

Vehicle Registration-Regular Employees

All Regular FT and PT LSSU employees must register their vehicles on-line. Vehicles need to be registered in order to receive a parking pass and to avoid parking tickets.

You will need your vehicle license plate number, make, model, year and color of vehicle.

You will:

- Login to MyLSSU (<http://my.lssu.edu>)
- Click on Anchor Access within the LSSU Web Services Channel
- Click on the Employee Tab
- Click on LSSU Vehicle Registration and Ticket Information

Read the Terms of Vehicle Registration carefully. If you agree, press the Accept button. This will place you at the Vehicle Registration and Ticket Information Menu. Click on Request a Permit and follow the prompts. You will pick up your permit at the Fletcher Center.

Vehicle Registration

Your LSSU vehicle registration/parking tag can be requested online or in person at Fletcher Center.

Include the following information:

Make:

Model:

Year:

Color:

License Plate:

Name:

Employee ID Number: