



2024-2025 Parking Permit Directions

Russell Sage College uses the C-Park MyParking Portal as our parking permit vendor. Students, faculty, and staff can access the site at the following link:

https://sage.campusinnovation.com/sage_myparking_prod

This link is also available in Passport.

Entering Driver Information

- 1) Upon following the link, you will be taken to the MyParking homepage, where you will need to add vehicle information.
- 2) Click on “Add a Vehicle” under the Vehicles section. Add the make, model, year, vehicle type, license plate number, country, state, and color of the vehicle. If the owner of the vehicle differs from the driver, please add that information as well.
- 3) **You DO NOT need to add your car insurance company or policy number. This section can be skipped.**
- 4) Click “Save Vehicle”
- 5) If you plan to use more than one vehicle, repeat this process for each vehicle.
Permit hang tags can be moved between registered vehicles.

Purchasing a Permit

- 1) After all of the vehicle information has been submitted, click on “Apply for Permit” on the MyParking homepage.
- 2) Choose all vehicles that should be attached to the permit and click “Continue”
- 3) You will be shown two options – one for Troy and one for Albany

The permit hang tag you receive will work for both campuses, but please select Albany or Troy based on which campus you will be picking up your permit hang tag.

This is important, you must pick up your hang tag from the campus you choose in this screen

- 4) Once a permit option is chosen, you will be asked to give consent to the RSC parking rules and regulations. Type your name to complete consent.
- 5) On the next screen you will be shown the expiration date and fee for the permit. If you are a full-time undergraduate student, you should see a fee of \$0.00. If you are a part-time undergraduate student, evening student, graduate student, or faculty/staff member you should see the required fee.
- 6) Click on "Pay Fee" and you will be redirected to the Touchnet Portal to complete your payment.

Next Steps

Upon completing your payment, a request for a parking permit will be sent to College Services. Permits are currently filled same day, so you can stop down to either College Services office and pick up your hang tag shortly after applying.

Go to the campus that you chose during your permit selection process to pick up your parking permit hang tag. **Please be prepared to present photo ID at the time of pickup.**

The College Services offices are located in the following places:

Albany – basement of the Administration building

Hours: 8:30 AM to 5:00 PM, Monday through Friday

(8:30 AM to 4:00 PM May 13th through August 9th)

Troy – basement of the John Paine building

Hours: 7:30 AM to 4:00 PM, Monday through Friday

(8:30 AM to 4:00 PM May 13th through August 9th)

