

## MANAGING A PERMIT (Students and Staff)

- **PAY FOR or CANCEL a permit that's in "APPROVED STATUS.**
- **SWITCH, ADD, or EDIT vehicle(s) currently assigned to a permit.**
  1. Login to your parking permit portal via your **myCuesta** portal.
  2. Go to **Parking & Maps** card and select **Buy or Manage a Parking Permit.**
  3. On the permit portal Dashboard, select **MY PERMITS.**



A list with your parking permit(s) will appear on the next screen. It should default to your "Current" permit(s). If not, click on dropdown arrow, under Show Permits and change to Current.

The screenshot shows the 'MY PERMITS' page. At the top left, there is a 'MY PERMITS ?' header. Below it, there is a 'Show Permits :' dropdown menu with 'Current' selected. To the right of the dropdown, it says 'ap - AutoPayment Enabled'. Below the dropdown, there is an 'Export to Excel' button. The main content is a table with the following columns: Permit No, Start Date, End Date, Location, Plate Info, Permit Type, Status, and Action. The 'Action' column is circled in red. The table contains three rows of permit data.

Permit No	Start Date	End Date	Location	Plate Info	Permit Type	Status	Action
<a href="#">MOT-17618602061</a>			Motorcycle - Spring Semester	TEST123;; CUESTA1;	Motorcycle - Spring Semester 2026	Approved	<a href="#">View</a>
<a href="#">STA-17614762061</a>			Staff - Spring Semester	RENTAL1;; TEST000;	Staff - Spring Semester 2026	Approved	<a href="#">View</a>
<a href="#">STA-16998222061</a>	01/20/2026 12:00 AM	07/31/2026 12:00 AM	Staff - Spring Semester	COUGIE3;	Staff - Spring Semester 2026	Paid	<a href="#">View</a>

At the bottom of the table, there is a pagination control showing '1' and '1 - 3 of 3 items'.

In Pic.1 below, the staff member has three (3) current permits, however, **the only Valid permit is the permit outlined in Green**. Valid because 1) it's in Paid status, 2) has the correct term start and end dates, **and** 3) the license plate info is listed and entered correctly for the vehicle the staff member wants assigned to that permit.

The other two permits are current for the Spring 2026 term however, **they are not valid yet** because they're in Approved status, which means they have not been paid for. Vehicles have been assigned to the permits but there is a typo on one of the plate numbers: COGIE3 was entered incorrectly; it should be COUGIE8.

*Note:* Once the permit is in Paid status, the start and end date will appear.

- **How to Submit payment for permit in Approved status or Cancel it:**
  1. Select **VIEW** next to the permit you want to pay for.
  2. To pay for the permit, select **Proceed to Checkout** and then **Pay Now**. If a card is saved to your profile, the system will automatically try to charge that card. If no card is saved, it will take you to the **Check Out Summary** where you can enter the card information and check out. To cancel the permit, select **Cancel Permit**, enter a reason and Confirm. There are no fees for canceled permits.

(Pic. 1)

Permit No	Start Date	End Date	Location	Plate Info	Permit Type	Status	Action
MOT-17618602061			Motorcycle - Spring Semester	TEST123;; CUESTA1;	Motorcycle - Spring Semester 2026	Approved	View
STA-17614762061			Staff - Spring Semester	COGIE3;; TEST000;	Staff - Spring Semester 2026	Approved	View
STA-16998222061	01/20/2026 12:00 AM	07/31/2026 12:00 AM	Staff - Spring Semester	COUGIE3;	Staff - Spring Semester 2026	Paid	View

**To fix the license plate:**

1. Select **VIEW** next to permit you want to make a change to.
2. On **PERMIT DETAILS** screen, go to the **SELECTED VEHICLE** area.
3. Select the **blue pen** under Action. The Vehicle Information box will pop up. Edit the license plate, click **SAVE**. License plate will update.

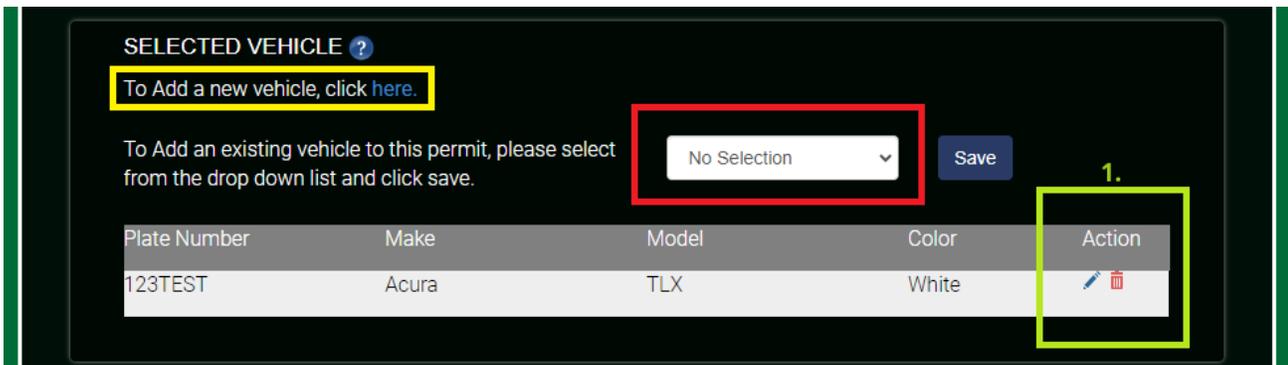
Plate Number	Make	Model	Color	Action
COGIE3	Kia	Soul	Green	[Blue Pen Icon]
TEST000	Mazda	5	Teal	[Blue Pen Icon]

If you want to pay for this permit, select PROCEED TO CHECKOUT and then PAY NOW to either have the card you have saved on your profile be charged for the permit or to continue to the Check Out Summary page where you can enter card information.

## ADD, EDIT, OR SWITCH VEHICLES on a permit

1. Log into your parking permit portal via your myCuesta portal.
2. Select **MY PERMITS** button.
3. Select **VIEW** next to the permit you want to make changes to.

The next screen will show the **Permit Details**. Scroll down to the **SELECTED VEHICLE** box.



### **To Add a Vehicle:**

[To Add a new vehicle, click here.](#)

1. Click [here](#), add the vehicle information and **Save**. The added vehicle will appear as a selected vehicle and it will be recognized as having a permit. Maximum of two (2) vehicles 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 (which is like your garage). 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. **Adding vehicles to your profile does not automatically add them to your permit.**

### **To Switch Vehicles:**



To change the vehicle assigned to the permit to a vehicle that is listed in your Profile.

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 in your profile/garage, if you want to assign it to your permit again.
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 assigned to the permit. Click **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 only one (1) vehicle can use the permit at a time.

## To Edit Current Vehicle that's using the permit:

1. Click on the [blue pencil](#) under Action. Edit vehicle information. After making changes, hit **Save**.
2. Double-check to make sure the vehicle is listed as the Selected Vehicle. If no vehicles are listed, choose drop down arrow in No Selection box and choose the license plate and hit Save. Vehicle should appear.

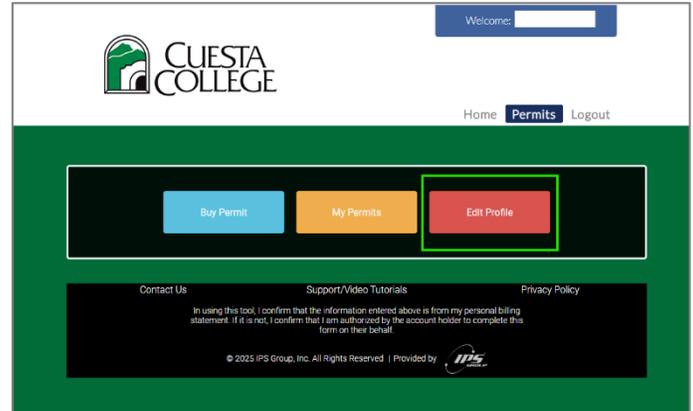
## Edit Profile button

- Save an Emergency Contact.  
Recommended but not required.
- Save credit/debit 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 Pay Now when purchasing a permit. Permits are not automatically renewed each semester.
- Add vehicles you may want to add to your permit.  
Think of it as your garage - you can store several vehicles in your garage; **they are not automatically assigned to your permit**, you must add them to your permit using the **MY PERMITS** button.
- Permanently Delete Vehicles from your profile and permit.  
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.

**Confirmation** ✕

Please confirm removal of the requested vehicle record.

A screenshot of the user profile page. It is divided into three main sections: 'USER INFORMATION', 'CREDIT CARD(S)', and 'VEHICLE(S)'. The 'USER INFORMATION' section contains fields for First Name, Last Name, Home Address, Email, Mobile, Emergency Contact, and Emergency Contact Phone. The 'CREDIT CARD(S)' section has an 'ADD CARD' button. The 'VEHICLE(S)' section shows a list of vehicles with columns for license plate, make/model, year, and state. Two vehicles are listed: '45TEST2' (BMW, California, 320i) and '123TEST' (Acura, California, TLX). Each vehicle entry has a green circle around a minus sign and a red 'X' icon in the top right corner. A red arrow points from the 'X' icon of the second vehicle to the 'Confirmation' dialog box shown in the previous image. At the bottom of the 'VEHICLE(S)' section are 'Save' and 'Cancel' buttons.

## Important Notes:

- Any time changes are made in your Profile, you will be asked to enter your address before it will save information/changes. Address must match the address that is on your Cuesta staff/student account.
- **Vehicles added to your profile do not automatically get assigned to your permit. You must add the vehicle to your permit using the MY PERMITS button.**