

5. Parking Permits for New Employees

All new faculty and staff employees will need to purchase a parking pass upon hire. Please view the parking regulations and maps before your first day on campus.

[Campus Map](#)

[Parking Regulations](#)

If you have trouble ordering your parking permit, contact Parking Services at parking@astate.edu or 870-972-2945 for help.

I am a new employee. How do I get a parking permit?

Student, faculty/staff, and motorcycle parking permits are ordered online through the Pack Portal. After logging in to the Pack Portal, look for the 'Campus Life' dropdown menu. Click on the Parking eBiz tab, and then select 'Permits' from the drop-down. From there, you will click the 'Get Permits' menu option. Carefully read each screen throughout the ordering process. At the end of the transaction, a link to a free 8-day temporary permit will appear for you to print and display on your dashboard until your parking permit is delivered by USPS.

Please allow at least 5 days for your permit to be delivered by USPS.

I am a new employee. Where do I park?

View the [campus map](#) to view all available lots on campus.

Additional Resources for New Employee Parking

[Campus Map](#)

[Parking Regulations](#)

[Parking Tips](#)

[More about Parking Permits](#)

[Order your Parking Permit](#)

Revision #7

Created 2025-05-21 13:41:18 UTC by Kristin Helms

Updated 2026-07-23 15:11:03 UTC by Kristin Carson