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)
Step 1 – First Time (NEW) Login

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

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

**Step 2 – Vehicle Registration**

**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.

**Read Vehicle Disclaimer carefully!**
Step 3 – Permit Reservation

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

You will select this permit and reserve it.

**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.
• 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.
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 the ready for pick-up and all information has been verified. Studios:

WHITE LINED PARKING SPACES - Park in any white lined spaces in UNA lots.

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 transferable to other persons.

You understand that it is your responsibility to keep your vehicle information accurate and updated to 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 you work or attend 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 incorrect information regarding 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.

Paramount permit is $25.00.

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 at a 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 the Transportation@una.edu or call 256-786-4633 if you have any questions regarding your appeal submission.
• 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.
• 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.