



In order to register for your parking pass, you must have access to MyPortal. This access is sent via email after you have been admitted. Please make sure to check your spam folder if you have not received it. The email would have been sent from **FranU Student Access**.

If you cannot find the email, please email [fsl@franu.edu](mailto:fsl@franu.edu) so we can get you set up!

#### FRANU PARKING PASS REGISTRATION INSTRUCTIONS:

- 1) Go to [myportal.franu.edu](http://myportal.franu.edu)
- 2) Your username is your student ID (ex. ty113411) and then type in your password. If this will be your first time logging in, you will be prompted to change your password.

A screenshot of the Franciscan University MyPortal login page. A large yellow arrow points from the left towards the login fields. The page features the Franciscan University logo at the top, followed by the text "Sign in using your myPortal username and password." Below this are two input fields: "myPortal Username" and "myPortal Password". A blue "Sign in" button is located at the bottom of the form.

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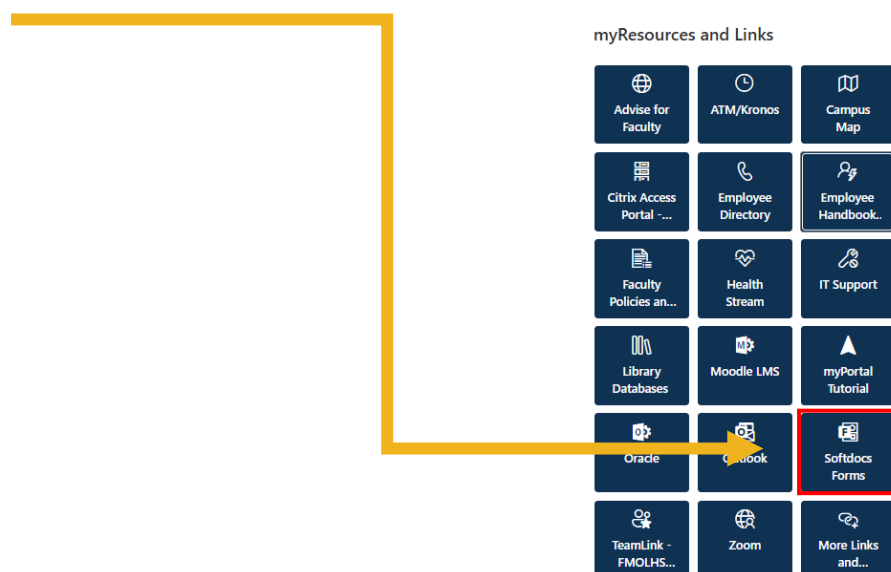
Sign in using your myPortal username and password.

myPortal Username

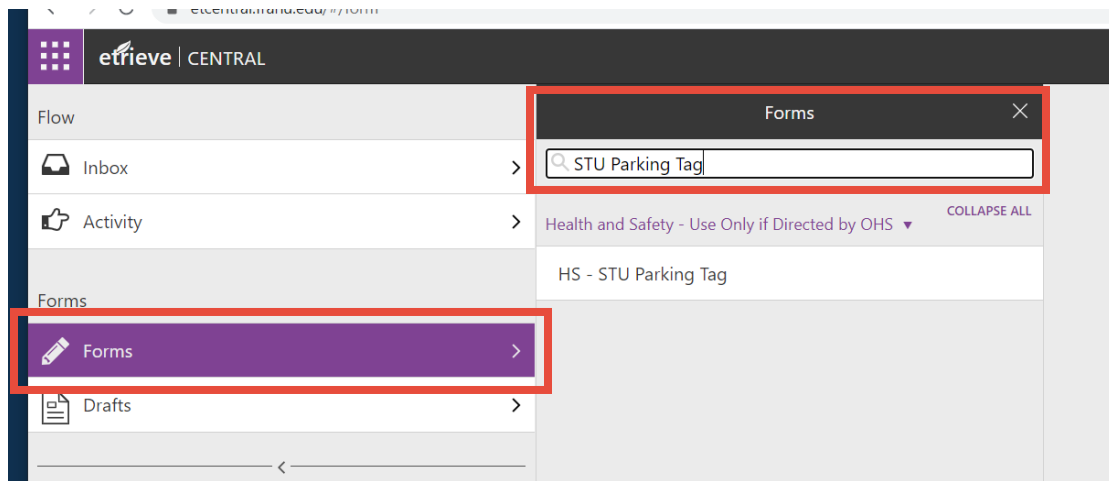
myPortal Password

Sign in

- 3) After logging in, scroll down to the “myResources and Links” section. Click on “Softdocs Etrieve Central”.



- 4) A new screen should appear with the Etrieve Softdocs portal. Click the “Forms” tab, then search for “STU Parking Tag” in the search box.



- 5) Click the form that appears after searching labeled “HS – STU Parking Tag” and you will see the form appear on the right hand side of your screen.

A screenshot showing the 'HS - STU Parking Tag' form. On the left, a sidebar shows the search results with 'HS - STU Parking Tag' highlighted by a red box. On the right, the form itself is displayed. It features the Franciscan University logo and the title 'Student Parking Tag Request Form'. The form includes fields for 'Student ID' and 'Full Name', which are auto-populated with redacted information. Below these are sections for 'Vehicle Information', including 'Vehicle Make', 'Vehicle Model', 'Year', 'Color', and 'License Plate Number', each with a corresponding input field.

- 6) Your student ID and name will auto-populate. Complete the remaining sections with your vehicle information. Once all the information is completed, look at the bottom menu bar and click “Submit”.

**\*\*Disclaimer:** If you are just getting access to your MyPortal, the parking tag form may not auto-populate with your name and Student ID. If this is the case, please wait approximately 12-24 hours for the information to update. If you are still experiencing this issue after that time, please contact Vincent Randolph at [vincent.randolph@franu.edu](mailto:vincent.randolph@franu.edu).

A screenshot of the bottom menu bar of the form. It contains four buttons: 'Submit', 'Attachments', 'Download', and 'Print'. The 'Submit' button is highlighted with a red box.

Upon submission, it will be processed by assigning you a parking pass number.  
You will retrieve this parking pass at orientation.