

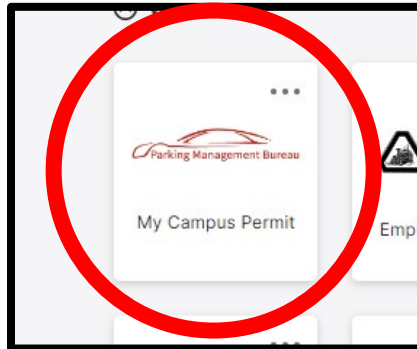
How to Register for a Parking Permit

Faculty Guide




Registering a Parking Permit and Adding your Vehicle

1. Login to your **MyDelta Dashboard** and click on the **My Campus Permit** tile.



2. You will then be greeted with the **My Campus Permit My Information homepage**.

Parking Management Bureau [Home](#) [Logout](#)

My Account  [Buy a Parking Permit](#)

[My Information](#) [My Vehicles](#) [Order History](#) [Messages](#) [My Permits](#) [Instructions](#)

My Information

Personal Information

Name:	<input type="text"/>	ID#:	<input type="text"/>
Email:	<input type="text" value="@deltacollege.edu"/>	Cell Phone:	<input type="text" value="() -"/>
Status:	<input type="text" value="Faculty (Faculty)"/>	Home Phone:	<input type="text" value="() -"/>

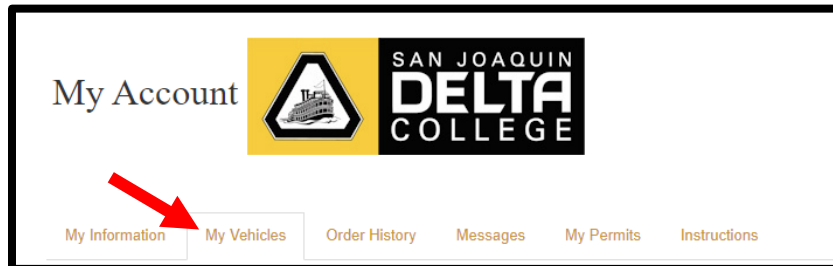
Shipping Address

Street Address:	<input type="text" value="5151 PACIFIC AVE"/>		
Street Address (OR) P.O. Box	<input type="text"/>		
Optional	<input type="text"/>		
Apartment, Suite, Dorm, Room Number, Department, etc.			
City:	<input type="text" value="STOCKTON"/>	State:	<input type="text" value="CA"/>
		Zip:	<input type="text" value="95207-6304"/>

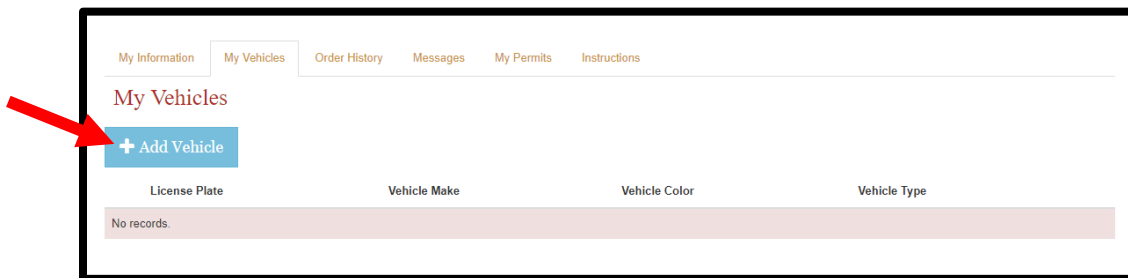
[Save](#) [Buy a Parking Permit](#)

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3. Before ordering a permit, we must add a vehicle. Click on the **My Vehicles** tab.



4. Under My Vehicles, add a vehicle by clicking the **+Add Vehicle** button.



5. A pop-up menu will appear. Fill in the fields with your vehicle's information. When finished, click the **Insert** button on the bottom right.

A screenshot of the 'Add/Edit Vehicle' pop-up form. The form contains several input fields: 'License Plate' (with placeholder text 'LICENSE PLATE'), 'Vehicle Make' (with placeholder text 'Vehicle Make'), and 'Vehicle Color' (with placeholder text 'Color'). Below these fields are two radio buttons for 'Vehicle Type': 'Automobile' and 'Motorcycle'. A red arrow points to an orange 'Insert' button located at the bottom right of the form.

6. Your vehicle is now successfully added to the list. You may add more than one vehicle by using the **+Add Vehicle** button again on this page.

NOTE: Only 2 vehicles can be associated with a permit at a time.

My Vehicles

[+ Add Vehicle](#)

License Plate	Vehicle Make	Vehicle Color	Vehicle Type
1234357	TOYOTA	RED	Automobile

7. Go back to the **My Information** tab and enter your address. This will be used to mail your parking permit.

Parking Management Bureau

Home Logout

My Account

[Buy a Parking Permit](#)

[My Information](#) [My Vehicles](#) [Order History](#) [Messages](#) [My Permits](#) [Instructions](#)

My Information

Personal Information

Name: ID#:

Email: @deltacollege.edu Cell Phone:

Status: Faculty (Faculty) Home Phone:

Shipping Address

Street Address: 5151 PACIFIC AVE

Street Address (OR) P.O. Box

Optional

Apartment, Suite, Dorm, Room Number, Department, etc.

City: STOCKTON State: CA Zip: 95207-6304

[Save](#) [Buy a Parking Permit](#)

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8. When done, click the **Save** button then **Buy a Parking Permit** button.

[Save](#) [Buy a Parking Permit](#)

9. Click the checkbox next to the parking permit to select it.

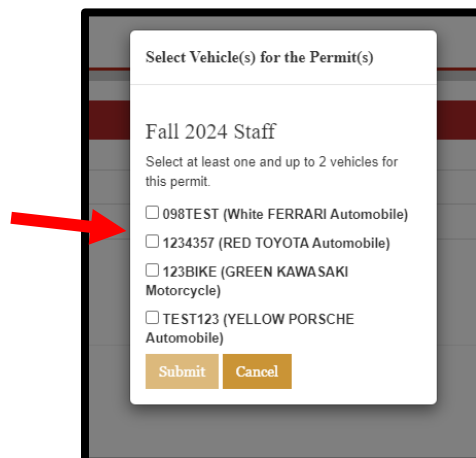


The screenshot shows the 'Parking Management Bureau' website. At the top, there are links for 'Home' and 'Logout'. Below the header, there is a 'View Cart (0)' link. The main content area is titled 'Available Parking Permits' and contains a table with the following data:

Select	Description	Price
<input type="checkbox"/>	Fall 2024 Faculty	\$0.00
<input type="checkbox"/>	Fall 2024 Additional Faculty	\$0.00

Below the table, there is an 'Order Total: \$0.00' and a 'Proceed To Shopping Cart' button. A red arrow points to the first checkbox in the table.

10. A pop-up will appear where you need to select your vehicles to associate with the parking permit by clicking on the checkbox. Remember only two can be selected for one permit.



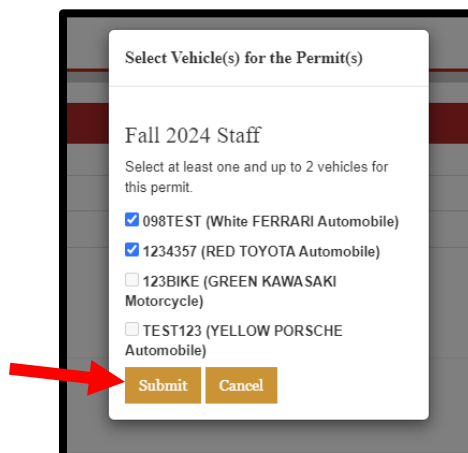
The screenshot shows a pop-up window titled 'Select Vehicle(s) for the Permit(s)'. The window contains the following text:

Fall 2024 Staff
Select at least one and up to 2 vehicles for this permit.

☐ 098TEST (White FERRARI Automobile)
☐ 1234357 (RED TOYOTA Automobile)
☐ 123BIKE (GREEN KAWASAKI Motorcycle)
☐ TEST123 (YELLOW PORSCHE Automobile)

At the bottom of the window are 'Submit' and 'Cancel' buttons. A red arrow points to the first checkbox.

Click the **Submit** button after selecting your vehicles.




The screenshot shows the same pop-up window as before, but with two vehicles selected:

☒ 098TEST (White FERRARI Automobile)
☒ 1234357 (RED TOYOTA Automobile)
☐ 123BIKE (GREEN KAWASAKI Motorcycle)
☐ TEST123 (YELLOW PORSCHE Automobile)

A red arrow points to the 'Submit' button.

Do the same for the second permit if needed for any additional two vehicles.

Available Parking Permits	
Select	Description
<input checked="" type="checkbox"/>	Fall 2024 Faculty
	Fall 2024 Additional Faculty

Select Vehicle(s) for the Permit(s)

Fall 2024 Staff

Select at least one and up to 2 vehicles for this permit.

☐ 098TEST (White FERRARI Automobile)

☐ 1234357 (RED TOYOTA Automobile)

☒ 123BIKE (GREEN KAWASAKI Motorcycle)

☒ TEST123 (YELLOW PORSCHE Automobile)

Submit

Cancel

11. The parking permits will now be selected, and you can now click the **Proceed To Shopping Cart** button.

Parking Management Bureau


Home Logout

View Cart 🛒 (2)

Available Parking Permits		
Select	Description	Price
<input checked="" type="checkbox"/>	Fall 2024 Faculty	\$0.00
<input checked="" type="checkbox"/>	Fall 2024 Additional Faculty	\$0.00

Order Total: \$0.00

Proceed To Shopping Cart



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12. You will then be directed to the **Review Order** page. If everything looks good, click the **Continue to Pay** button.

NOTE: You will not be asked to enter any payment information as employee permits are free (see screenshot below).

Parking Management Bureau

Home Logout

Review Order

Cart Content	
Description	Price
Fall 2024 Additional Faculty (Add Promo Code)	\$0.00
Fall 2024 Faculty (Add Promo Code)	\$0.00
Total Due \$0.00	

Customer Information

Name:

E-mail: @deltacollege.edu

ID #:

Shipping Information (Edit)

Address: 5151 PACIFIC AVE
STOCKTON, CA 95207-6304

Cancel Back Continue to Pay

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13. You will then be notified for completing your order. With some instructions on how to print your temporary permit.

Parking Management Bureau

Thank you for your order

If you purchased a permit, your temporary permit is good for 14 days. Your permanent pass will arrive in the mail within 10 day

How to print your temporary permit

1

My Information Order History Messages My Permits Instructions

My Permits

Order ID	Purchased	Type	Term	Year	Vehicle	Permit#
8694	02/17/2016	Student Parking Permit	Spring	2016	Automobile	Print Temporary

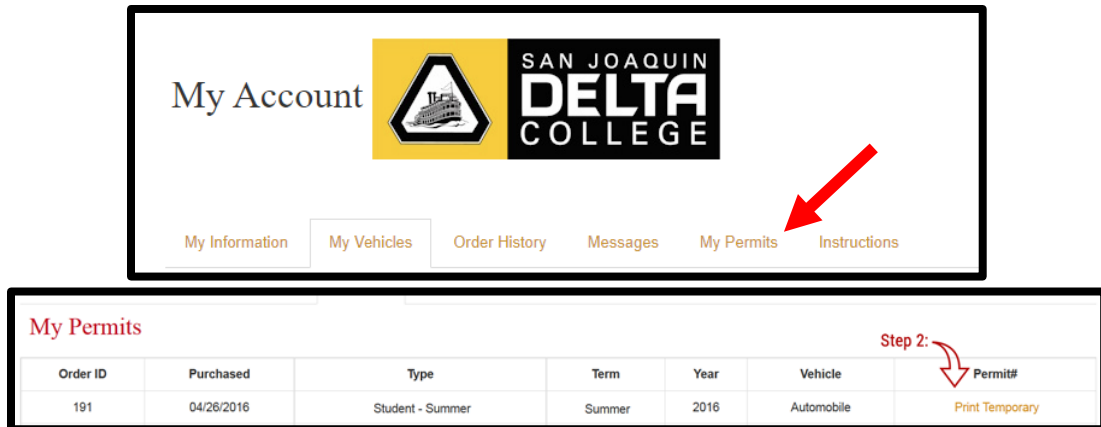
2

1. Login to mycampuspermit.com and click on My Permits tab
2. Click on Print Temporary
3. Click the "Print" button
4. Place the temporary permit page in your vehicle's dashboard with the information clearly visible

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Your permit will be delivered to your saved address within 7-14 business days. You will need to print a temporary permit until you have received your permit in the mail.

14. To print your temporary permit, click the **My Permits** tab and then **Print Temporary** next to your permit.

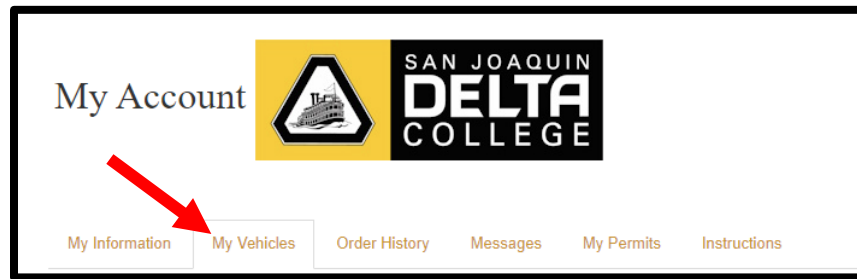


The screenshot shows the 'My Account' page for San Joaquin Delta College. The navigation bar includes 'My Information', 'My Vehicles', 'Order History', 'Messages', 'My Permits', and 'Instructions'. A red arrow points to the 'My Permits' tab. Below the navigation bar, the 'My Permits' section is displayed, featuring a table with one permit entry. A red arrow labeled 'Step 2:' points to the 'Print Temporary' link in the 'Permit#' column of the table.

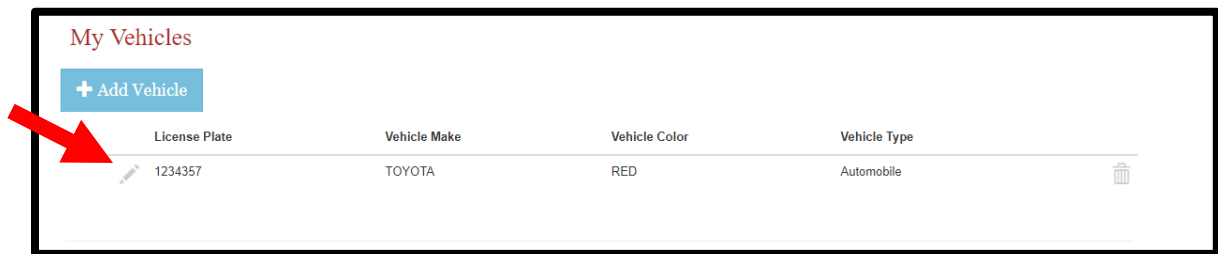
Order ID	Purchased	Type	Term	Year	Vehicle	Permit#
191	04/26/2016	Student - Summer	Summer	2016	Automobile	Print Temporary

Editing Your Vehicles

1. To edit an existing vehicle, click the **My Vehicles** tab.



2. Click the **pencil icon** that is next to the vehicle you wish to edit.



3. A pop-up menu will appear with the existing vehicle's information. In this example, we will change Make and Color. After you are done, click the **Update** button.

A screenshot of the 'Add/Edit Vehicle' pop-up form. The form contains fields for 'License Plate' (1234357), 'Vehicle Make' (TOYOTA), 'Vehicle Color' (RED), and 'Vehicle Type' (Automobile selected). A yellow box highlights the 'Vehicle Make' and 'Vehicle Color' fields. An 'Update' button is located at the bottom right of the form.

Add/Edit Vehicle

License Plate

1234357

Vehicle Make

ACURA

Vehicle Color

BLUE

Vehicle Type

☒ Automobile



☐ Motorcycle

Update

4. You have successfully updated the vehicle from your list.

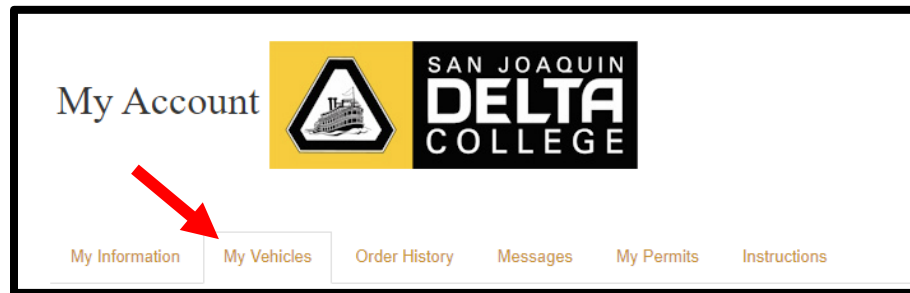
My Vehicles

+ Add Vehicle

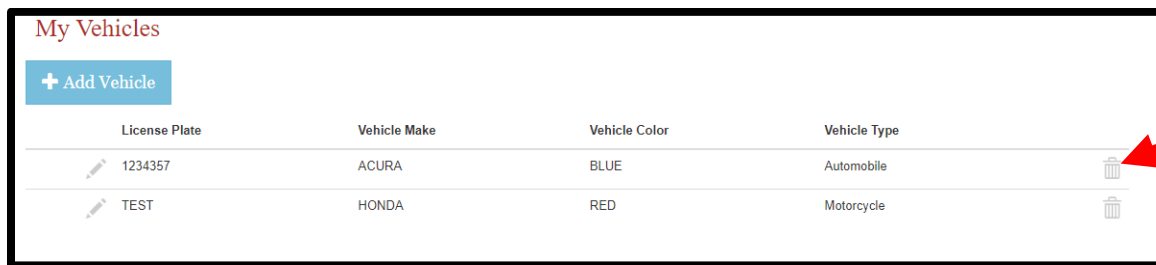
License Plate	Vehicle Make	Vehicle Color	Vehicle Type	
 1234357	ACURA	BLUE	Automobile	

Deleting Your Vehicles

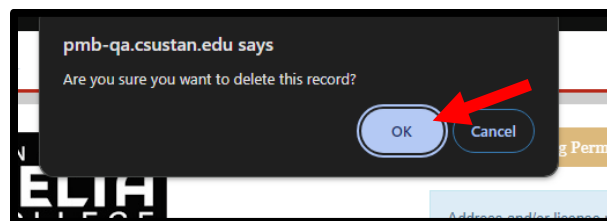
1. To Delete an existing vehicle, click **My Vehicles** tab.



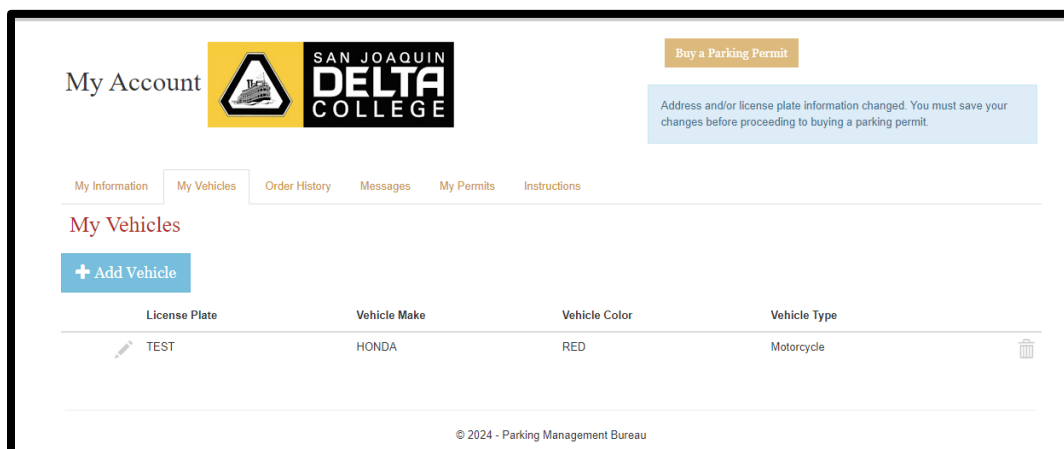
2. Click the trash can icon next to the vehicle you wish to delete.



A pop up notification will appear, click the OK button to proceed.

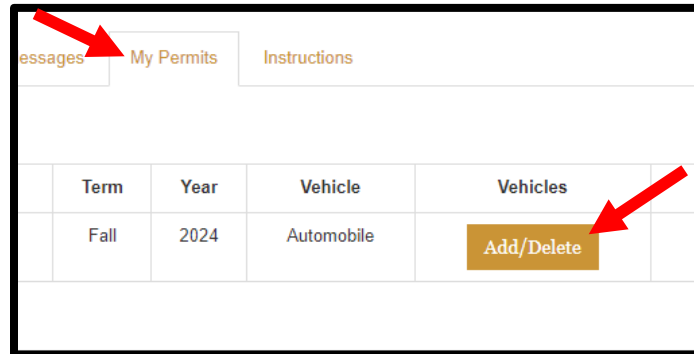


3. You have successfully deleted the vehicle from your list.

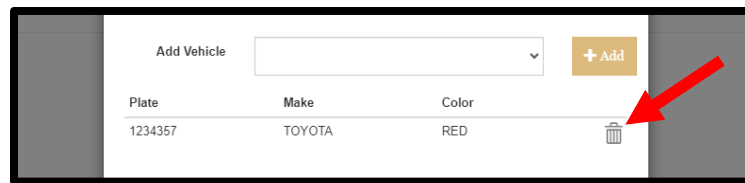


Updating Your Permit

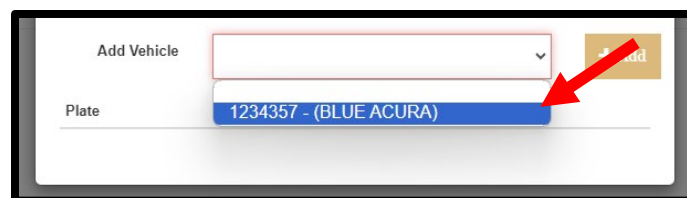
1. When making changes to your vehicles such as adding a new vehicle, editing, or deleting, you will also need to update your permit. To update your permit, go to the **My Permits** tab and click on the **Add/Delete** button.



2. A pop-up menu will appear, delete any vehicles you do not want in your current permit first by clicking the **trash icon**. The row will delete with no warning.



3. Then click the drop-down menu and select the new or updated vehicle.



4. The vehicle will then be added to the list associated with the permit and you may now close the menu.

