

Online Parking Application Instructions

Collier County Public Schools has launched a new way to apply for student parking!

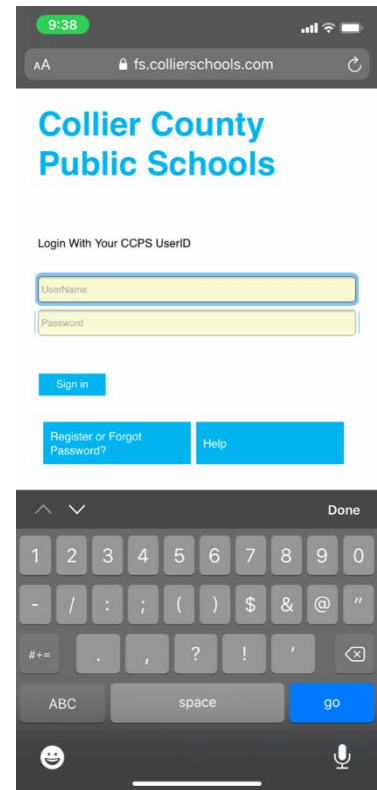
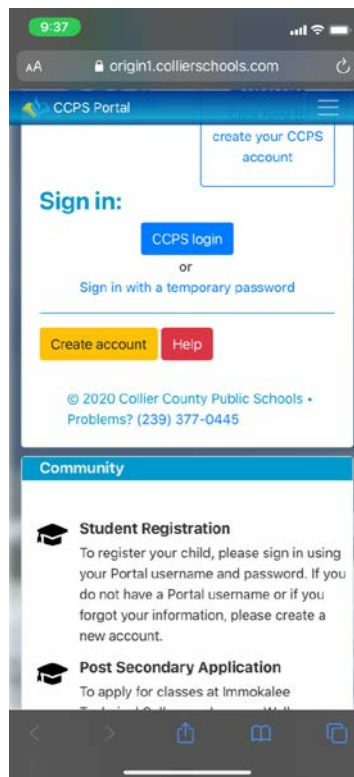
Before you get started, you will want to do the following things:

1. Take pictures of the following items
 - a. The car(s) you are registering
 - b. Your driver's license
 - c. The vehicle registration(s)
 - d. Your car insurance (must be current)
2. Ask your parent/guardian if they have a CCPS Portal account. Have them go to www.collierschools.com and click on the PARENTS tab to create one if they do not have an account.

Ok! You're ready to begin the online application process!

STEP 1: Log into the student portal at <https://origin1.collierschools.com>

(You may get multiple screens during the sign-in process.)

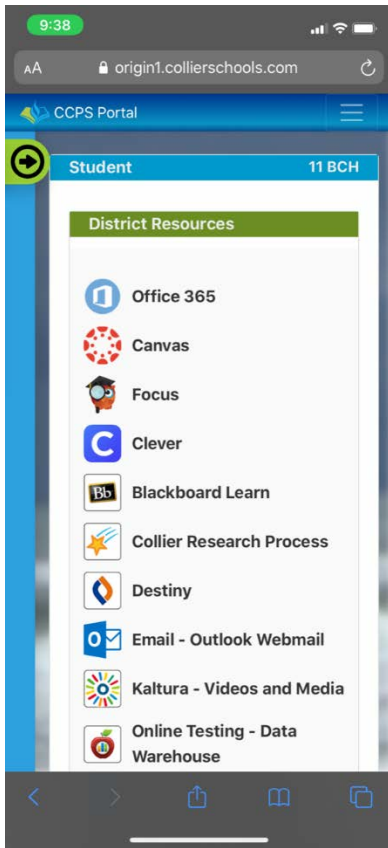


STEP 2: Click on the Green tab with the Black arrow in the upper left-hand corner

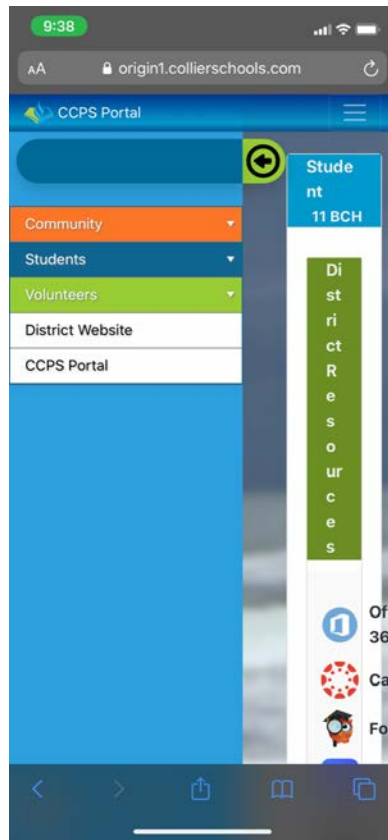
STEP 3: Click on STUDENTS.

Step 4: Click on PARKING

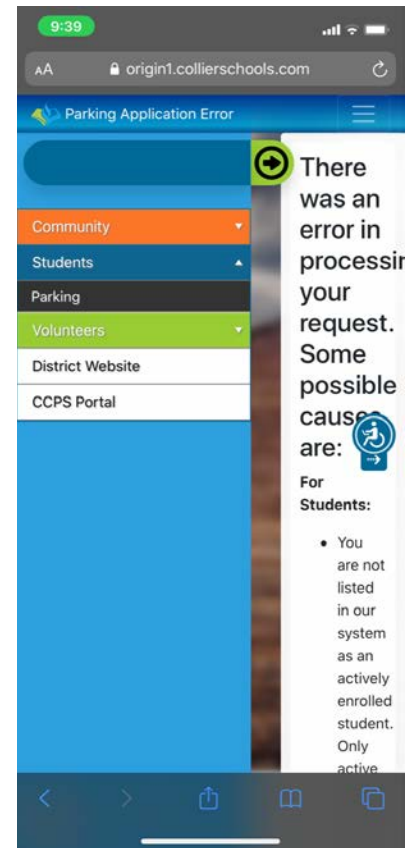
STEP 2



STEP 3



STEP 4

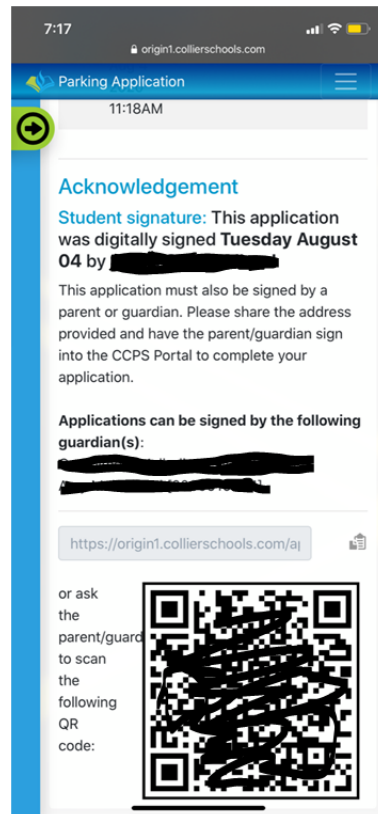


IMPORTANT: Students who are NOT 16 years old at the time of application will not be able to complete it.

STEP 5: Complete the application by filling out the forms and uploading your pictures.

STEP 6: Click on the **Blue Square**. This is your digital signature that you acknowledge and agree to the parking rules and responsibilities.

STEP 7: Send the link or have your parent/guardian scan the QR Code for them to digitally sign.



What happens next?

- The school will review your submitted application.
- Once your application is approved, the school will designate a parking spot based on grade-level seniority, application submission time-stamp, and availability.
- You will be able to pay for your spot online via Revtrak (<https://ccps.revtrak.net/>) or in person during the school's designated dates and times.
 - Students will need to come into school to pick up their hang tag/sticker and/or pay during the school's designated dates and times.