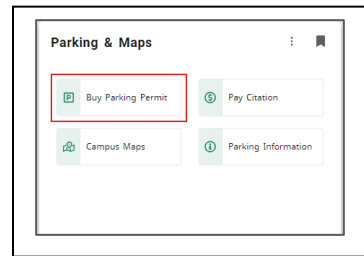## How to Purchase and Manage a Semester Parking Permit (Staff and Students)

1. Log-in to your **myCuesta.** *Note: Pop-ups must be allowed to use the permit portal.*
2. Find the **Parking & Maps** square, click on **Buy Parking Permit**.

This opens to your parking permit portal Dashboard. Your name should appear in the upper right corner. Clicking on the Permits tab on any screen within the portal will bring you back to this screen (your dashboard).

Which button should I use?

- **Buy Permit** – Purchase a permit.
- **My Permits** – View and manage your permit(s). Use to SWITCH vehicles, ADD or EDIT a vehicle.
- **Edit Profile** – Permanently delete vehicles from your profile, store a credit card number, add an emergency contact. **Do <u>not</u> use Edit Profile to switch vehicles on your permit – do this in My Permits.** (See instructions below under Managing Your Parking Permit)
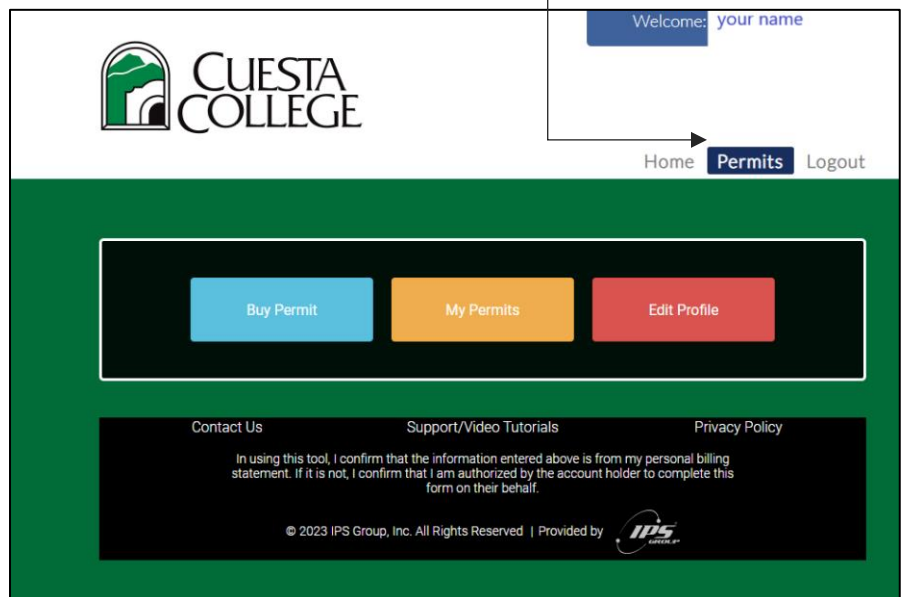
BUYING A Permit

1. Click **Buy Permit**
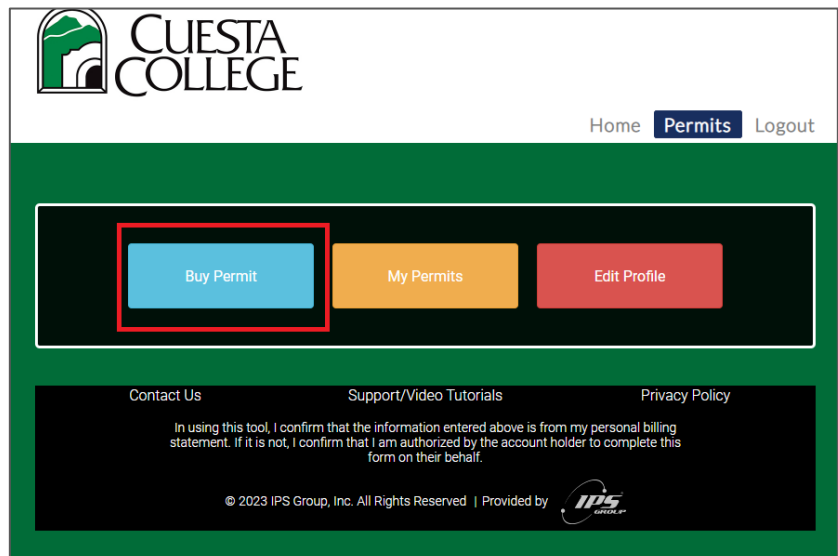
2. Select **Permit Type**:

   Student Semester Permit – Valid for specified term. (Fall, Spring, Summer)

   Student BOG (if eligible) – Valid for semester. (Fall or Spring only) For recipients of the California Community College Promise Grant (CCCPG), formerly known as the Board of Governors Waiver. ($10 waiver on Fall and Spring semester permits)

   Motorcycle Semester – Valid for specified term. (Fall, Spring, Summer) - Motorcycles must have a Motorcycle permit and park in designated motorcycle parking spaces.
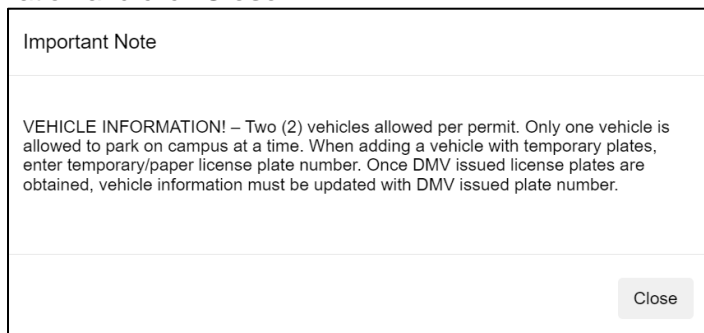
   Daily permits are valid for one day in General parking spaces only, not in Staff.

3. Click **Buy**.
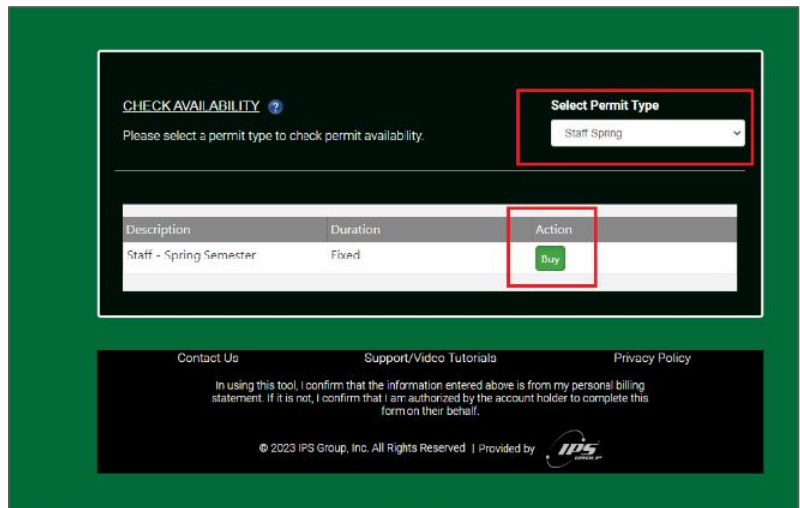
Staff permit options differ from student options. Staff have the options to purchase semester, annual, or daily permits from the permit portal.

On the PURCHASE NEW PERMIT screen, important notifications may pop-up at times. Please take a moment to read the information and click **Close**.

Important Note

VEHICLE INFORMATION! – Two (2) vehicles allowed per permit. Only one vehicle is allowed to park on campus at a time. When adding a vehicle with temporary plates, enter temporary/paper license plate number. Once DMV issued license plates are obtained, vehicle information must be updated with DMV issued plate number.

Close

Click on the **plus (+) sign ADD VEHICLE** to add a vehicle. Enter the License Plate Number, Make and Model of Vehicle, Color, Year of vehicle and the State where the vehicle is registered into the Vehicle Information pop-up box. Click **SAVE.**
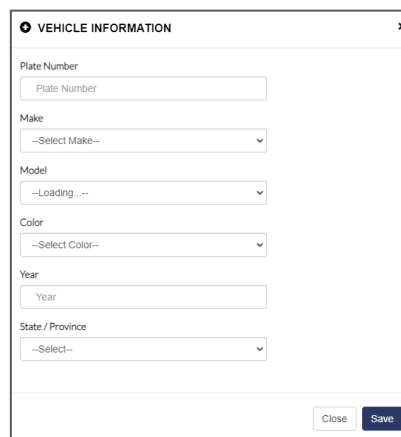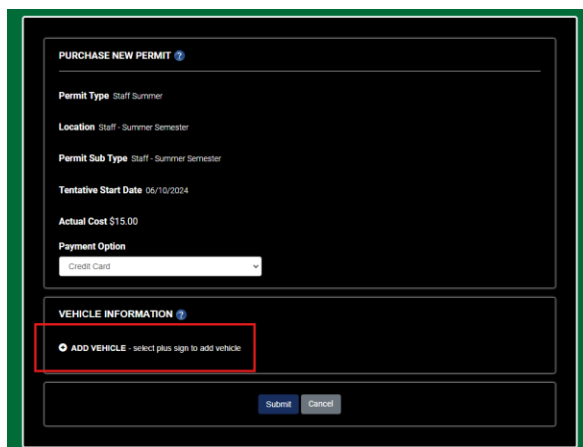
The vehicle added, will appear in the Vehicle Information area. **Double-check that the license plate number entered is correct.** License plates entered incorrectly are subject to a $39 parking citation. Appeals received for citations due to incorrect license plate on permit will not be dismissed.

If you've purchased a permit before, a list of your vehicles will appear. To ADD a new vehicle, click the plus (+) sign, enter vehicle information and **Save**. The new vehicle will automatically be the "Selected Vehicle" using the permit. To change vehicles, uncheck that vehicle and click the box next to the vehicle(s) you want recognized on the permit. If you already have two (2) vehicles listed, check the box in front of Select All Vehicles and both vehicles will be selected.

‼️ **Two (2) vehicles can be selected, but only one (1) vehicle can use the permit at a time.** ‼️
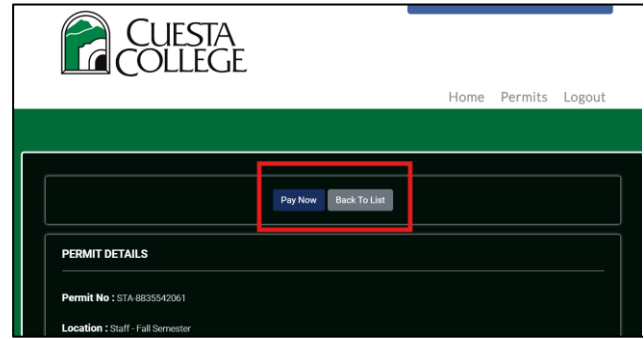
Click **SUBMIT.**

1. **PERMIT DETAILS** screen - Review the details of your permit.
    - License plate(s) entered correctly?
    - Are "Selected Vehicle(s)" the one(s) you want recognized on the permit?

2. Here you can either Pay Now or go Back to List to make corrections.
    Pay Now – information all correct, then click Pay Now. If not, hit Back to List. If a credit card has been saved in your profile, the permit portal will automatically charge that card when you hit Pay Now. Expired credit cards will not be accepted. To edit your credit card, see *Managing Your Permit* below. Otherwise, enter credit card information on the next screen to submit payment.
    Back to List-
    - Takes you back to the list of your permits – MY PERMITS.
    - Click VIEW of the permit you want to make corrections to.
    - Follow instructions below under *Managing Your Permit*.

! **Permits in Approved status, are not Valid. Permits must in Paid status to be valid. !**

3. You should receive TWO (2) emails from permits@thepermitportal.com.

- The first email notification lets you know that your permit is **Approved**. You can click on the link to pay for your permit if you haven't done so already.

> Hello (Name),
> Permits must be in Paid status to be valid. Click on link below to pay for your permit if you have not already submitted payment. A confirmation email will be sent when payment has been received.
>
> **Students and Staff** - Please click on this link to pay. Select "Login". Use your myCuesta credentials to login. Select "**My Permits**" -> View -> Proceed to Checkout.

If you're already logged into your myCuesta - Clicking on the link will take you to screen. Click on the Permits tab to go to your Dashboard.

1. Click My Permits – your permits will appear on the next screen.
2. Click VIEW of the permit you want to pay for.
3. Click Proceed to Checkout.
4. Review permit details (like reviewing your cart).
5. Pay Now – will charge the card on file **OR** take you to the payment screen where you can enter your credit card information. > Submit Payment
6. Back to List – If you need to make corrections to your vehicle(s), hit Back to List. Takes you back to the list of your permits, click View.
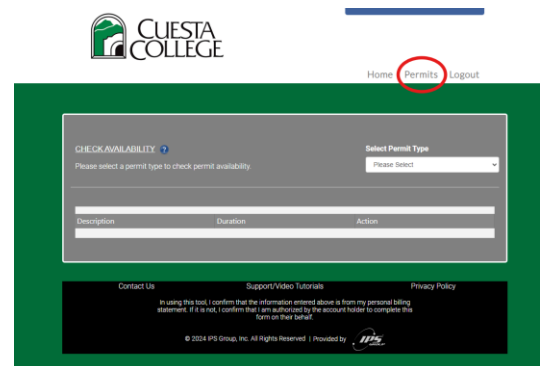
If you are not logged into your myCuesta, the link will take you to the permit portal Home page. Click on Login and use your myCuesta credentials to login.

Click on the Permits tab to go to your Dashboard.

1. Click My Permits – your permits will appear on the next screen.
2. Click VIEW of the permit you want to pay for.
3. Click Proceed to Checkout.
4. Review permit details (like reviewing your cart).
5. Pay Now – will charge the card on file OR take you to the payment screen where you can enter your credit card information. > Submit Payment
6. Back to List – If you need to make corrections to your vehicle(s), hit Back to List. Takes you back to the list of your permits, click View.
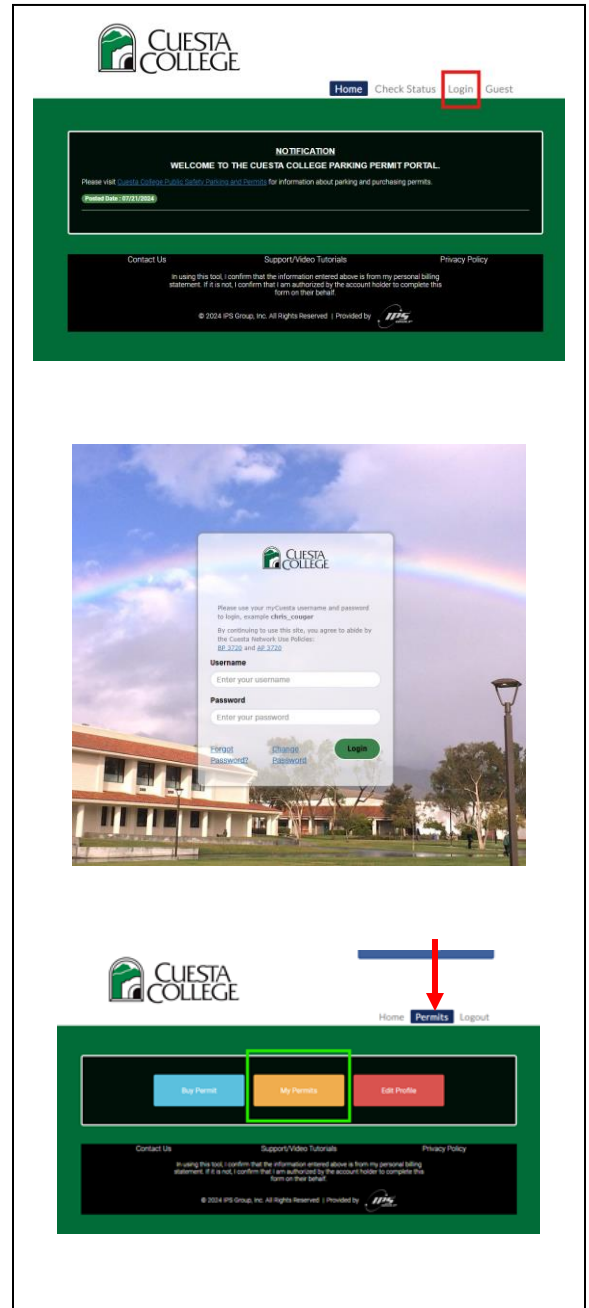
- Once the permit is Paid, a Second Email notification will be sent saying your permit is now **Paid and Valid**.

Hello (Name),

Your permit application is now Paid. Please see permit details below. Your permit is digital and assigned to your vehicle plate number below. Cuesta College has implemented new license plate recognition software. Your license plate number is now your permit. A physical parking permit is no longer necessary. Exception: Daily permits purchased from parking lot kiosks must be displayed on dashboard. To update the vehicle on your permit, log in to your Parking Permit account and go to My Permits. Add/Delete or Switch vehicles.

Remember to logout of the permit portal when finished.

# MANAGING Your Permit - How to Switch, Add or Edit Vehicles on your permit

1. Log-in to your **myCuesta**.
2. Find the **Parking & Maps square**, click on **Buy Parking Permit**.
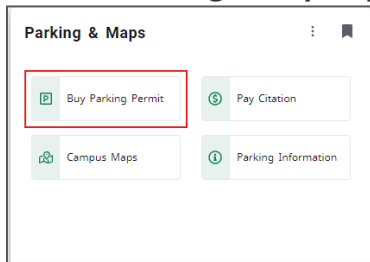
This will open to your Dashboard in the parking permit portal. Your name should appear in the upper right corner.

To SWITCH vehicles, ADD a vehicle, or EDIT the vehicle(s) currently recognized on the permit.

1. Click **My Permits.**
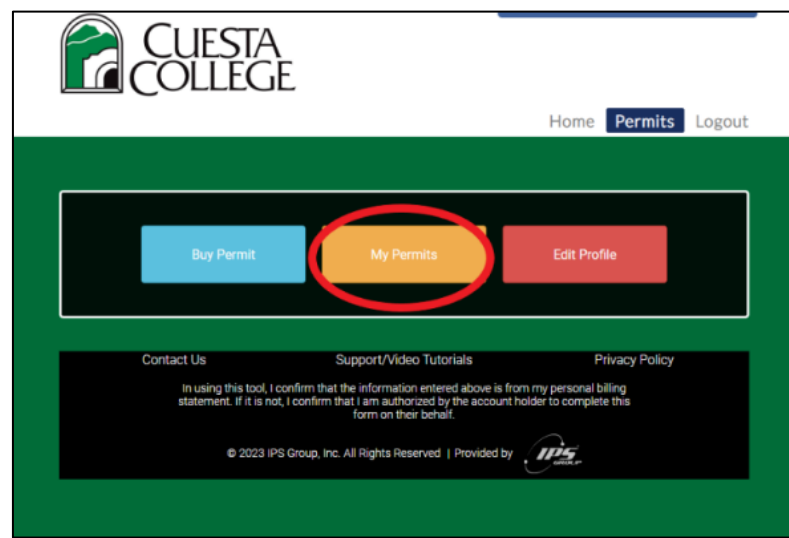
A list with your parking permit(s) will appear on the next screen. If multiple permits are listed, **look for the current permit -** make sure to choose the permit for the correct term. Click on the dropdown arrow to choose Current, All or Past permits.

2. Click **View** of the permit you want to make changes to.
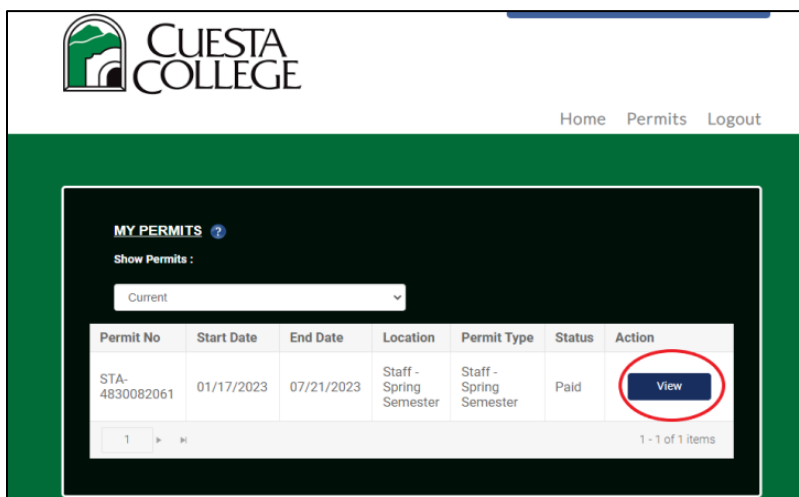
The **Permit Details** will appear on the next screen. Scroll down to the **SELECTED VEHICLE** box.
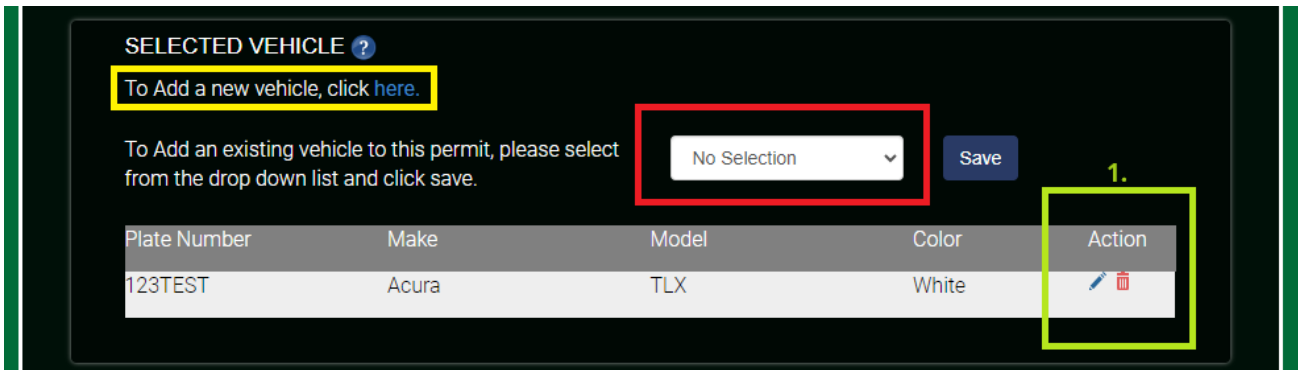
To Add a Vehicle:

1. Click here, add the vehicle information and **Save**. The added vehicle will appear as a selected vehicle and it too will be recognized as having a permit. Two (2) vehicles maximum can be listed in this area but only one (1) vehicle can use the permit at a time.

To add additional vehicles, you can add them in your "Profile". Click on the Permits tab on your Dashboard and then go to Edit Profile (red button on dashboard). You'll still have to add the vehicle to your permit by following the instructions below on how to switch vehicles.

To Switch Vehicles:

1. Click the red trash can 🗑 under Action. The vehicle listed in the gray area will disappear. Hitting the 🗑 removes the current vehicle from the permit. It does not remove the vehicle from   your profile"; the vehicle is still available if you wish to add it again to your permit.
2. Click the down arrow where it says **No Selection**. All vehicle license plate numbers you've added in your profile will show up.
3. Click on the vehicle license plate number(s) that you want recognized on the permit. Hit **Save**. This vehicle or vehicles (max. of 2) will now be recognized as having a valid permit. You do not have to switch between the two vehicles. Both will be recognized as having a permit, but both cars cannot use the permit at the same time.

To Edit Current Vehicle using the permit: (for example: to update license plate on a new car from dealer paper plate to DMV issued license plate.)
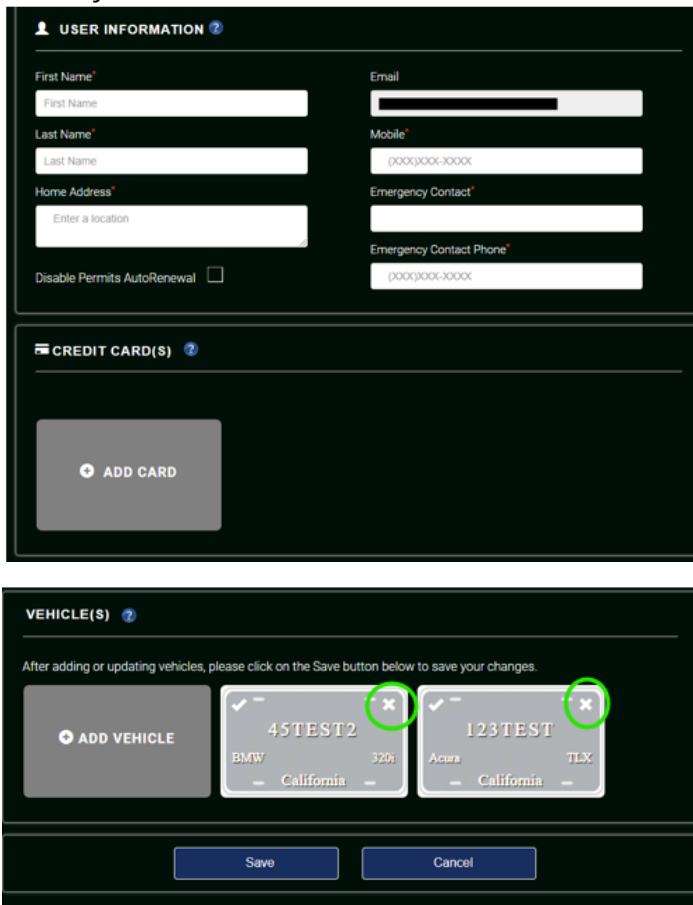1. Click on the blue pencil ✏ under Action. Edit license plate number. After making changes, hit **Save**.

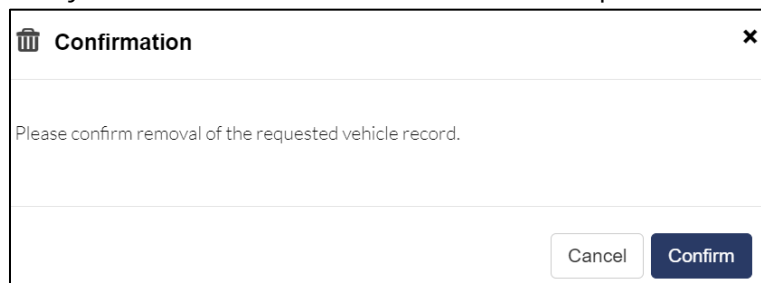## To Permanently Delete Vehicles from your profile and permit:

1. Click on **Edit Profile.**

2. Under VEHICLE(S), click the "X" in the upper right corner of the vehicle you want to permanently delete.

A pop-up message will ask you to confirm removal of the vehicle requested. Click SAVE to save changes.

Credit Card Information – You can save a credit card in your profile but it is not required. If a credit card is saved in your profile, it will be charged when you click on Pay Now when purchasing a permit. Permits are not automatically renewed each semester.

Special notes:

- Any time changes are made in your profile, the portal will ask you to enter your home address before it will save information/changes.
- The Edit Profile button should not be used to make changes to a permit.
- Remember to Logout of the permit portal when done.