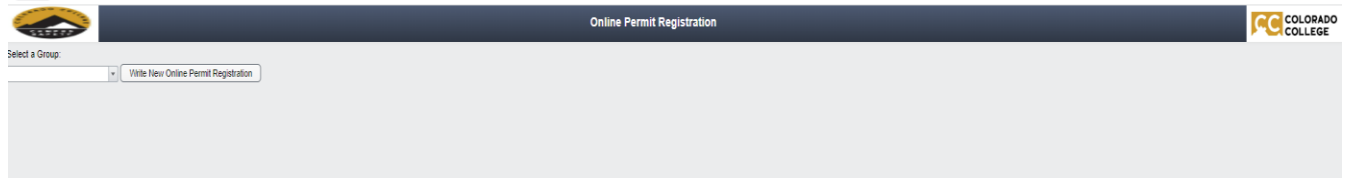




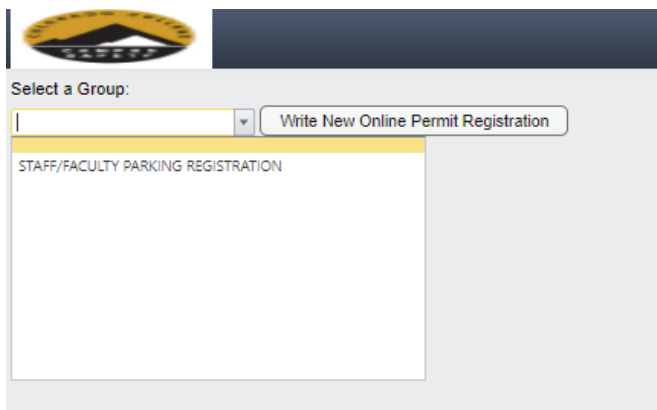
22-23 Vehicle & Online Permit Registration

Step-by-step Guide

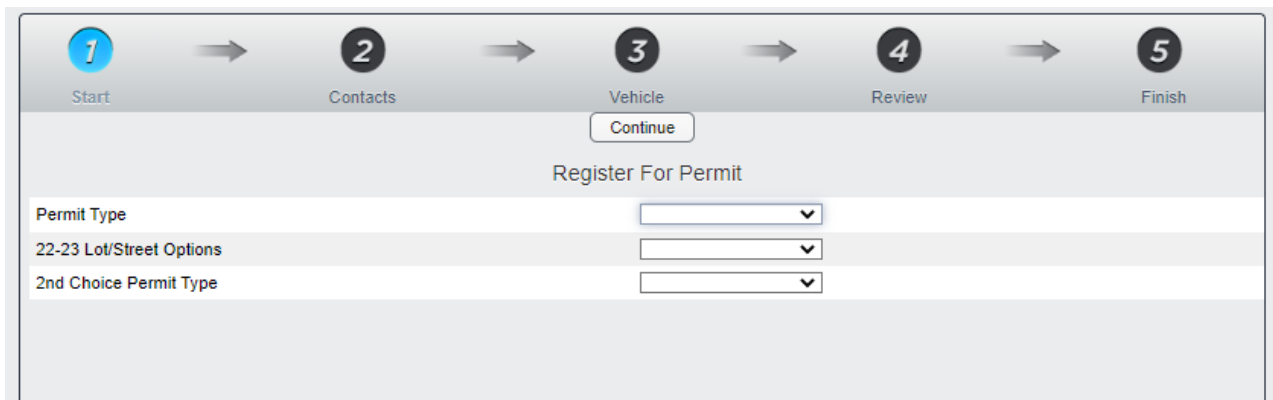
1. [Access Online Registration link](#)



2. Select your Group from dropdown, Staff/Faculty Parking Registration; then click the 'Write New Online Permit Registration' button:



3. Select Permit Type; 22-23 Lot/Street Options; and 2nd Choice Permit Type from dropdown options (If your first Lot/Street option isn't selected, you will be given at least two 2nd Choice Permit Type options while available):



4. Once all are selected, click on the 'Continue' button, on the top or the bottom of the screen:

The screenshot shows a mobile application interface with a five-step progress bar at the top. The steps are: 1 Start, 2 Contacts, 3 Vehicle, 4 Review, and 5 Finish. The 'Vehicle' step is currently active and highlighted with a red circle. Below the progress bar, there is a 'Continue' button, also circled in red. The main content area is titled 'Register For Permit' and contains three dropdown menus: 'Permit Type', '22-23 Lot/Street Options', and '2nd Choice Permit Type'. At the bottom of the screen, there is another 'Continue' button, also circled in red. The footer text reads 'Copyright © 2022 Omnigo Software. All Rights Reserved.'

5. Enter in Contact Information, CCID#; First Name; Last Name; Cell Phone; Email. Then click the 'Save' button or click the 'Continue' Button:

1 Start → 2 Contacts → 3 Vehicle → 4 Review → 5 Finish

Back Continue

Contact Information

CCID#

First Name

Last Name

Cell Phone/

Email

Save

Contact Type	Name	Home Phone	Cell Phone	Work Phone
--------------	------	------------	------------	------------

Back Continue

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6. Enter in Vehicle Information, Type; Make; Color; License Plate Number (no dashes/spaces, all together – see example below); License Plate State. Then click the 'Save' button or click the 'Continue' Button:

License Plate Image:



Enter License Plate Number As:

ML7264

1 Start → 2 Contacts → 3 Vehicles → 4 Review → 5 Finish

Back Continue

Enter Vehicle Information

Please enter the Vehicle information.

Type

Make

Color

License Plate Number (no dashes) (do not enter spaces)

Licensing State

Save and Continue

Number	Model	Year	Color	Make
--------	-------	------	-------	------

Back Continue

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7. Review Registration Submission. You can click the 'Modify' button under any section you wish to edit your entry. You have the option to enter any additional information under the 'NOTES/COMMENTS' section. You can expand the box, by dragging the bottom left corner of the text box. Then click the 'Continue' Button:

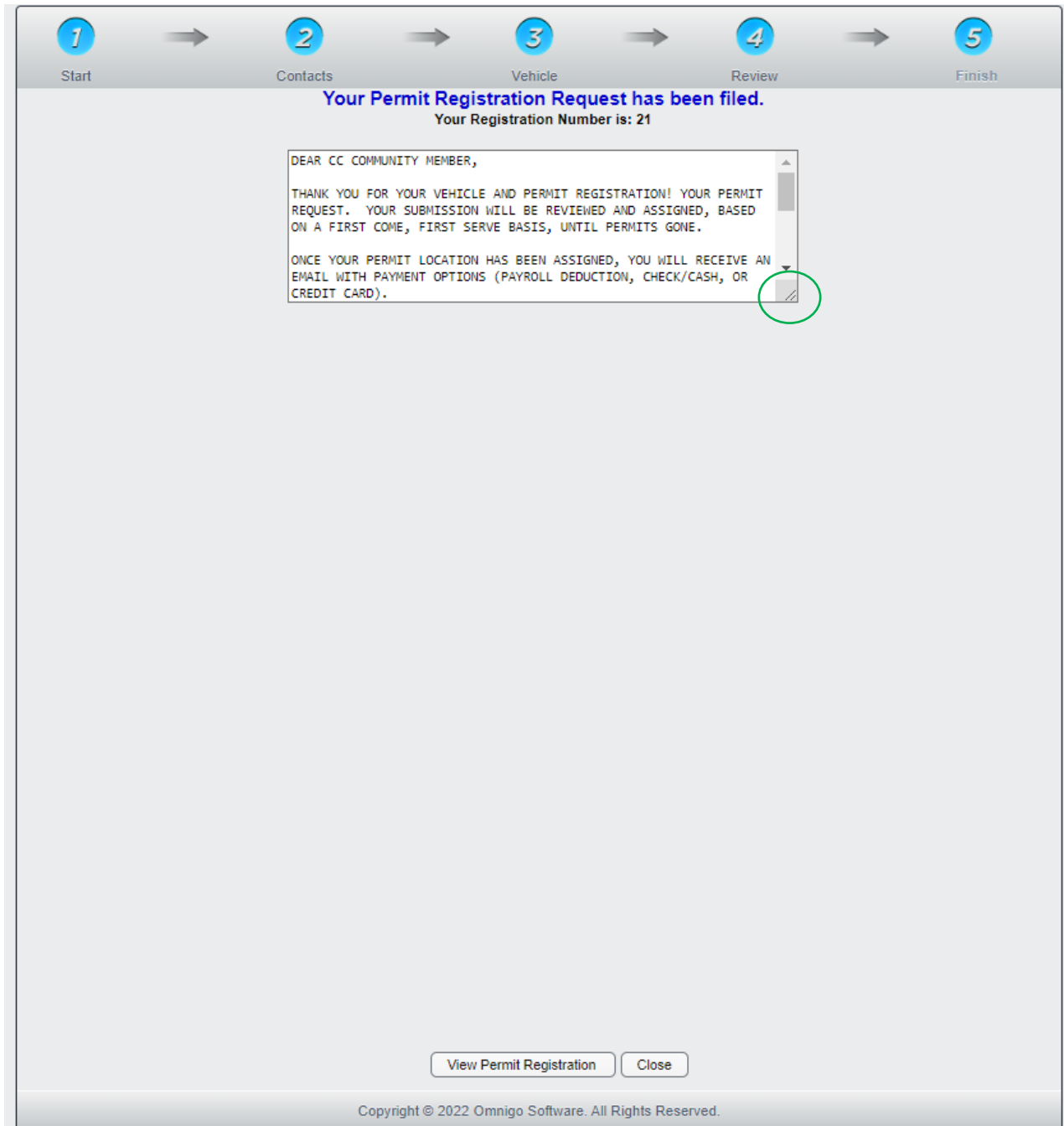
The screenshot shows a multi-step registration process. At the top, a progress bar indicates five steps: 1. Start, 2. Contacts, 3. Vehicle, 4. Review, and 5. Finish. The 'Vehicle' step is currently active. Below the progress bar, there are 'Back' and 'Continue' buttons, both circled in red. The main content area is titled 'Review Report' and contains a message: 'Please review the report. If all the information is correct, click the Continue button to submit the report. If you need to modify some information, click the desired modify link. This will be your last chance to change information for this report.'

The report is divided into three sections, each with a 'Modify' button circled in green:

- General Information:**
 - Permit Type: ANNUAL LOT PERMIT
 - Lot/Street Options: 902 N CASCADE GREEN
 - 2nd Choice Permit Type: STREET ZONE/AREA
- Contacts Information:**
 - Contact 1
 - CCID#: 123
 - First Name: 123
 - Last Name: PTEST
 - Cell Phone: ptest
 - Email Address: A
- Vehicles Information:**
 - Vehicle 1
 - Make: ACURA
 - Color: BLACK
 - Plate Number (no dashes/spaces): 123XYZ
 - License State: CO

At the bottom, there is a 'NOTES/COMMENTS (Please provide any additional info):' section with a text input box. The bottom right corner of this box is circled in green. Below the text box are 'Back' and 'Continue' buttons, both circled in red. At the very bottom, the copyright notice reads: 'Copyright © 2022 Omnigo Software. All Rights Reserved.'

8. Once you click the 'Continue' button, your registration request will be submitted. You *will not* receive an email confirmation, however, you will receive a Registration Number and will have a registration message you can print. You can expand the registration message box, by dragging the bottom left corner of the text box.



9. Your submission will be reviewed and assigned a permit (while permits last). You will then receive an email from Parking@coloradocollege.edu with your assigned number, payment options/authorization and pick-up instructions.