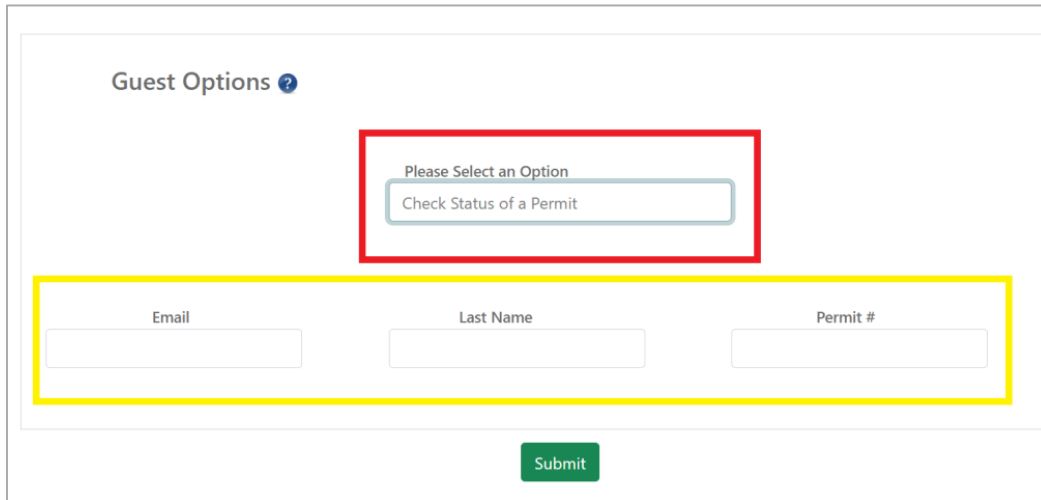


Managing your Parking Permit Portal – How to Add, Edit or Switch Vehicles

Once you have purchased your parking permit, you will want to log in to your parking portal to manage your parking permit(s). There are a couple of ways to get to Cuesta's parking portal:

1. Go to <https://cuestacollege.thepermitportal.com/Guest> or
2. Go to the [Campus Police Parking and Permits webpage](#) and click on the green button under Visitors/Guest & Community Programs Patrons.

Once on the parking portal page, you can add or edit a vehicle and switch to a different vehicle.



Guest Options ?

Please Select an Option
Check Status of a Permit

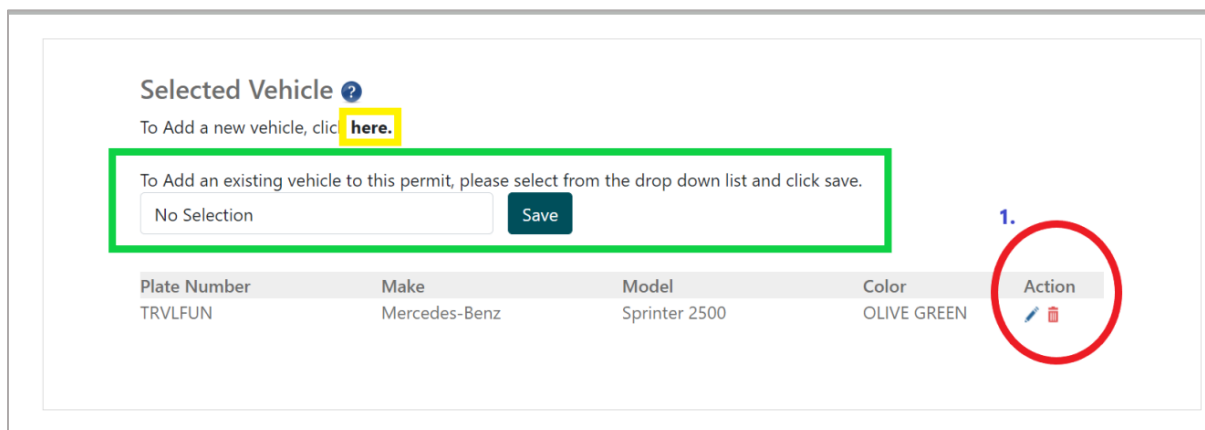
Email Last Name Permit #

Submit

1. Under Please Select an Option – **Select Check Status of Permit (red box)**
2. Enter Email, Last Name and Permit #. (Permit # provided in the email(s) you received when you purchased it.)
3. Click Submit.

On the next screen

1. You must **first Click on the Red Trash Can** to remove the current vehicle that is “active” on the permit. Click Confirm. This does not remove the vehicle from your profile. Clicking on the **Blue pencil**, will allow you to Edit the vehicle that is listed. For example, if you get new license plates or have your car painted a different color. This is where you can make those changes.



Selected Vehicle ?

To Add a new vehicle, click **here.**

To Add an existing vehicle to this permit, please select from the drop down list and click save.

No Selection Save

Plate Number	Make	Model	Color	Action
TRVLFUN	Mercedes-Benz	Sprinter 2500	OLIVE GREEN	1. ✎ 🗑

- **To Add a vehicle, click here in the yellow box.** Enter vehicle information and Save. The vehicle you added will become the vehicle that is “active” on your permit.
- **To SWITCH vehicles, click on No Selection.** All of the license plates for your vehicles will show. Scroll down to choose the plate/vehicle you want your permit to be valid/active on. Click Save.

You will be able to see the Valid/Active plate number in your Permit History. Under Type, it will say Add with date and time.

If you have any questions, please feel free to contact us at (805) 546-3205 or email ccpd@cuesta.edu.

Cuesta College Police Department

SLO Campus – Building 7500

NCC Campus – Building 1000, Office N1021