



Faculty and Staff Vehicle Registration and Parking Permit Process

Faculty and Staff will need to go to the Rydin Permit Express website and enter all of their information for each vehicle they drive on campus. **There is no charge for Faculty and Staff permits.**

Please go to <https://www.permitsales.net/Trine> to register your vehicle(s). Once logged in select "Click here to purchase your permit". Please add all of your vehicle and personal information including an off campus phone number (cellular or home), and your staff ID number. In the section for mailing address, list your campus building location and your Administrative Assistant's name. All decals will be sent via interoffice mail to your Administrative Assistant. All Faculty and Staff can register up to five vehicles. To register additional vehicle(s) you must complete the first registration then go back to the initial screen. All of your personal information will be saved, just add vehicle information. If more than five permits are needed, please contact the Director of Campus Safety or Associate Director to discuss.

Upon completion of registering your vehicle, a confirmation email will be sent to you. Please allow up to 7 days to receive your decal through interoffice mail.

When you receive your decal, place it on the INSIDE rear back window on the passenger side (lower right corner).

If you have any questions or do not receive your decal within 7 days from the registration date, please contact the Director of Campus Safety at, [\(260\) 665-4543](tel:2606654543) (office) or Associate Director of Campus Safety, 260-665-4824.