

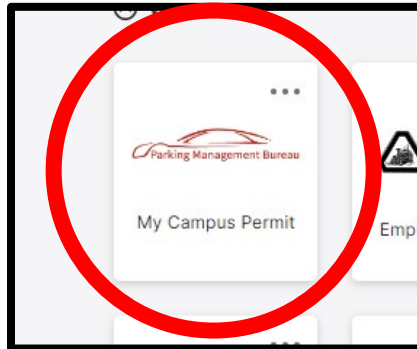
How to Register for a Parking Permit

Staff 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="Staff (Staff)"/>	Home Phone:	<input type="text" value="() - -"/>

Shipping Address

Street Address:

Street Address (OR) P.O. Box

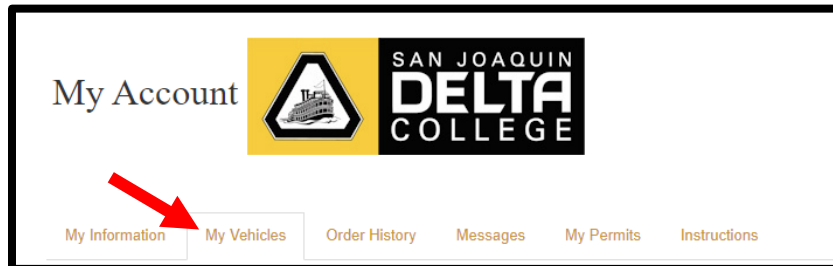
Apartment, Suite, Dorm, Room Number, Department, etc.

City: State: Zip:

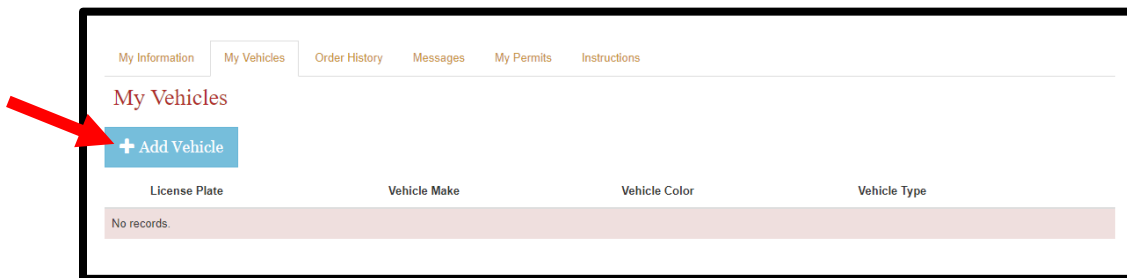
[Save](#) [Buy a Parking Permit](#)

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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 '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: Staff (Staff) 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' button with a shopping cart icon and '(0)'. The main content area is titled 'Available Parking Permits' and contains a table with three columns: 'Select', 'Description', and 'Price'. The table has one row with a checkbox in the 'Select' column, 'Fall 2024 Staff' in the 'Description' column, and '\$0.00' in the 'Price' column. A red arrow points to the checkbox. To the right of the table, there is an 'Order Total:' label and '\$0.00'. Below the table, there is a 'Proceed To Shopping Cart' button. At the bottom of the page, there is a copyright notice: '© 2024 - Parking Management Bureau'.

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

Order Total: \$0.00

Proceed To Shopping Cart

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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 has a header with the title. Below the header, there is a section titled 'Fall 2024 Staff' with the instruction 'Select at least one and up to 2 vehicles for this permit.' Below this, there are two vehicle options, each with a checkbox: '1234357 (RED TOYOTA Automobile)' and 'TEST123 (YELLOW PORSCHE Automobile)'. A red arrow points to the checkbox for the first vehicle. At the bottom of the window, there are two buttons: 'Submit' and 'Cancel'. At the very bottom of the window, there is a copyright notice: '© 2024 - Parking Management Bureau'.

Select Vehicle(s) for the Permit(s)

Fall 2024 Staff

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

☐ 1234357 (RED TOYOTA Automobile)

☐ TEST123 (YELLOW PORSCHE Automobile)

Submit Cancel

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

The screenshot shows the same pop-up window as before, but now both vehicle options are selected. The checkboxes for '1234357 (RED TOYOTA Automobile)' and 'TEST123 (YELLOW PORSCHE Automobile)' are now checked with blue checkmarks. The 'Submit' and 'Cancel' buttons are still at the bottom. The copyright notice '© 2024 - Parking Management Bureau' is at the very bottom.

Select Vehicle(s) for the Permit(s)

Fall 2024 Staff

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

☒ 1234357 (RED TOYOTA Automobile)

☒ TEST123 (YELLOW PORSCHE Automobile)

Submit Cancel

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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 🛒 (1)

Select	Description	Price
<input checked="" type="checkbox"/>	Fall 2024 Staff	\$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 Staff (Add Promo Code)	\$0.00
Total Due \$0.00	

Customer Information

Name:

E-mail:

ID #:

Shipping Information (Edit)

Address:

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 InformationOrder HistoryMessagesMy PermitsInstructions

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.

My Account



SAN JOAQUIN
DELTA
COLLEGE

My InformationMy VehiclesOrder HistoryMessagesMy PermitsInstructions

My Permits

Step 2:

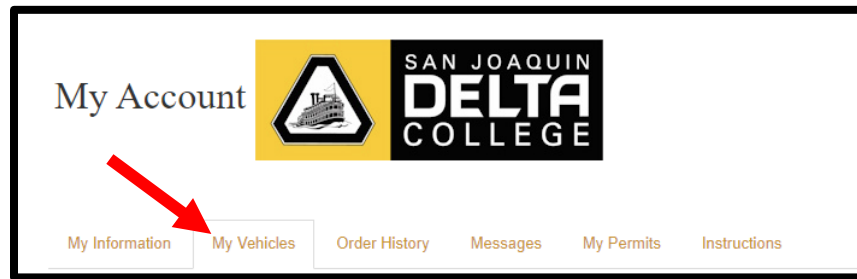
2

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

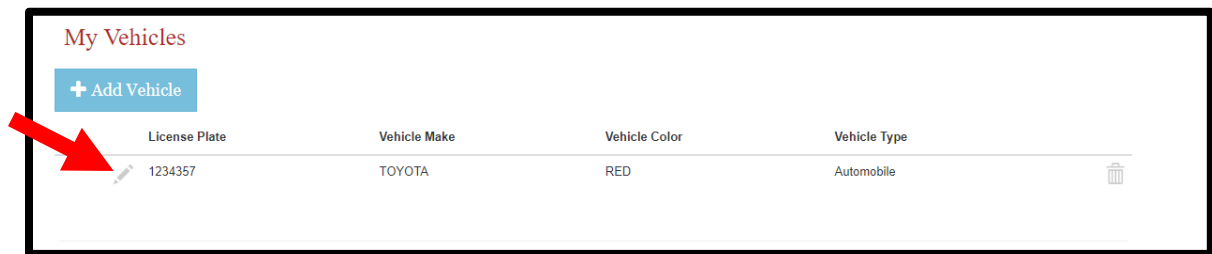
6

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 a pop-up form titled "Add/Edit Vehicle". The form contains several input fields: "License Plate" (with the value "1234357"), "Vehicle Make" (with the value "TOYOTA"), "Vehicle Color" (with the value "RED"), and "Vehicle Type" (with radio buttons for "Automobile" and "Motorcycle", where "Automobile" is selected). A yellow box highlights the "Vehicle Make" and "Vehicle Color" fields. At the bottom right of the form, there is an orange button labeled "Update".

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.

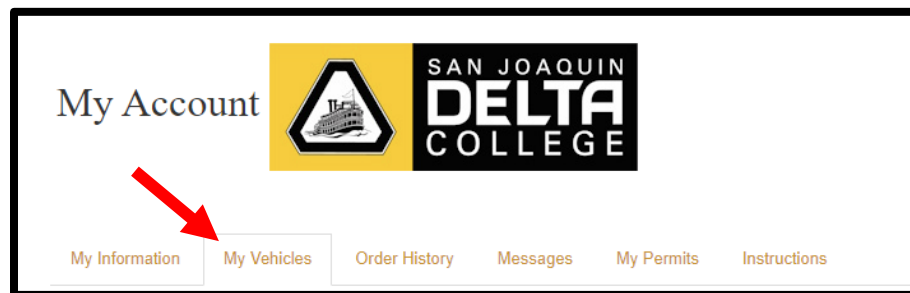
My Vehicles

+ Add Vehicle

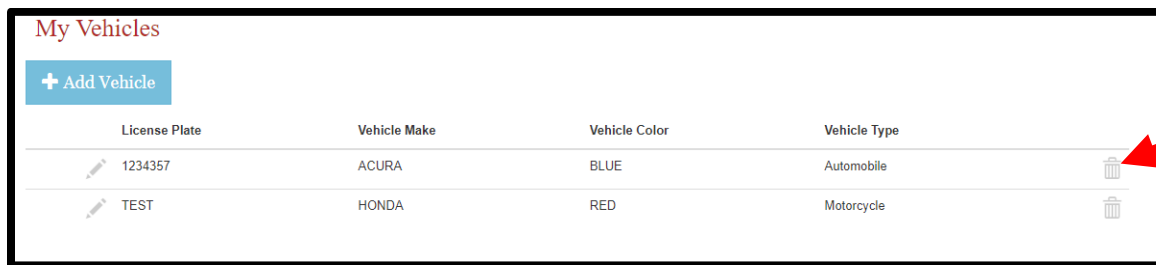
License Plate	Vehicle Make	Vehicle Color	Vehicle Type	
 1234357	ACURA	BLUE	Automobile	

Deleting Your Vehicles

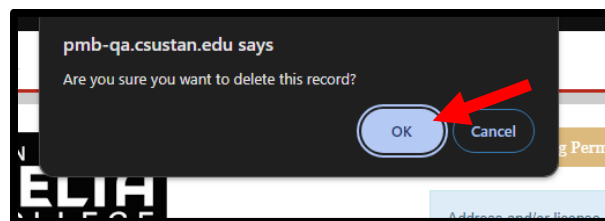
1. To Delete an existing vehicle, click **My Vehicles** tab.



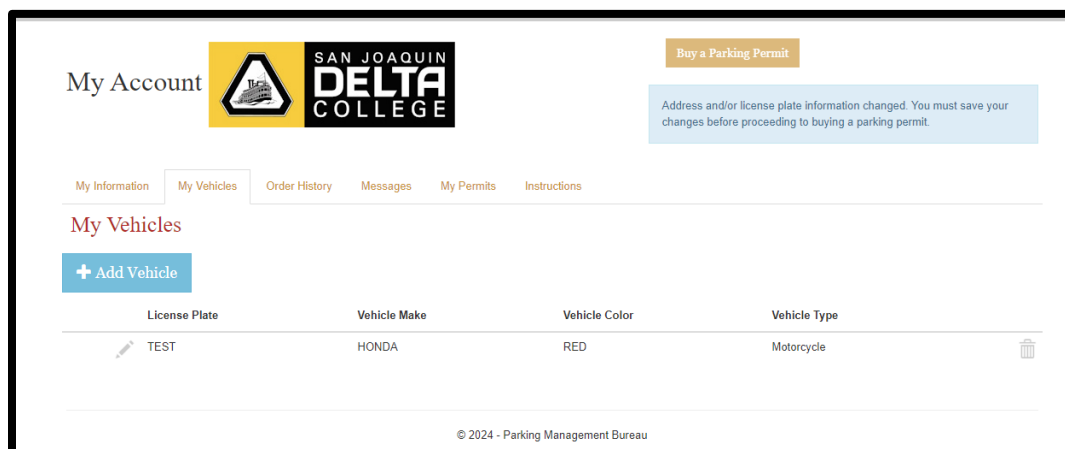
2. Click the trash can icon next to the vehicle you wish to delete.



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

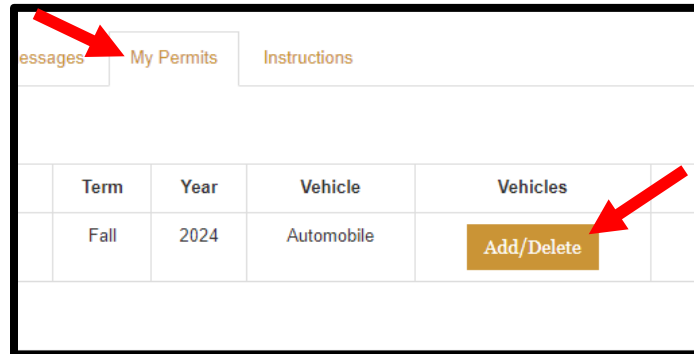


3. You have successfully deleted the vehicle from your list.

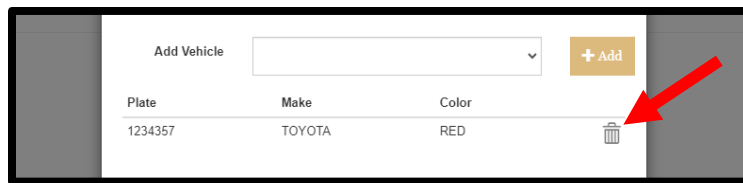


Updating Your Permit

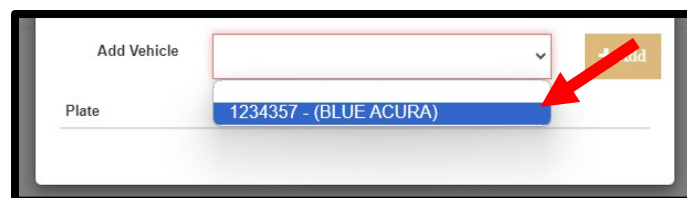
1. When making changes to your vehicles such as adding a new vehicle, editing, or deleting, you will also need to update your permit. To update your permit, go to the **My Permits** tab and click on the **Add/Delete** button.



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.

