



BELLARMINE UNIVERSITY
IN VERITATIS AMORE

THE OFFICE OF PUBLIC SAFETY

Vehicle Registration Instructions

Registration for parking permit decals will take place through <https://one.bellarmino.edu> for the upcoming academic year. Please note that all vehicle registrations and parking permit decals expire on July 31st each year. All students will need to register and obtain a parking decal. Once the vehicle has been registered, students will go to the Office of Public Safety to acquire their permit. The Office of Public Safety is open 24 hours a day, 7 days a week and is located in CNTH 054 of Centro Treece Hall.

The parking permit fee for students is included in the student's Comprehensive Fee. Students can receive an additional parking permit for a second registered vehicle at no additional cost if the vehicle is owned by the registrant or an immediate family member. All decals will need to be displayed on the rear window on the driver's side of the vehicle. Motorcycles and motorbikes will need to place the decals where it is visible on the rear of the vehicle.

Parking permit decals are restricted solely to the vehicle identified on the registration form and are not transferrable to another vehicle. In the event the parking permit decal is transferred to another vehicle, a fine will be assessed. Unpaid student parking fines may be added to the vehicle owner's student account and may cause additional charges and holds on the student's record.



Step 1: Go to <https://one.bellarmino.edu>



Sign in with your Bellarmine University account

Keep me signed in

Sign in

[Change your password](#)

Step 2: You will login with your Bellarmine Username and Password

If you need assistance with your Bellarmine Username and Password please contact Information Technology at 502.272.8301 or email tsc@bellarmine.edu.

Additional Resources	
Strategic Planning Information	Quality Enhancement Plan (QEP)
One Payment Gateway	On-Campus Web Printing
Facilities Requests	Safety Center (MSDS)
Parking Management	One BU App
Help on One Bellarmine	Emergency Alert Setup

Step 3: Once logged in, you will select the Parking Management link under Additional Resources

Bellarmine University Parking Permits
 Welcome! We are excited to offer the convenience of registering for your permit and viewing citations online.
 For Faculty/Staff with Bellarmine License Plates: Be prepared to present your vehicle registration at the Bursar's Office after you register your vehicle on this site.

Please be Prepared to Provide the Following Information:

- Vehicle Make, Model, Year and Color
- Vehicle License Plate Number and State
- Registered Owner, Owner's Phone Number and Relationship to Driver
- Driver's License Number and State

[Register/Purchase Permit](#)

To manage your information, simply Log In using the link in the upper right.

[View, Pay or Appeal Citations](#)

Refunds will not be accepted.

Step 4: You will then be taken to the Rydin Permit Homepage. You will need to choose Register/Purchase Permit to officially register your vehicle

TERMS AND CONDITIONS OF USE

By accessing this website, receiving any data, materials or information, or using any of the additional resources provided through this website (individually and collectively, "Services"), such as obtaining parking permits and paying citations on your vehicle or parking, or by clicking a box or similar indication that states you accept or agree to these terms and conditions, you agree to be bound to these Terms and Conditions of Use ("TOU") set forth below. Read these TOU carefully. If you do not agree to be bound by these terms, you may not use this website. Your access to this website and receipt and use of Services is subject to the following TOU. We may change these TOU at any time without notice, and we encourage users to periodically review the current version for changes and updates.

As used in these TOU, the term "user" means you and the terms "we" and "us" means the school.

By checking this box I am agreeing that I am at least 18 years of age, am an emancipated minor or have the consent of my parents or legal guardian and have agreed to the Terms & Conditions of Use outlined above.

[Print Terms & Conditions of Use](#)

Step 5: Agree to Terms and Conditions

Please check that you agree to the Terms and Conditions and then click Continue.

Please take your time. It is your responsibility to enter the required information accurately.

For Faculty/Staff with Bellarmine License Plates: Permits are obtained in person at the Bursar's Office. Be prepared to present your vehicle registration.

Please select from the list below

Available Permits 16-17 Student "S" (Student) - \$0.00

Driver Information

Some information has been pre-populated for your convenience.

First Name

Middle Initial

Last Name

Phone Area code Number Ext

Number Type
 Office number Home number Cell number Fax number Other

Email

ID Number

Driver License State#

Step 6: Select Permit

Then you will select your desired permit, enter driver information, address confirmation and choose to continue.

Please provide the following information about the vehicle you are registering.

My Saved Vehicles

Below is a list your saved vehicles. To add saved vehicles to this permit, simply click the plus sign (+) next to that vehicle's description.

If you would like to add a new/different vehicle, please scroll down past the list of your Saved Vehicles, and enter the information in fields provided. Then click the Add Vehicle button at the bottom.

No saved vehicles

Vehicle Details

Make

Model

Year

Color(s)

License Plate #

Step 6: Enter Vehicle Details

Next you will enter your Vehicle Details so that the information is stored for future years.

If you are a returning student with the same vehicle as last year, your vehicle information is already stored into the system.

To add saved vehicles, simply click the green plus sign (+) next to that vehicle's description under the section My Saved Vehicles.

My Saved Vehicles

Below is a list your saved vehicles. To that vehicle's description.

If you would like to add a new/different enter the information in fields provided.

Register Vehicle	Vehicle
+	2004 Subaru Forester - Gold

Please review your order for accuracy.

Important note: Your order is NOT complete until you read the below information, scroll to the bottom, click "I agree", and submit your order.

Driver Information

Physical Address

Mailing Address

ID Number

Driver License

Vehicle(s) Information

Vehicle	License Plate	Owner	Relationship	Owner Ph.
<input type="text"/>				

Payment Information

Permit Ordered

Payment Method

Order Totals

Permit Price \$0.00

Total Amount \$0.00

Order confirmation email will be sent to

Step 7: Verify Accuracy of Information

Once you have entered your vehicle information, you will review your order for accuracy. If the information is incorrect, please fix make the necessary changes before you proceed.

Other Violations		
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Parking boots may be applied to vehicles with any unpaid citations after thirty (30) days.
*Boot removal fee must be paid before the boot will be removed.

OFF CAMPUS PARKING

Bellarmino University has a beautiful campus in a wonderful neighborhood. A good relationship with our neighbors is important. We ask that you be a good citizen and neighbor and always park on campus. It shows our neighbors that the university cares about the integrity of the neighborhood, and it helps the university to avoid delays in projects that improve your campus.

By checking this box I am agreeing to abide by the above requirements

[Print Agreement](#)

Please click the "Place Order" button only once!

Step 8: Review Campus Parking and Traffic Regulations

Once your information has been entered correctly, please read the Campus Parking and Traffic Regulations. Once you have read the regulations, please check the box and click Place Order.

9. Finally, you will receive a confirmation e-mail once you have submitted your registration.

All student parking permits will need to be obtained by visiting the Office of Public Safety located in Centro Treece Hall Room CNTH-055. When you come to the office, please have your Bellarmine Student ID and Rydin Permit Order Number with you.