South Texas College Parking Permits
Purchasing a Parking Permit online through JAGNET

A Parking Permit can be purchased online by students, faculty, and staff through the college JAGNET website.
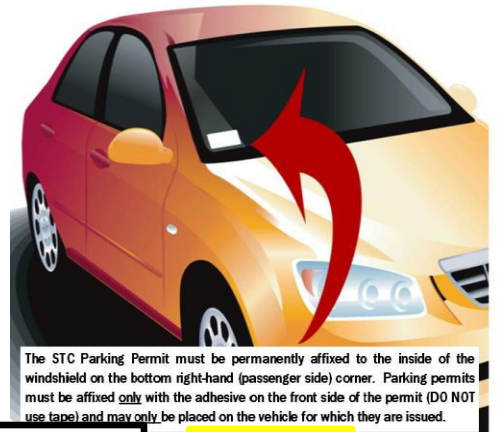
Payment of Outstanding Fines

Prior to purchasing an STC Parking Permit, all outstanding parking fines must be paid. If the requestor does have unpaid parking fines, a message is displayed indicating that parking fines must be paid at one of the Cashiers locations before a parking permit can be requested.

Holds

You have holds preventing you from requesting a permit.

Reason	Amount Owed
PARKING TICKET FINE	30

Placement of Parking Permits on Vehicles and Motorcycles

The parking permit must be visible and permanently affixed to the inside lower right hand corner (passenger side) of the windshield only with the adhesive on the front side of the permit (do not use tape). If operating a motorcycle, the permit must be permanently affixed in a clearly visible location only with the adhesive on the back side of the permit (do not use tape). The parking permit must be displayed in an upright position and not be altered in any way.

The STC Parking Permit must be permanently affixed to the inside of the windshield on the bottom right-hand (passenger side) corner. Parking permits must be affixed <u>only</u> with the adhesive on the front side of the permit (DO NOT use tape) <u>and may only</u> be placed on the vehicle for which they are issued.

Step 1: Locating the Parking Application

Student Apps

Parking

To access the **Parking Permit pages** log into JAGNET. Select the Parking app.

Step 2: Verify Information

Verify that all your information is correct. For students, if any information is incorrect, please contact Admissions at (956) 872-2011. For faculty/staff, if any information is incorrect, please contact Human Resources at (956) 872-4448.

MANAGE PERMITS

A Number
Name
Email Address
Mailing Address
Please add a valid phone number. Add

Step 3: Enter Valid Phone Number

Please add a valid phone number. Add

012-345-6789   Submit

*A phone number is required.

If you are a new user, please enter a **valid** phone number by clicking on Add. (Please use the correct format 999-999-999) You will not be able to continue until a valid phone number is entered.

If you are not a new user, verify that your phone number is correct. If it is incorrect, please provide the correct phone number.

ACTIVE PERMITS

You do not have any active permits.

Request New Permit   Make a Payment

Step 4: Creating a New Permit Request

Once you have verfied that all information is correct and entered a valid phone number, locate and click on Request New Permit.

MANAGE REGISTERED VEHICLES

Use the "Delete" link to remove any unwanted vehicles.

You do not have any registered vehicles.

REGISTER A NEW VEHICLE

Make: Select... ▾

Model: Select... ▾

Year: Select... ▾

Major Color: Select... ▾

Minor Color: Select... ▾ (optional)

State: Select... ▾

License Plate: [   ]

[Register] [Cancel]

Step 5: Vehicle Information

If you are a new user, please provide the required Vehicle/Motorcycle Information. Once the information is entered click on Register.

If you are not a new user and are purchasing a parking permit for the same vehicle as the previous year, skip to step 6.

REQUEST A NEW PERMIT

Select a Permit

Select... ▾

Select a Vehicle

Select... ▾

Manage Vehicles

Select a Delivery Method

Select... ▾

[Submit] [Cancel]

Step 6: Selecting a Permit Type & Delivery Method

1. Select either a vehicle permit or a motorcycle permit.

2. Select the vehicle you are purchasing the parking permit for. If the vehicle is not available for selection or you would like to add a NEW vehicle, please return to Step 5.

3. Select delivery method: Pick Up or Mail Out
   a. If **Pick Up** is chosen, a list of available pick up locations is displayed.
   b. If **Mail Out** is chosen, the requestor's mailing address is displayed. For students, if the mailing address shown is not accurate please contact Admissions. For faculty/staff, if the mailing address shown is incorrect, please contact Human Resources. Also note that the payment method for the mail out option is the online payment only.

Step 7: Payment Method

➢ In person payment can be made with **cash only** at the Cashiers.
   o If you will be paying in person you have completed this phase of the permit acquisition you may exit the application and proceed to the Cashier's office to make payment.

MAKE A PAYMENT

Please select the permit you wish to pay for.

Select	Type	Vehicle	Delivery Method	Request Date	Status
○	FACULTY/STAFF EXP 2013 $25.00	2010 MAZDA 3 / 123LJK	PICK UP	5/20/2013 4:52:20 PM	REQUESTED
○	FACULTY/STAFF EXP 2013 $25.00	2010 MAZDA 3 / 123LJK	PICK UP	5/20/2013 4:52:48 PM	REQUESTED
○	MOTORCYCLE F/S EXP 2013 $25.00	2010 MAZDA 3 / 123LJK	MAILOUT	5/20/2013 4:53:02 PM	REQUESTED
○	FACULTY/STAFF EXP 2013 $25.00	2010 MAZDA 3 / 123LJK	MAILOUT	5/21/2013 8:58:27 AM	REQUESTED

[Submit] [Cancel]

CONFIRM PURCHASE DETAILS

Please verify the details of this transaction before proceeding. If this is not the permit you wish to purchase, hit cancel and make another selection.

Type	Vehicle	Delivery Method	Request Date	Status
FACULTY/STAFF EXP 2013 $25.00	2010 MAZDA 3 / 123LJK	MAILOUT	5/21/2013 8:58:27 AM	REQUESTED

[Pay Online] [Cancel]

➢ If you choose to pay online, select the vehicle that you will be purchasing a permit for and click submit.

➢ Confirm the purchase you are making. Click on Pay Online if it is the correct vehicle.

➢ Online payments can be made only with debit card, credit card or electronic check.

➢ Online payments will be forwarded to a **secure** payment page to process the transaction. <u>DO NOT CLICK</u> on the back button
or exit the application once you have started
your payment.

Please select a payment method and enter an amount

* Indicates required information

JagParking Permit Fee: $ 25.00

* Payment method: Credit Card ▼
                                                          Credit Card
                                                          Electronic Check

[Continue]   [Cancel this payment transaction.]