Faculty/ Staff Message:

To help aid in the University’s social distancing plan, Transportation Services will start selling faculty/staff hangtags earlier this year. Beginning Wednesday, July 1, faculty/staff hangtags can be purchased in our Pride Hall office. To help prevent overcrowding in our office, all employees will need to schedule an appointment before purchasing their 2021 hangtag. Appointments can be scheduled through the following link [https://southeasternhangtagreservation.setmore.com](https://southeasternhangtagreservation.setmore.com).

In an effort to streamline the registration process, all vehicle registration cards have been moved to Leonet. Before coming into the office, all employees will need to log into their personal leonet account and register their primary vehicle. This process has replaced the white card you would normally complete in our office. Please follow these steps when registering your vehicle:

**Step by Step Vehicle Registration Guide:**

1. Log into Leonet using w# and password
2. Click on self-service
3. Click Employee Car Registration “Please make sure not to click vehicle registration”
4. Type in 2021 as term click search
5. Fill out form completely making sure to click car or motorcycle at the top
6. Agree to financial statement
7. Log off leonet and schedule an appointment using the below link
8. [https://southeasternhangtagreservation.setmore.com](https://southeasternhangtagreservation.setmore.com).

Payroll deduction will be available from July 1 through October 1. This option will allow employees to receive the Southeastern Forever hangtag. This tag will not expire as long as the employee is enrolled in payroll deduction. As mentioned in previous correspondence, this will eliminate the need to come back in future years to purchase a new tag. Employees will complete the payroll deduction form in person at their scheduled appointment time. Employees already enrolled in payroll deduction will only need to bring their Southeastern ID card with them to their appointment time.

Employees who wish to pay in full for their tag can purchase a tag for the entire academic year for $62.67. Employees also have the option to purchase a tag for one semester for $20.89. We accept cash, check and credit/debit cards for these purchases.

Unfortunately, with the new scheduling option, staff will no longer be allowed to pick up a hangtag for another person.

Our summer office hours are Monday-Thursday 7:00 am to 5:30 pm. For questions or more information, we can be contacted at 985-549-5695 or parking@southeastern.edu.