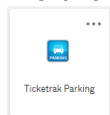


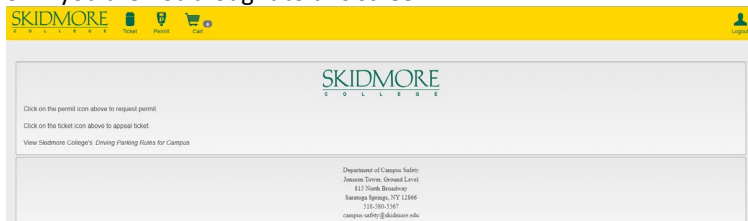
Summer Vehicle Registration

1. Log into your OKTA Account. Web Address: <https://skidmore.okta.com/>

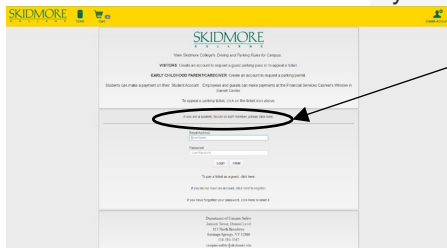
2. Click on the TickeTrak Parking Tile



3. If you are not brought to this screen:



Click on the sentence that reads “If you are a student, faculty or staff member, please click here.”



4. Click on the Permit icon.

- Click in the radio button for Permit Type (should be Off Campus Student)
- Add the vehicle information and click in the radio button to the left.
- Add local address information and click in the radio button to the left.
- Click on the agreement radio button. Make sure all other radio buttons remained clicked in the other sections.
- Click on Add to Cart in the red toolbar above.
- You should get the message Permit Type: Off Campus Student was successfully added to the cart in a pop-up box. You should also see a small one next to the shopping cart in the yellow toolbar.



5. Click on the shopping cart icon.

- Click on the payment agreement. All off-campus vehicle registrations are free of charge.
- Click on Check Out.

You are all set and your parking decal will be mailed to the address you entered upon registering your vehicle. If you do not receive the decal or if there is an issue with the registration process, please contact Campus Safety at 518-580-5567 or campus-safety@skidmore.edu or Lori Parks, Safety Systems Administrator, at 518-580-5568 or lparks@skidmore.edu.