

On Monday, **August 2, 2021**, Transportation Services will begin issuing Faculty/Staff Hang Tags at its office in Pride Hall. The cost of the FY2022 hangtag remains \$62.67 for the academic year. In an effort to assist faculty and staff, Transportation Services will continue the mailing option for employees. Faculty and staff will have the option to pick up in person or have their hangtag mailed. The mail-option is only available to full-time employees, requires enrollment in payroll deduction, and provides the new “forever” hangtag which will not expire as long as the employee remains on payroll deduction.

Employees selecting the mail-option, can choose to have their hangtag mailed to the address of their choice, including their home address or campus box. Each employee is responsible for entering their address information correctly when prompted. Employees selecting the mailing option will automatically be enrolled into the Payroll Deduction Program.

Note that employees still have the option of picking up their hangtag from the Transportation Services office located in Pride Hall Room 139. Transportation Services accepts cash, check and credit card at the office location. Employees may also sign up for payroll deduction in person.

Employees in need of a specialized hangtag such as academic year, semester, handicap and special medical permits, must come in person to pick up the tag at the Office of Transportation Services.

Registration will be completed online through your personal Leonet account. Please retrieve the VIN number and license plate number of the vehicle being registered prior to logging into Leonet.

Step-by-Step Vehicle Registration Guide:

1. Log into Leonet using your w# and password
2. Click on “Self-Service”
3. Click “Employee Car Registration”
4. Leave the search term blank and click “Search”
Fill out the form completely, making sure to click “Car” or “Motorcycle” at the top.
5. Add the Payroll Deduction option if you would like your tag mailed.
Skip Steps 5 and 6 if you wish to pay by cash, check and credit card or require a specialized tag. An office appointment is required if you opt out of payroll deduction
6. Choose between home and school addresses and enter your complete mailing address.
7. Agree to the Financial Agreement

Our summer office hours are Monday-Thursday 7:00 am until 5:30 pm. For questions or more information, contact Transportation Services at 985-549-5695 or parking@southeastern.edu.