

STUDENT/STAFF/FACULTY

Request Parking Decal

Whether it's your first time requesting a parking decal or you need a replacement, the process is simple in Workday.

1. In the search box, type Request Parking Decal and select the Task.
2. Verify your name is correct at the top and enter or select the required details about your vehicle.
3. Attach a copy of your vehicle registration and an image of your vehicle.
4. Select your delivery option.

Request Parking Decal

Vehicle Management
Please enter the below information about your vehicle

<p>Name Pirate Worker ←</p> <p>Tag Number * <input type="text"/></p> <p>State * select one ▼</p> <p>Make * select one ▼</p> <p>Model * select one ▼</p> <p>Year * select one ▼</p> <p>Color * select one ▼</p>	<p>Comments <input style="width: 100%;" type="text"/></p> <p>Delivery Option * select one ▼ ←</p>
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Please include a copy of your vehicle registration and an image of your vehicle. *

Drop files here

or

Select files ←

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5. Click OK, or the Done button if using the Workday mobile app.

Notes: Follow these steps if you have multiple vehicles or are changing vehicles too. If you are replacing a decal and still have the same tag number, an error message will indicate you must first contact the PSC Admissions office to inactivate your current decal.

Once submitted, you can visit the campus location selected on the delivery option drop-down, where a decal number will be assigned and issued. If you requested the mail option, confirm your address is correct in Workday. Both mail and campus pick-up are available in two business days.