

**UMass Pass card is the on-campus identification card. It can be used for food, access and library privileges**



# Steps for new UMass Pass ID Card for New Employee

1. Employee will first go to Human Resources - to complete employment verification
2. Employee may obtain their UMass Pass ID card if all Human Resources paperwork is completed ... (CAMPUS ID # must be generated through the system); if any Human Resources information is pending - you must wait 2 to 3 business days prior to obtaining your UMass Pass ID card
3. After the necessary wait time - new employee will go to the UMass Pass Office with photo ID (valid driver's license or passport) - UMP will review the system data- if new employees information is populated in the system the process will continue
4. UMass Pass will verify the status of employee (as active with CAMPUS ID # generated) will proceed to create the ID card
5. Photo will be taken

If you have any questions or concerns feel free to contact the UMass Pass Office at 508-999-8132 or email [umasspass@umassd.edu](mailto:umasspass@umassd.edu)



# Once you have obtained your UMass Pass you will be able to proceed in registering your vehicle online for your on campus parking permit.



**Steps for new Parking Decal**

1. Have your valid driver's license, registration, and UMass Pass card in order to complete the online registration process.
2. Go to <http://www.umassd.edu/parking/facultydecals/> and click on

**To get your parking decal**

[GO TO THE PARKING DECAL FORM](https://parking.umassd.edu/)

1. Log onto the website with you proper email credentials
2. For example: Username: Asmith Password: UMass24Pass
3. If you have not received an email username and password you have to set one up with the CITS Office.
4. Please contact CITS. <http://www.umassd.edu/cits/contact/>
5. After logging in the Parking website, fill out your personal information form.
6. Once all the information is filled out, validate and print the form. **Do not pay for your decal online!**
7. Please bring the confirmation page, along with your UMass Pass to the Parking Office located on the ground floor of the Campus Center.

If you have any questions or concerns feel free to contact the Parking Office at 508-999-8131 or email [parking@umassd.edu](mailto:parking@umassd.edu)