Vehicle Registration Form

Process for Online Vehicle Registration

All Trinity College of Nursing & Health Sciences students are required to complete an electronic registration. A form must be completed within two weeks of a status change (i.e., different/additional vehicle or a change in the license number), and annually. When participating in clinical rotations at the hospitals all students are expected to park in designated employee parking areas only. Parking in a fire lane, trauma area, or handicap parking space is unlawful and subject to ticketing from the police department and/or towing of the vehicle at the owner's expense.

Before you begin, please have your license plate number available.

To begin, go to: https://www.reportexecdirect2.com/trinitysecurity/CESIReportExec/OPR/Main.aspx

1. Select a Group. From the drop down menu provided next to the category, select the "Rock Island" group. Click on the button next to the box that says, "Write New Online Permit Registration".

2. The next screen will have two categories with drop down menus. The first, Permit Type is "Parking". The second, Permit Period is "Annual 20YY". Select the appropriate year and click on the "Continue" button below the categories.

3. The next screen has several boxes of information; the ones you MUST fill out are First Name, Last Name, and Department. Your Department is "College". You are encouraged to fill out the contact information portion so that TRHS's Security team can contact you if a situation arises that it would become necessary to do so. Click on the "Continue" button to proceed.

4. The third page will allow you to fill in the details of your vehicle including make, model, color, and license plate number. Click on the "Continue" button to proceed.

5. The fourth page allows you to review your submission. Please note, when you press "Continue", it will submit your registration to the Security Department and you will not be able to make any changes after that point.

6. The final screen will tell you that your registration has been submitted. You do not have to do anything on this page once you have seen the confirmation message.