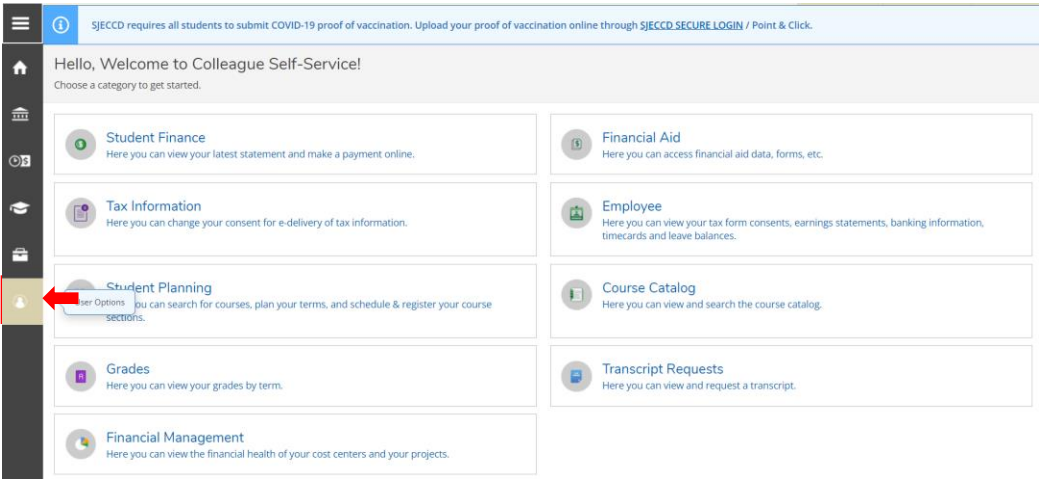


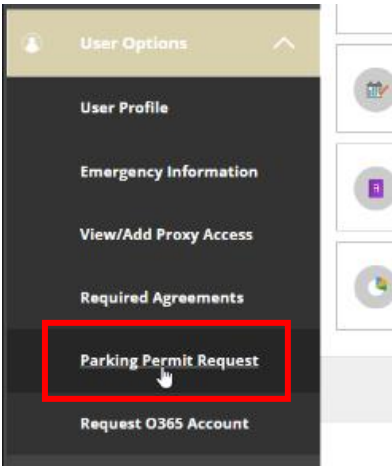
Self-Service
Ordering a Parking Permit for Employees

Note: Before starting the order process, make sure you have the license plate number, make, color and state of your vehicle ready.

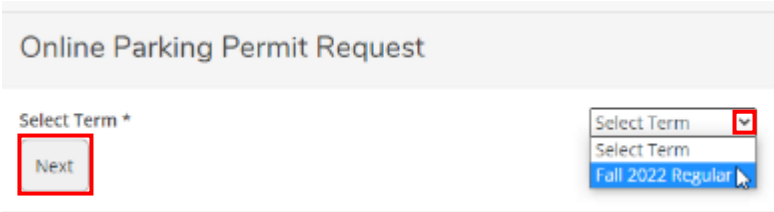
Select User Options  icon



Select Parking Permit Request



Select Term and click on Next



Self-Service Ordering a Parking Permit for Employees

Select Institution and choose Parking Permit Request

Online Parking Permit Request

Select Institution *

Preferred Name

ID

Date of Birth

Preferred Email Address

Phone

Address Line 1

Address Line 2

City, State, Postal Code and Country

Parking Permit Request

Select Institution

Select Institution

Evergreen Valley College

San Jose City College

San Jose/Evergreen C C D

Your information should be populated already. Verify your email ID by typing it in. Verify your delivery address if ordering a physical permit.

Click on Next

Your Information

Student ID #

First Name *

Middle Name

Last Name *

Address *

Apt./Unit

Reset Address

City

State/Province

Zip/Postal Code

Tel. Number (xxx) xxx-xxxx *

Email Address *

Verify Email *

Cell Phone

Verify Cell Phone

San Jose

CA

95121

Please enter valid Verify email

OPEN WITH LOCALHOST

NEXT

Self-Service Ordering a Parking Permit for Employees

NOTE: Full time Employee/Faculty digital permits are free and do not need to be renewed annually.

Select Staff/Faculty Digital Permit and click on Next

Information Panel

SJECCD Parking Regulations require parking permits in all campus parking lots.

Students: Permits are now digital permits (your plate number is the permit number). Digital permits allow you to park in your designated area without being required to display a physical permit.

Motorcycle permits are only digital and no physical permits will be issued. The license plate is the permit number.

Employees:
The Employee Digital permits allow you to park in your designated area without being required to display a physical permit. The license plate you register will become your virtual parking permit. Another advantage for Full time Employee Digital permits is no annual renewal is required. The digital permit is valid for the duration of your employment at SJECCD.

Employee decal permits will be mailed and incur a processing fee. Allow 7-10 day for the decal permit to arrive.

Parking Permits

☐ DAILY PERMIT

☒ STAFF/FACULTY DIGITAL PERMIT (Valid Aug 15, 2022 - Dec 31, 2030)

NEXT

Enter License Plate number and from drop down select the Make, Color and State.

Click on Next

Information Panel

Confirm the vehicle information or make changes if needed.

Only the plate number can be entered. VIN entries cannot be accepted.

Vehicle Information

License Plate *

My Vehicles

Make *

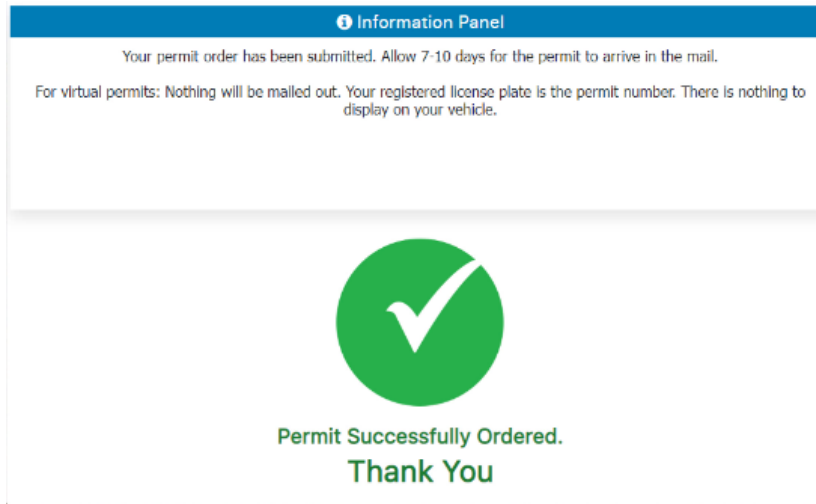
Color *

State

Action	License Plate	Make	Color	State		
PREVIOUS					ADD ANOTHER VEHICLE	NEXT

Self-Service Ordering a Parking Permit for Employees

You successfully ordered your permit. For virtual permits, nothing will be mailed out. Your registered license plate is the permit number. There is nothing to display on your vehicle.



You may email support@getapermit.net if you need help with correcting any information on your permit.

Link to YouTube tutorial for ordering parking permit: <https://www.youtube.com/watch?v=a1VxF4c-PvQ>