ticket



UNIVERSITY OF NORTH ALABAMA

18 30

NORTH ALABAMA

Login

UNIVERSITY OF NORTH ALABAMA ONLINE TRANSPORTATION SERVICES PORTAL

– Access your account using your UNA credentials by selecting **“Login with UNA”**

information accessible and visit - <http://www.una.edu/transportation/document/VISITORS.pdf>

(Student) – Visit Chartwells administrator in GUC office for registration.

YOUR ACCOUNT: Email us at transportation@una.edu

in one or more classes.

ing process and paperwork are complete.

arking validations if not enrolled or employed by UNA.

ther instructions and information - www.una.edu/transportation

Username or Email Address

Password

[Forgot your username or password?](#)

Login

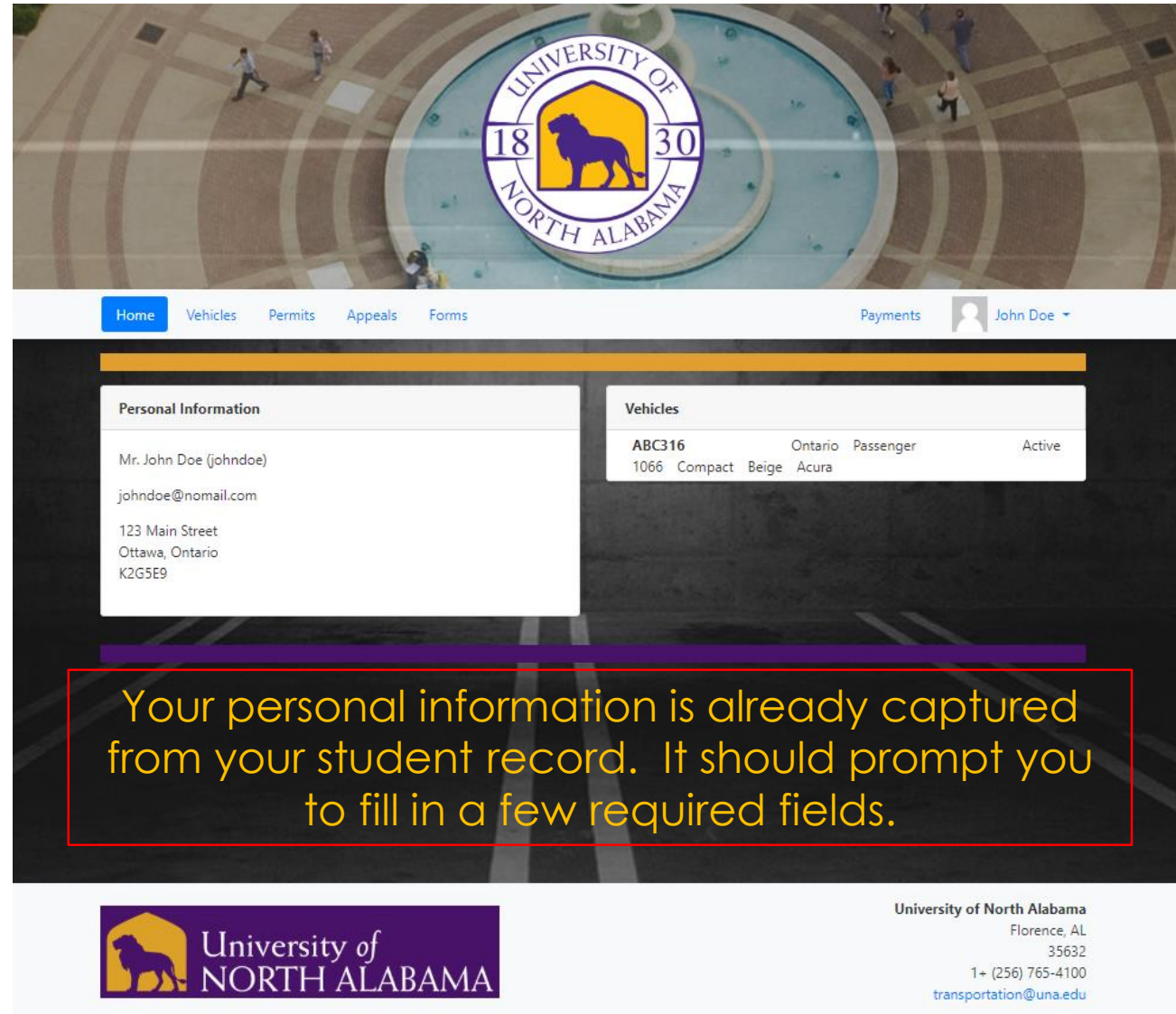
Login with UNA Username/Password

Lookup your Ticket

If you do not show an ACTIVE PERMIT on your HOME screen, you must first “reserve” the permit available under your PERMIT tab.

Step 1 – First Time (NEW) Login

This will direct you to your personal parking portal to complete your registration for your permit.



The screenshot displays the University of North Alabama parking portal. At the top, there is a navigation menu with links for Home, Vehicles, Permits, Appeals, Forms, and Payments. The user is logged in as John Doe. The main content area is divided into two sections: Personal Information and Vehicles.


Personal Information

Mr. John Doe (johndoe)
johndoe@nomail.com
123 Main Street
Ottawa, Ontario
K2G5E9

Vehicles

ABC316	Ontario	Passenger	Active
1066	Compact	Beige	Acura

Your personal information is already captured from your student record. It should prompt you to fill in a few required fields.

 University of North Alabama
Florence, AL
35632
1+ (256) 765-4100
transportation@una.edu

Step 2 – Vehicle Registration

- Next, you will click on the **Vehicles** tab.
- Here you will need to enter the information from your **Vehicle Registration**.
- You may register as many vehicles as needed...HOWEVER...

IMPORTANT!

You may only select **ONE** vehicle as “Active”. You may change this information by changing your primary vehicle to “Inactive” and select another vehicle on your account as “Active” anytime you change vehicles, so you have the proper registered vehicle on campus.

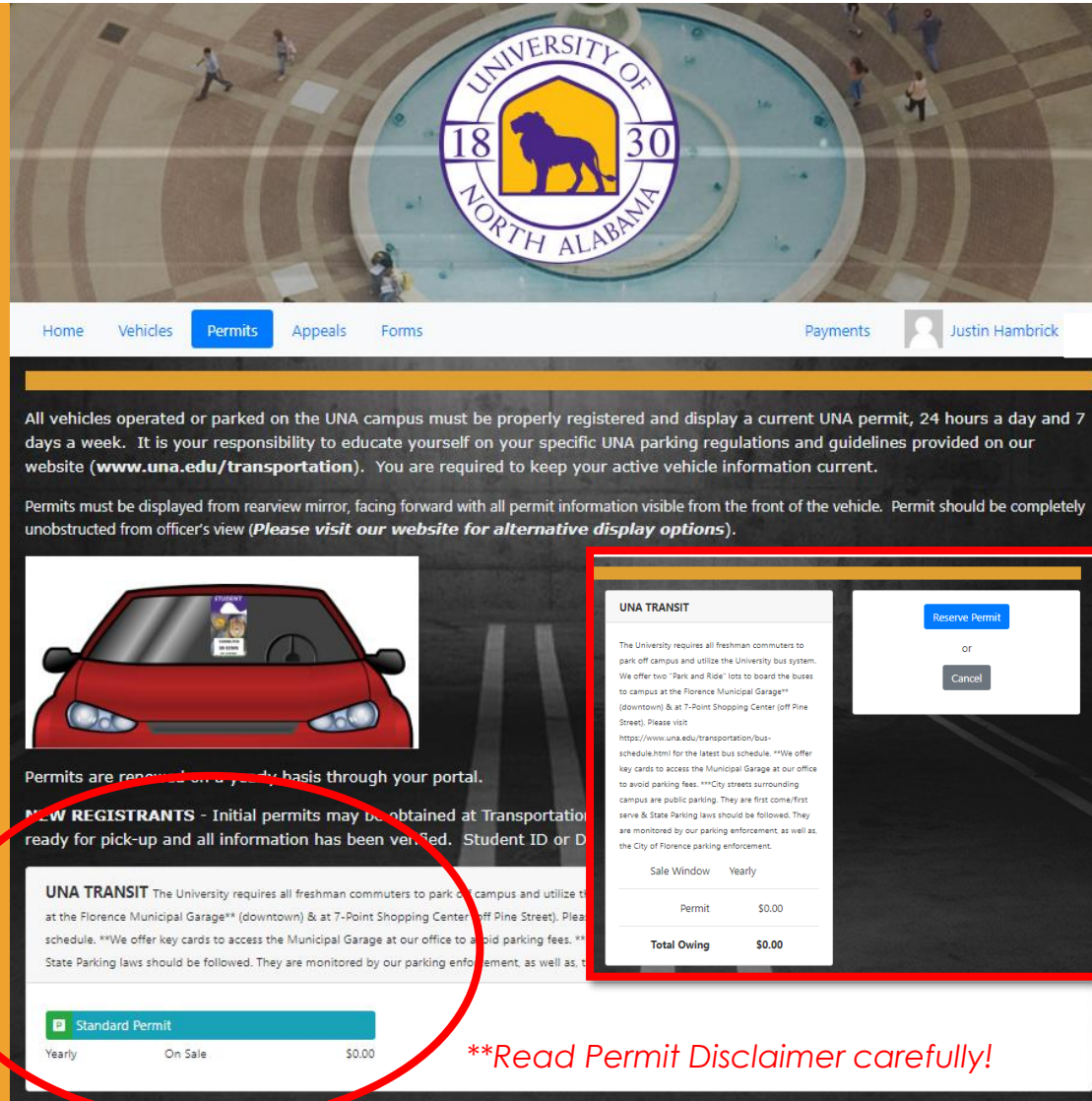
Step 2 – Vehicle Registration

The screenshot shows the University of North Alabama website interface. At the top is the university's logo, which includes a lion and the text 'UNIVERSITY OF NORTH ALABAMA' and '1830'. Below the logo is a navigation bar with tabs for 'Home', 'Vehicles', 'Permits', 'Appeals', and 'Forms'. The 'Vehicles' tab is highlighted in blue. To the right of the navigation bar, there are links for 'Payments' and a user profile for 'John Doe'. Below the navigation bar is a section titled 'Vehicles'. On the left, there is a card for a vehicle with the license plate 'ABC316', 'Ontario - Passenger', '1066 Compact', and 'Beige Acura'. The card has a dropdown menu set to 'Active' and an 'Edit' button. To the right of this card is a white box with a blue button that says 'Add New Vehicle'. A red text note next to the button says '**Read Vehicle Disclaimer carefully!'. Two red arrows are overlaid on the image: one points from the top left towards the 'Vehicles' tab, and the other points from the top right towards the 'Add New Vehicle' button.

Step 3 – Permit Reservation

Under Permits, your available permit and parking guidelines will display.


You will select this permit and reserve it.



Home Vehicles **Permits** Appeals Forms Payments Justin Hambrick

All vehicles operated or parked on the UNA campus must be properly registered and display a current UNA permit, 24 hours a day and 7 days a week. It is your responsibility to educate yourself on your specific UNA parking regulations and guidelines provided on our website (www.una.edu/transportation). You are required to keep your active vehicle information current.

Permits must be displayed from rearview mirror, facing forward with all permit information visible from the front of the vehicle. Permit should be completely unobstructed from officer's view (*Please visit our website for alternative display options*).



Permits are renewed on a yearly basis through your portal.

NEW REGISTRANTS - Initial permits may be obtained at Transportation ready for pick-up and all information has been verified. Student ID or D

UNA TRANSIT		
Standard Permit	Yearly	On Sale \$0.00

UNA TRANSIT The University requires all freshman commuters to park off campus and utilize the University bus system. We offer two "Park and Ride" lots to board the buses to campus at the Florence Municipal Garage** (downtown) & at 7-Point Shopping Center (off Pine Street). Please visit <https://www.una.edu/transportation/bus-schedule.html> for the latest bus schedule. **We offer key cards to access the Municipal Garage at our office to avoid parking fees. ***City streets surrounding campus are public parking. They are first come/first serve & State Parking laws should be followed. They are monitored by our parking enforcement, as well as the City of Florence parking enforcement.

Sale Window	Yearly
Permit	\$0.00
Total Owning	\$0.00

UNA TRANSIT

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Reserve Permit
or
Cancel

****Read Permit Disclaimer carefully!**

IMPORTANT!

Parking guidelines are determined by your classifications in Banner.

Your parking guidelines could change prior to the beginning of classes due to:

- 1- Waiting on transfer credits to be entered.
- 2- Waiting on UNA room/hall assignment to be entered/removed.

Step 3 – Permit Reservation

Once Reserved, it will take you to the “Payment” tab & you will select “Continue to Checkout” to complete the \$0 transaction.

Please continue through the prompts until you receive the **GREEN** confirmation screen.

All credit/debit card payments are processed online through your account.

Cash, Check, Money Orders, must be paid in office during business hours.

(Check/Money Orders may be mailed to: UNA Transportation Services, 1 Harrison Plaza, UNA Box 5067, Florence, AL 35632 - please note ticket number and ID if applicable).

Cart

Checkout

Confirm Payment

Processing

Payments

Permits

Sales Window	Submit Date	Permit Number	Amount
<input checked="" type="checkbox"/>	Student-Expire Aug. 20, 2023	2023-05-24	\$0.00

Total Owing \$0.00

Continue to Checkout

Your payment has been received and processed successfully.

Zero dollar processed automatically.

Username: dadamson
Company: Not Applicable
Submitted: 2023-05-24 11:22 am
Amount: \$0.00
Payment Method: Cash
Processed: 2023-05-24 11:22 am
Confirm Code: d0f2fef09523473695f

YOU DID IT!

Permits

Sales Window	Submit Date	Permit Number	Amount
	Student-Expire Aug. 20, 2023	2023-05-24	\$0.00
Permits - Total Owing			\$0.00

Total Owing \$0.00

Step 4 - Picking up your Permit!

- After completing all the required steps and reserving your permit, you may obtain your physical permit.
 - **SOAR attendees** – will pick up permits at SOAR orientation during the Browse Fair.
 - **All others** can visit the Transportation Services office to pick up your permit
- We are located in the University Police Department in the Basement of Keller Hall.
Office Hours are M-F, 8am-4:30pm
- You will need to present your Student ID or Driver's License for pick up.

For important Parking Regulations & Parking Guidelines, make sure you read information provided in each section.



Login

WELCOME TO THE UNIVERSITY OF NORTH ALABAMA ONLINE TRANSPORTATION SERVICES PORTAL

UNA Students & Faculty/Staff – Access your account using your UNA credentials by selecting “**Login with UNA Username/Password**” below.

Visitors – have your vehicle information accessible and visit - <https://www.una.edu/transportation/document/VISITORS.pdf> to request a virtual permit.

Chartwells Employees (non-student) – Visit Chartwells administrator in GUC office for registration.

QUESTIONS OR ISSUES ACCESSING YOUR ACCOUNT: Email us at transportation@una.edu

Eligibility to generate account?

Students - may register after enrollment in one or more classes.

Student Workstudy - Students enrolled in 1+ credit bearing courses will post according to their permitted student guidelines and are not eligible for employee parking.

Faculty/Staff - may register after hiring process and paperwork are complete.

Visitors - may request short term parking validations if not enrolled or employed by UNA.

Please visit our website for further instructions and information - www.una.edu/transportation

Username or Email Address

Password

[Forgot your username or password?](#)

Home
Login
Screen

If you do not show an ACTIVE PERMIT on your HOME screen, you must first

Home Vehicles Permits Appeals Forms Payments John Doe

It is your responsibility to maintain accurate and current vehicle information through your UNA Parking Portal. You may edit or add vehicles to your account. **HOWEVER**, you may only have **ONE (1) Active** vehicle on campus at a time.

Activate/Deactivate a Vehicle

You must properly identify the vehicle you have on campus each day. You may manage your vehicles by marking the proper vehicle(s) as **Inactive** and identifying the correct vehicle as **Active**.

If you are driving a temporary or rental vehicle to campus that is not registered to your account, you must add it to your vehicles and mark it as **Active** until permanent vehicle becomes available (*then you should return the permanent vehicle to Active status*)

Vehicles

ABC316	Ontario - Passenger	<input type="button" value="Add New Vehicle"/>
1066 Compact	Beige Acura	<input type="button" value="Add New Vehicle"/>
Active	<input type="button" value="Edit"/>	

Vehicle Disclaimer

By adding this vehicle/license plate to my UNA Parking Portal profile, I agree to:

- Assume all responsibilities for the vehicles registered herein.
- to adhere to the University's Traffic and Parking Regulations, as amended from time to time and authorized by the University of North Alabama, and to accept all the conditions contained therein.
- I acknowledge having read these regulations, and further certify that I am in possession of a valid driver's license and that the vehicle registered for parking is properly licensed and insured.
- I agree to properly manage my Vehicles by maintaining correct registration information and properly identifying my active vehicle on a daily basis.

After entering vehicle information to your account, **you must upload an image of the vehicles' current registration** by selecting the drop down under your name and select "upload document" to verify the accuracy/validity of your vehicle information.

Vehicle
Home
Screen

Add a
Vehicle
Disclaimer

All vehicles operated or parked on the UNA campus must be properly registered and display a current UNA permit, 24 hours a day and 7 days a week. It is your responsibility to educate yourself on your specific UNA parking regulations and guidelines provided on our website (www.una.edu/transportation). You are required to keep your active vehicle information current.

Permits must be displayed from rearview mirror, facing forward with all permit information visible from the front of the vehicle. Permit should be completely unobstructed from officer's view (*Please visit our website for alternative display options*).



Permit Home Screen

Permits are renewed on a yearly basis through your portal.

NEW REGISTRANTS - Initial permits may be obtained at Transportation Services ready for pick-up and all information has been verified. Student ID or Driver's License must be provided.

WHITE LINED PARKING SPACES Park in any white lined spaces in UNA lots. Please visit <https://www.una.edu/transportation> for more information.

Standard Permit

Yearly	On Sale	\$0.00
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Permit Disclaimer

The Permit Disclaimer Information

By obtaining a parking permit, you agree to the parking regulations and guidelines set forth by the University of North Alabama (UNA).

As a permit owner, you agree to abide by the following guidelines:

- You understand that the permit owner is responsible for all citations associated with the permit or vehicle.
- You understand that the permit is NOT transferrable to other persons.
- You understand that it is your responsibility to keep your vehicle information accurate and updated in your portal.
- You understand that it is your responsibility to educate yourself of the UNA Parking Guidelines and Regulations.
- Upon permanent separation from UNA, you agree to return or destroy the permit.
- You understand that a permit does not guarantee a parking space near the place where one works or attends classes.
- You agree to display the permit hanging from your rearview mirror facing forward so that all permit information is visible from the front of the vehicle.
- You understand that continued disregard for UNA's parking or permit guidelines can result in the loss of your permit and parking privileges.
- You understand that it is your responsibility to safely secure your permit and report any missing, lost or stolen permit to Transportation Services. Cost to replace permit is \$25.00.

Cancel **I Agree**

Permit Disclaimer

ed on a yearly basis through your portal.
NTS - Initial permits may be obtained at Transportation Services and all information has been verified. Student ID or Driver's License must be provided.
RKING SPACES Park in any white lined spaces in UNA lots. Please visit <https://www.una.edu/transportation> for more information.
On Sale \$0.00

Appeals Disclaimer

I have read through the appeals process and I understand the restrictions, rules, and guidelines. I am aware that submission of an appeal against the ticket will waive the option for the discounted amount in the event my ticket is upheld. You will be notified of the Parking & Traffic Committee final decision within 21 days of your appeal. Committee will vote for appeal to be Upheld, Reduced, or Canceled; with majority decision.

Before searching for your ticket or license plate please ensure that you have registered the vehicle the violation applies to. Click [here](#) to register your vehicle.

Please contact us: transportation@una.edu or call 256-765-4853 if you have any questions regarding your appeal submission.

Cancel **I Agree**

you feel you wish to appeal with the ticket you were issued. Submission of an appeal against the ticket will waive the option for the discounted amount in the event your ticket is upheld. You will be notified of the Parking & Traffic Committee final decision within 21 days of your appeal. Committee will vote for appeal to be Upheld, Reduced, or Canceled; with majority decision.

ing & Traffic Committee will consider all ticket history and documentation with your reason for appeal when making a decision. **Appeals will NOT be considered for the following reasons:**

- Fire Lane Violation
- Handicap Space Violation
- Appeal must show merit
 - Appeal should provide details of extenuating circumstances and provide truthful information.
- Inability to find a proper or convenient parking space
- Lack of knowledge of the University Parking Regulations or Guidelines
 - "I didn't know" or "No one told me"
- Other vehicles were improperly parked - or - "No one else got a ticket"
- Late to class or appointment
- Financial Hardship caused by fine
- Inclement weather
- Disagreement with parking regulations

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ou experience any problems using these forms or have any questions concerning the appeals process, please contact us: transportation@una.edu or call 256-765-4853.

oving violations written on Alabama Uniform Traffic Ticket and Complaint forms are adjudicated through the District Court of Lauderdale County and must be handled through District Court. Parking tickets issued through the City of Florence, must be handled through the Florence Municipal Court. https://florenceal.org/departments/municipal_court/parking_parking_meters.php

Search Plate or Ticket Search

Appeals Home Screen & Disclaimer

TIPS!

- It is important to read through each screen and disclaimer before agreeing to terms to make sure you understand your responsibilities.
- It is recommended to revisit your UNA Parking Portal prior to beginning classes to see if your parking guidelines have changed.
- You are in charge of your account! Please remember to be responsible and add vehicles if needed, and properly label the Active vehicle you drive to campus each day. Failure to register vehicle may result in citation.
- Please visit our website for all information. Please remember, lack of knowledge is not acceptable terms for appeal of a citation.
- We will use this software to email notifications to users or groups.
- When a citation is issued, client will receive paper copy under wiper and email notifications will send to user overnight.

User-Client Support

- For assistance in navigating your UNA Parking Portal, please seek tutorials here:

User-Client Support

or contact us at transportation@una.edu
or 256.765.4853.