INSTRUCTIONS FOR OBTAINING A KEAN UNIVERSITY PARKING PERMIT

All University Supervisors/Clinical Instructors must request an initial* parking permit (sticker) online.

*If after receiving an initial parking permit you purchase or change vehicles, you must go in person to the parking office – 3rd floor of Administration Building – to obtain a new parking permit.

These instructions are for individuals requesting an initial parking permit (sticker).

Important: You must have your seven digit Kean ID number (can be found on Kean ID card) AND your vehicle VIN# available to complete the request. If you do not have a Kean ID card, please contact Human Resources 908-737-3300 for your Kean ID #.

- Log onto your internet browser and go to the Kean University home page: www.kean.edu
- Scroll down to the bottom of the page. Click on Faculty & Staff.
- Scroll down on the Faculty & Staff page and click on Parking Permit
- Click on the blue link under Registration Instructions.
- Then, under the LINKS heading, click on the blue link: ‘Click here to request your parking decal’.
- Verify your log in information and address.
- Click ‘Add’ to add your vehicle information. Complete the requested information for your vehicle. Fields with an ‘*’ are required to be completed.
- Click the ‘Save’ button after entering all required information.
- Click on the circle next to the vehicle for which you are requesting a parking permit and then click the ‘Proceed’ button.
- The next screen will show your permit history. Click the ‘Request Permit’ button.
- Select from each of the drop down menus on the Decal and Lot Selection screen: Selections will be FACULTY/STAFF – ALL LOTS – NO FEE.
- Click the ‘Continue’ button.
- The parking permit will be available for pick up in the parking office – 3rd floor of the Administration Building on the main campus 72 hours (3 workdays) after your request. (The directions on the website say that the permit will be mailed – that is incorrect. You must come to campus and pick up your permit.)