

Dear Staff and Faculty,

Last week, we notified you about the changes made to the university's parking and transit plans, based on feedback we received from a number of conversations and information sessions that took place across campus. As promised, below is more specific information regarding the faculty/staff parking permit registration process:

Faculty/Staff Parking Permit Registration Information

1. Parking permits campus-wide are moving to a location-based parking assignment system. All offices will have a designated area for parking. For detailed information on these changes, please visit: <http://go.lehigh.edu/parkingregulations>.
2. The following map is provided for your information prior to completing your permit registration. Please view this before proceeding to the next steps: <http://go.lehigh.edu/parkingzonemap>.

The parking permit registration period will begin on April 10, 2019 and end on April 23, 2019.

3. The permit registration form is a Qualtrics survey instead of a google form. Please make sure your campus address in Banner is current and accurate. To check your campus address in Banner, login to the Portal, select Banner, select Personal Information and select Update Address(es) and Phone(s). The Qualtrics survey link you receive will contain the parking permit options that are based on your campus address. For a list of parking addresses and assigned parking zones, please go to: <http://go.lehigh.edu/parkingregappendixd>
4. Please note that you will need to upload copies of your vehicle registrations and completed [Payroll Deduction Authorization form](#) during the registration process.
5. Please complete the Qualtrics survey registration form which will be sent to you on Wednesday, April 10, 2019.

Parking Permit Registration Assistance

Parking Services is here to assist you if you are unable to complete your Parking Permit Registration form online. Please visit us at 622 Brodhead Avenue between 8:15 AM – 4:00 PM Monday through Friday during the Parking Permit Registration period, which runs from April 10 to April 23, 2019.

Parking Services staff can assist and help walk you through the process. You will need to bring your vehicle registration(s) and Payroll Deduction form to complete the process.

Medical Leave Considerations

The University understands that there are individuals who will be off-campus during the Parking Permit Registration and enrollment period. Pre-registration will be available for those on medical leave during the Parking Permit Registration period that runs from April 10 to April 23, 2019. These applications will

be processed in the same way as all other parking applications. To submit a request to pre-register due to medical leave, please complete [this form](#).

Alternate Representative Parking Selection

Individuals who may have a scheduling conflict, or who will be off campus during the parking selection period may designate an alternate individual to complete their registration on their behalf. To designate a representative for this task, please contact Parking Services at inpark@lehigh.edu.

New Employees

Departments who intend to recruit and hire new employees with a start date on or prior to July 1, 2019 but will not have made their hiring selections prior to the parking selection period may submit an application from their office for each anticipated new employee to hold a permit for these individuals. This does not guarantee that the new employee will be issued the department's first choice location, but the employee position will be eligible for the Campus Parking Zone associated with the position's Campus Address based upon availability. To submit a request for a new employee, please complete this [form](#).

Please direct any questions and concerns to our office at inpark@lehigh.edu.

Sincerely,

Sharon Kay Field
Manager, Parking Services

Mark R. Ironside
Executive Director, University Business Services