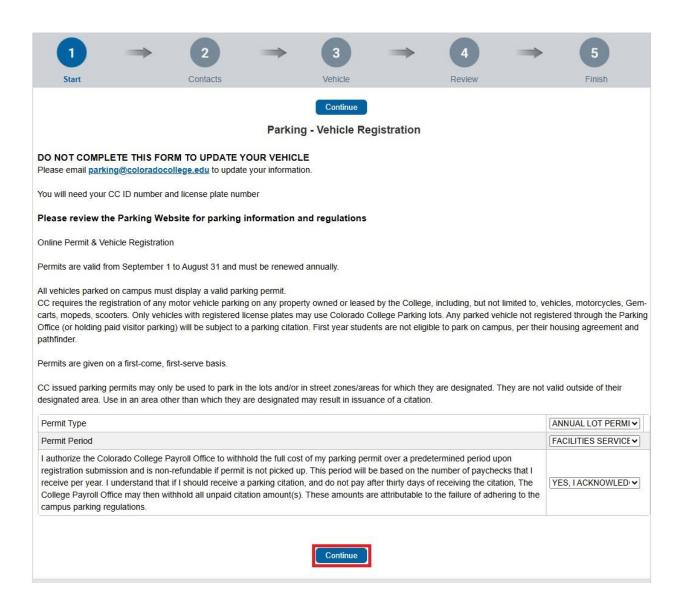25/26 Step by Step Guide – Facilities Services

Gentle Reminders:

- Allow time for permit assignments and processing; you will receive a confirmation email once completed.

- You will be notified via email from the Mail Services Center package/mail system when your approved permit is ready for pick-up.

Step-by-Step Guide:
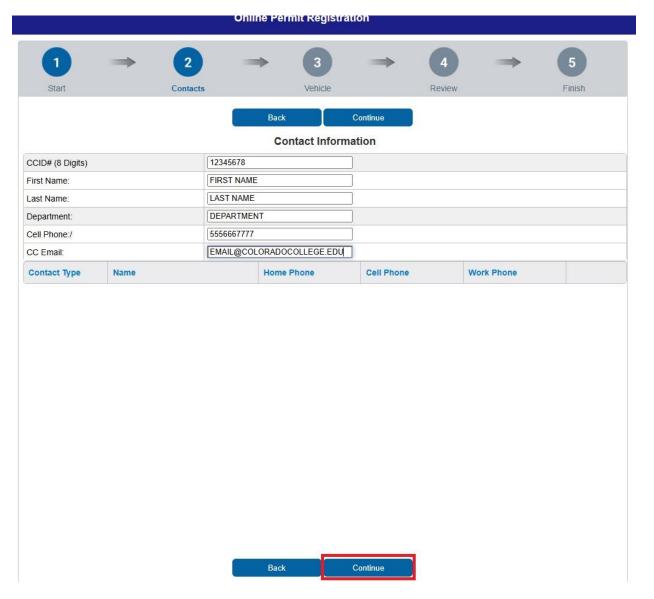
1. **Access Omnigo Online Registration**: [Click Here](#)

2. **Select Permit Type**:

    - Options: Annual Lot Permit

    - Choose Parking Lot/Street Options and acknowledge Payroll Authorization.
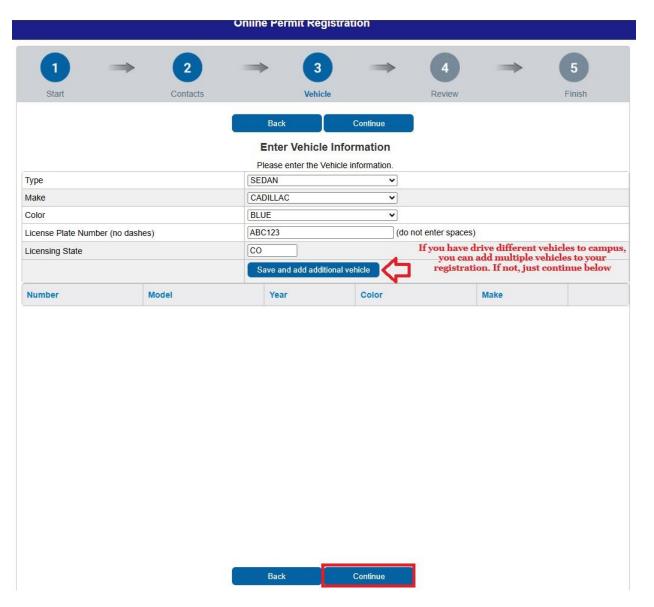
    - Click the "Continue" button.

Parking - Vehicle Registration

DO NOT COMPLETE THIS FORM TO UPDATE YOUR VEHICLE
Please email parking@coloradocollege.edu to update your information.

You will need your CC ID number and license plate number

Please review the Parking Website for parking information and regulations

Online Permit & Vehicle Registration

Permits are valid from September 1 to August 31 and must be renewed annually.

All vehicles parked on campus must display a valid parking permit.
CC requires the registration of any motor vehicle parking on any property owned or leased by the College, including, but not limited to, vehicles, motorcycles, Gem-carts, mopeds, scooters. Only vehicles with registered license plates may use Colorado College Parking lots. Any parked vehicle not registered through the Parking Office (or holding paid visitor parking) will be subject to a parking citation. First year students are not eligible to park on campus, per their housing agreement and pathfinder.

Permits are given on a first-come, first-serve basis.

CC issued parking permits may only be used to park in the lots and/or in street zones/areas for which they are designated. They are not valid outside of their designated area. Use in an area other than which they are designated may result in issuance of a citation.

Permit Type	ANNUAL LOT PERMI ⌄
Permit Period	FACILITIES SERVICE ⌄
I authorize the Colorado College Payroll Office to withhold the full cost of my parking permit over a predetermined period upon registration submission and is non-refundable if permit is not picked up. This period will be based on the number of paychecks that I receive per year. I understand that if I should receive a parking citation, and do not pay after thirty days of receiving the citation, The College Payroll Office may then withhold all unpaid citation amount(s). These amounts are attributable to the failure of adhering to the campus parking regulations.	YES, I ACKNOWLED⌄

3. **Enter Contact Information**:

- Provide CCID#, First Name, Last Name, Department, Cell Phone, CC Email.

- Click "Continue".

	1		2		3		4		5
	Start		Contacts		Vehicle		Review		Finish

Back   **Continue**

Contact Information

CCID# (8 Digits)	12345678
First Name:	FIRST NAME
Last Name:	LAST NAME
Department:	DEPARTMENT
Cell Phone:/	5556667777
CC Email:	EMAIL@COLORADOCOLLEGE.EDU

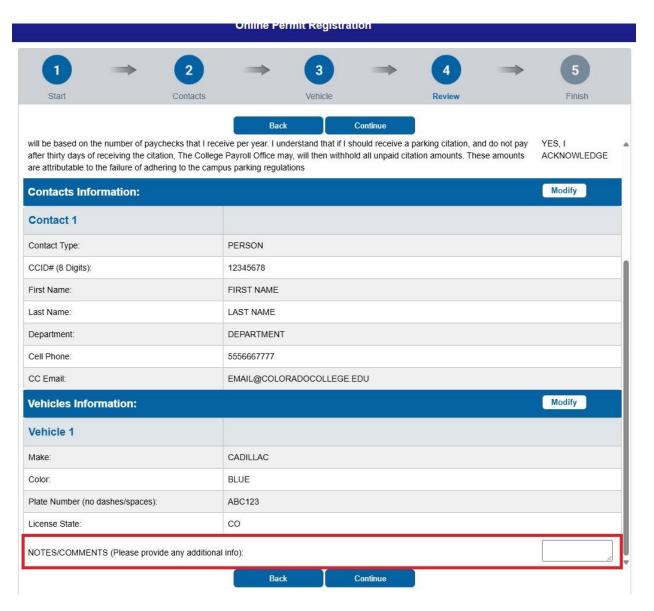| Contact Type	Name	Home Phone	Cell Phone	Work Phone	

Back   **Continue**

4. **Enter Vehicle Information**:

- Provide Type, Make, Color, License Plate Number (no dashes/spaces), License Plate State.

- If you have multiple vehicles you drive to campus at different times you can register all vehicles on this page. Select "save and add additional vehicle" **Please note only one vehicle can be on campus at a time**

- Click "Continue".

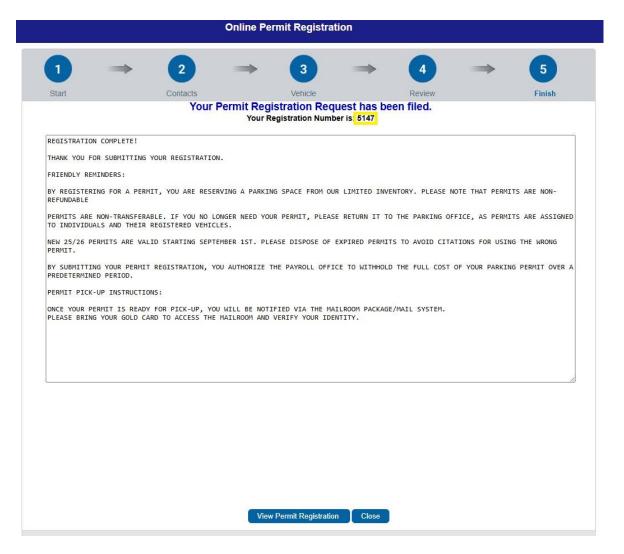5. **Review Registration Submission**:

   - Modify any section if needed.

   - Add additional information in the "NOTES/COMMENTS" section.

   - Click "Continue".

Back   **Continue**

will be based on the number of paychecks that I receive per year. I understand that if I should receive a parking citation, and do not pay after thirty days of receiving the citation, The College Payroll Office may, will then withhold all unpaid citation amounts. These amounts are attributable to the failure of adhering to the campus parking regulations

YES, I ACKNOWLEDGE

Contacts Information: Modify

Contact 1

Contact Type:	PERSON
CCID# (8 Digits):	12345678
First Name:	FIRST NAME
Last Name:	LAST NAME
Department:	DEPARTMENT
Cell Phone:	5556667777
CC Email:	EMAIL@COLORADOCOLLEGE.EDU

Vehicles Information: Modify

Vehicle 1

Make:	CADILLAC
Color:	BLUE
Plate Number (no dashes/spaces):	ABC123
License State:	CO

NOTES/COMMENTS (Please provide any additional info):

Back   **Continue**

6. **Submit Registration**:

- You will receive a Permit Registration Number.

- No auto-generated email confirmation from Omnigo.

- View and save a PDF of your record.

Online Permit Registration

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

Your Permit Registration Request has been filed.
Your Registration Number is: **5147**

```
REGISTRATION COMPLETE!

THANK YOU FOR SUBMITTING YOUR REGISTRATION.

FRIENDLY REMINDERS:

BY REGISTERING FOR A PERMIT, YOU ARE RESERVING A PARKING SPACE FROM OUR LIMITED INVENTORY. PLEASE NOTE THAT PERMITS ARE NON-
REFUNDABLE

PERMITS ARE NON-TRANSFERABLE. IF YOU NO LONGER NEED YOUR PERMIT, PLEASE RETURN IT TO THE PARKING OFFICE, AS PERMITS ARE ASSIGNED
TO INDIVIDUALS AND THEIR REGISTERED VEHICLES.

NEW 25/26 PERMITS ARE VALID STARTING SEPTEMBER 1ST. PLEASE DISPOSE OF EXPIRED PERMITS TO AVOID CITATIONS FOR USING THE WRONG
PERMIT.

BY SUBMITTING YOUR PERMIT REGISTRATION, YOU AUTHORIZE THE PAYROLL OFFICE TO WITHHOLD THE FULL COST OF YOUR PARKING PERMIT OVER A
PREDETERMINED PERIOD.

PERMIT PICK-UP INSTRUCTIONS:

ONCE YOUR PERMIT IS READY FOR PICK-UP, YOU WILL BE NOTIFIED VIA THE MAILROOM PACKAGE/MAIL SYSTEM.
PLEASE BRING YOUR GOLD CARD TO ACCESS THE MAILROOM AND VERIFY YOUR IDENTITY.
```

View Permit Registration   **Close**

7. **Permit Assignment**:

   - You will receive an email from Parking@coloradocollege.edu with your assigned permit location and number and pick-up instructions.