## **STETSON UNIVERSITY**

To request your Parking Decal:

1. Log into your my.stetson portal and scroll down until you see the Vehicle Registration Tile:



- 2. Department and Unit/Box Number: Enter N/A
- 3. Select one of the options (Renew Registration, New/Replacement Vehicle, or Additional Vehicle)

Please choose one of the following options:

- Renew Registration
- O New / Replacement Vehicle
- O Additional Vehicle
- a.4. Enter the required vehicle information
- 5. Click Submit
  - a. There will be a vehicle registration charge applied to your student account. You can pay upon receipt of your next ebill, sent to your stetson.edu email address.

Your Parking Decal will be waiting for you to pick up at the Public Safety Office 24/7.