STUDENTS & STAFF: How to Purchase and Manage a "Virtual" Parking Permit

1. Log-in to your *my*Cuesta portal.
   Note: Pop-ups must be allowed to use the parking permit portal.

2. Click **VIEW ALL CARDS** in upper right corner. Find the **Parking & Maps** card.
   Tip: Click on the banner flag to Save "Parking & Maps" card to home page.

3. Select **Buy or Manage Parking Permit** which will take you to your parking permit portal **Dashboard**.
   Your name should appear in the Welcome box.
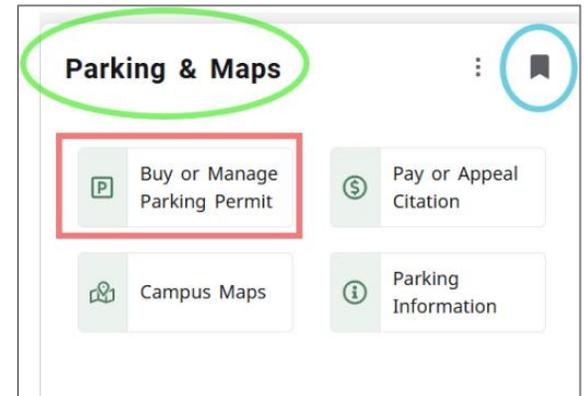
PERMIT PORTAL DASHBOARD

Which button should I use?

Buy Permit – To Purchase a permit.

My Permits – Your permits are here.
View, manage, pay for a permit. This is where you MANAGE your permit(s).
- ADD, EDIT or SWITCH vehicles assigned to your permit.
- Pay for permits that are in Approved status.
- Cancel a permit.

Edit Profile – Your Profile is your Account information. You can: Add an Emergency Contact. Store credit card information. Permanently delete vehicles from your profile. **Adding a vehicle to your profile does not automatically assign it to your permit.** Think of your profile like a garage.

BUYING A PERMIT

1. Click **BUY PERMIT.**
2. Select **Permit Type**:

STUDENT PERMIT TYPES:

- **Student Semester Permit** – Valid for one specified term. (Fall, Spring, Summer)
- **Student BOG (if eligible)** – Valid for one specified semester. (Fall or Spring only) This permit is for students who are Recipients of the California Community College Promise Grant (CCCPG), formerly known as the Board of Governors Waiver; they receive a $10 waiver on Fall and Spring semester permits. Waiver is automatically applied if eligible.
- **Motorcycle Semester** – Valid for one specified term. (Fall, Spring, Summer).
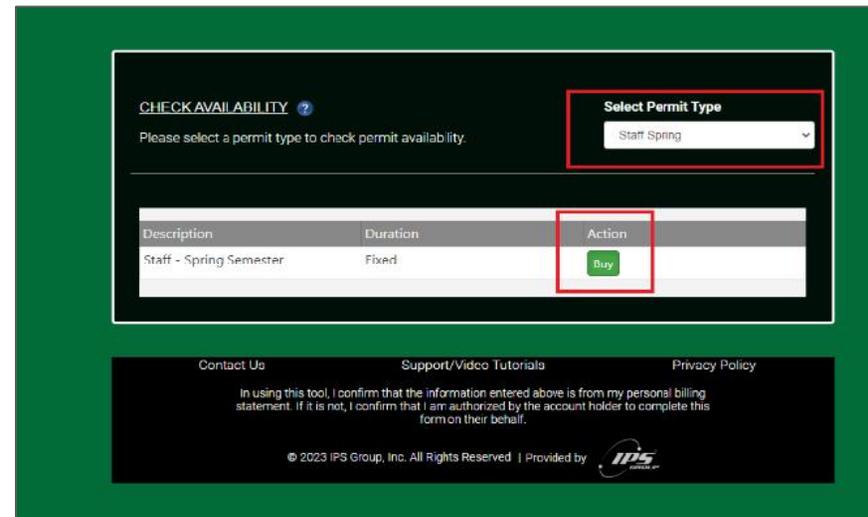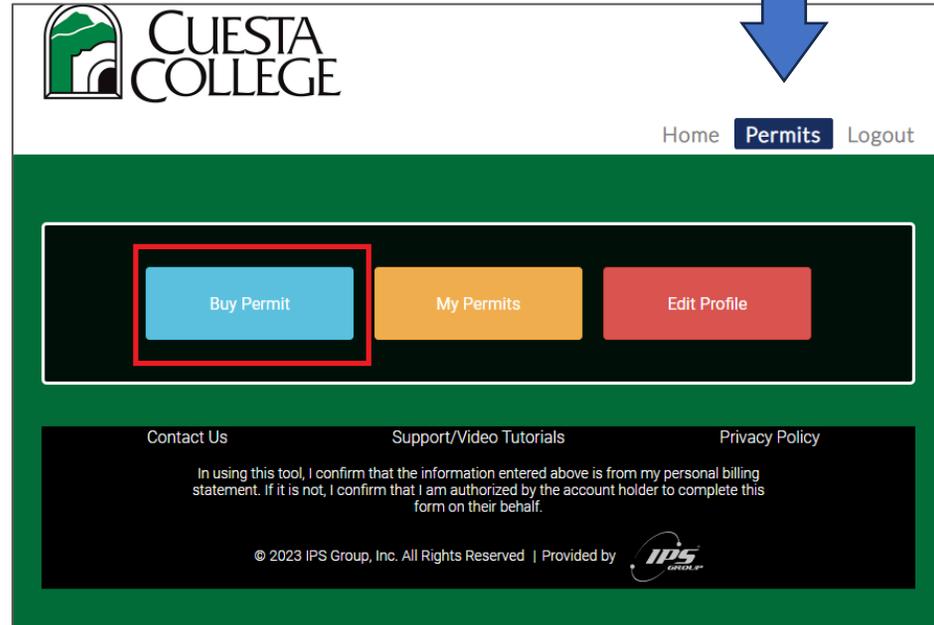- **Daily permits** are valid for one day in General parking spaces only, not in Staff.

STAFF PERMIT TYPES:
See Parking & Permits webpage for more detailed information.

- **Staff Semester Permit**
- **Staff Annual Permit** (available during the fall term only.)

3. Click **Buy.**

TIP: Clicking on the Permits tab at any time in the portal, will bring you back to this Dashboard screen.

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

4. (a) Click on the **(+) 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 will appear in the Vehicle Information area.

(b) **Check mark the box (✔) in Select Record column of the vehicle(s) you want assigned to this permit.** Maximum of 2 vehicles can be assigned to a semester permit; Daily permits allow only 1.

➡️ **Double-check license plate is entered correctly.**
License plates entered incorrectly are subject to a $39 parking citation.

Learn the difference between the letter "O" and the number zero "0" on California plates to avoid errors.

Letter — More Square VS Number — More Round

PURCHASE NEW PERMIT ❓

Permit Type Staff Summer

Location Staff - Summer Semester

Permit Sub Type Staff - Summer Semester

Tentative Start Date 06/10/2024

Actual Cost $15.00

Payment Option
Credit Card

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

VEHICLE INFORMATION ❓

Select Record	Primary	License	Color	Make	Model	Year	State	Decal Number
☑	✔	123TEST	White	Acura	TLX	2024	California	ℹ️

➕ **ADD VEHICLE** - select plus sign to add vehicle

Submit   Cancel

5. If you've purchased a permit before and have vehicles listed in your Profile (garage), a list of those vehicles will appear. To ADD a new vehicle, click the plus (+) sign, enter vehicle information and Save.
6. **Select the vehicle(s) you want assigned to the permit.** Check mark the box (✔) next to the vehicle(s) you want assigned to the permit and click **SUBMIT.**
7. **Select Pay Now to proceed to Check Out Summary.** **If you have card data saved to your profile, the system will charge that card.** If not, enter card information on the Checkout Summary page.

PERMITS MUST BE IN PAID STATUS TO BE VALID.

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.

☐ Select All Vehicles

Select Record	Primary	License	Make	Model	Color	Year	State	Decal Numb
☐	✔	COUGIE3	Subaru	Crosstrek	Blue	2025	California	
☐	✔	TEST123	Honda	Civic	Black	2023	California	
☐	✔	RENTAL1	Kia	Soul	Green	2022	California	
☐	✔	TEST000	Mazda	5	Teal	2024	California	
☐	✔	Testing	Hammerhead Off-Road	Charger	Copper	2000	California	
☐	✔	rental	Advanced EV	Gold Carts	Gold	2000	California	

You'll receive TWO (2) emails from permits@thepermitportal.com.
Email #1 is notification that Payment is Required and that permits must be in Paid status to be valid. Once it's paid, you'll get email #2.
Email #2 says your permit has been paid and is now valid.