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

Select Permit Type

Enter all six required fields

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 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.