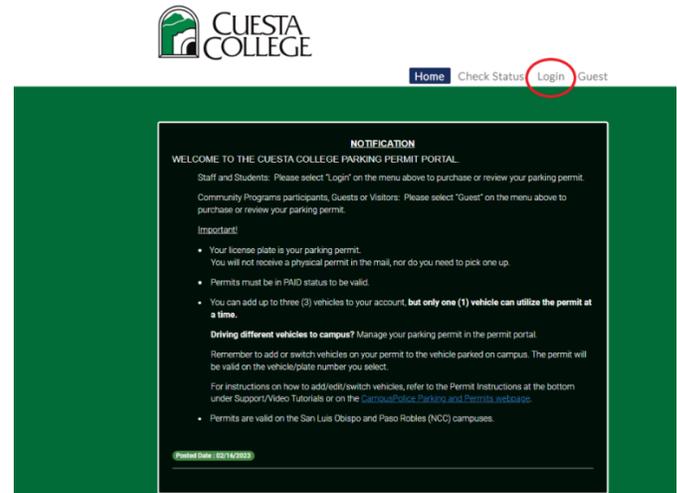


To SWITCH Vehicles, ADD Vehicle or EDIT Vehicle

Log into your *myCuesta* portal and click on the Parking Permits & Citations tile. It will take you to the Cuesta College permit portal.

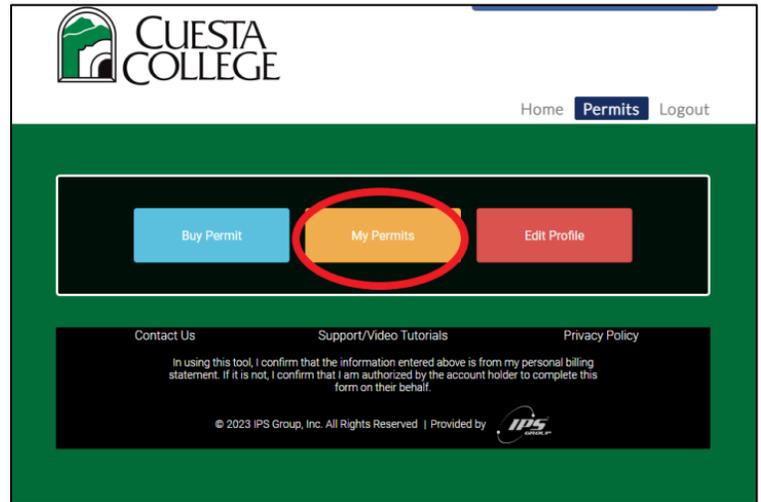
This is the permit portal Home screen.

1. Click on Login.



Your name should appear in the upper right corner. "Welcome: Your Name"

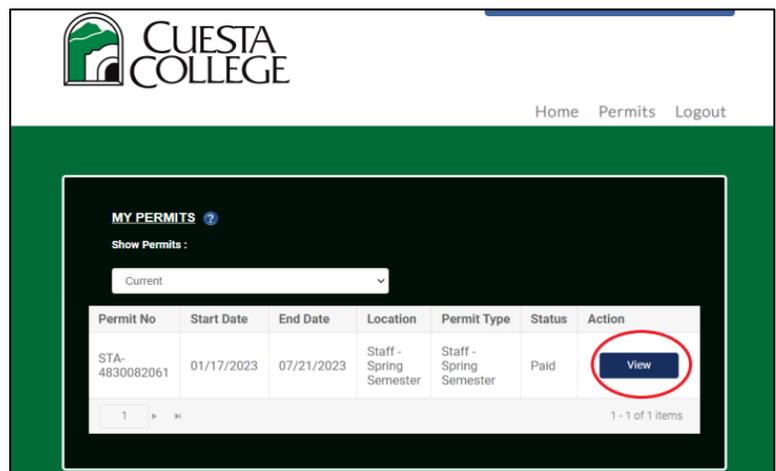
1. Click on My Permits.



You'll be taken to your permit(s).

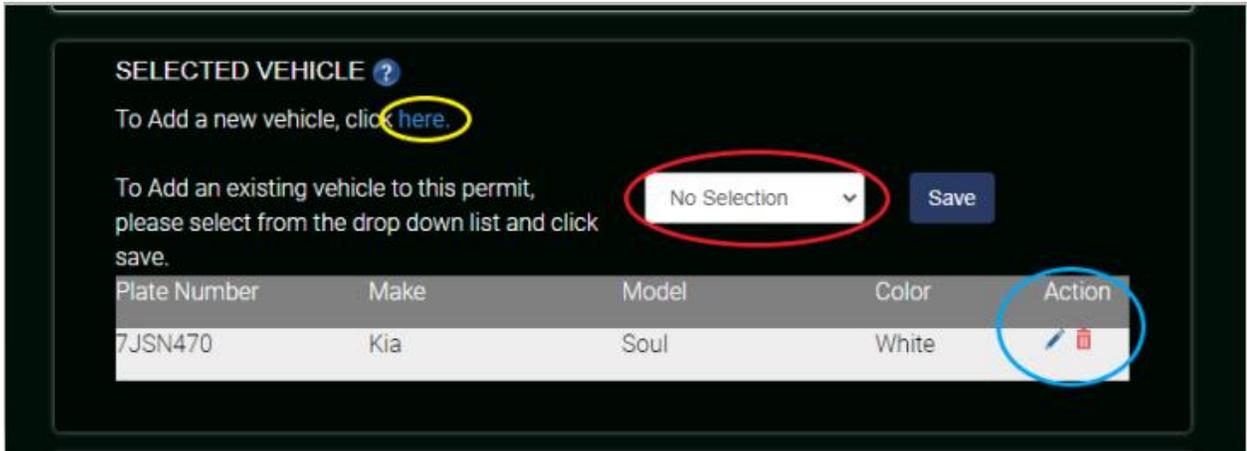
1. Click on View.

By clicking on the drop down arrow, you can view Current, All or Past permits.



In the **SELECTED VEHICLE** area:

This is where you Manage your parking permit.



To Edit Current vehicle information – Click on the **blue pencil** under Action to change the current vehicle’s information. (Current vehicle is the vehicle listed in the gray box area) Hit Save.

To Add Additional vehicle: Click on **red trash can** under Action.*
Click [here](#), add the vehicle information and Save. This vehicle will become the “active” vehicle on the permit.

To Switch vehicles: Click the **red trash can** under Action.* The vehicle listed in the gray area will disappear. Click the down arrow where it says No Selection. All vehicle license plate numbers you’ve added in your profile will show up. Click on the vehicle license plate number that you’d like to make “active”. Hit Save. This vehicle is now the active vehicle on the permit and will appear in the gray area. To switch back, follow these instructions again.

*By hitting the **trash can**, you remove the current vehicle from the permit; the vehicle is not removed from your profile, it is just no longer the “active or valid” vehicle on the permit. Plate numbers and vehicle information stay in your profile and will be listed in the drop-down box for future use so you can choose which vehicle you want to make “active”.

You’ll see in the Permit History that you removed vehicle plate #ABC123 and added vehicle plate #XYZ456 to your permit with date/time. The plate/vehicle that you changed it to is now the vehicle that the permit is “active” on. **If you do not switch the “active” vehicle on your permit to the one you are parking on campus, you are subject to a citation. Only one vehicle can use the permit at a time. License plate must be entered correctly.**

To Delete vehicles from profile:

1. On the Dashboard, click on Edit Profile.
2. Click on the X in the upper right corner of the plate you want to delete. Hit Confirm. The license plate will be deleted.
It will ask for your address, hit Save. It does not actually save your address.
“Profile updated successfully” message will show at the top.

