

HOW TO ORDER

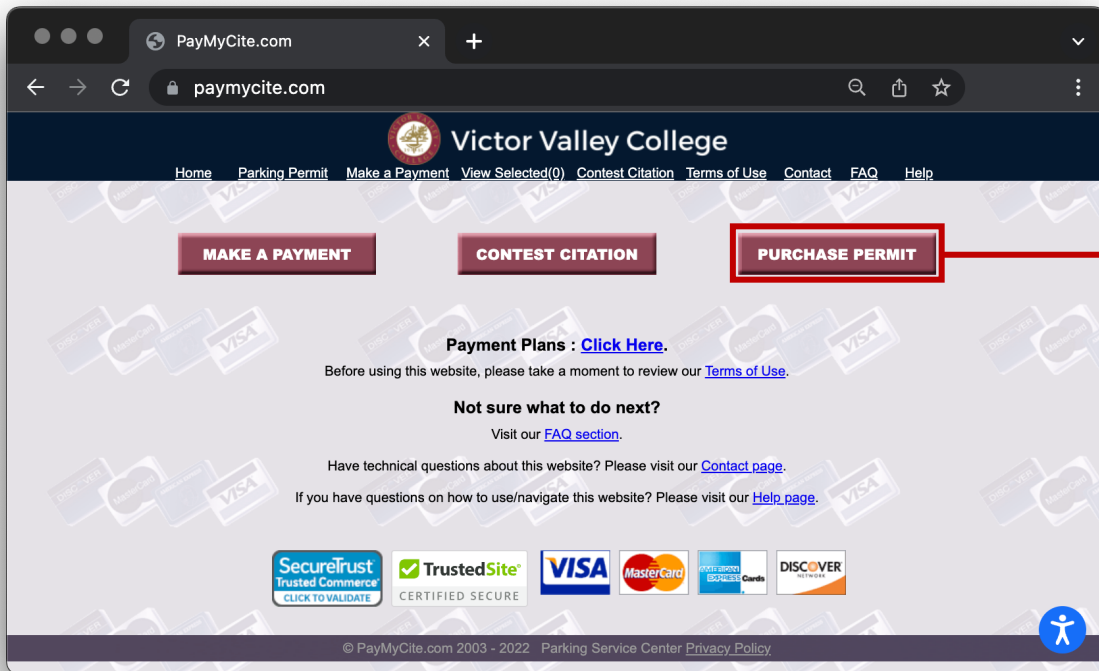
STAFF PARKING PERMITS

Victor Valley College requires virtual parking permits for staff and faculty. Students, staff, and faculty must use PAYMYCITE.com to order their parking permits online. Parking permits are now virtual, meaning no paper permits or window stickers will be issued.

Use this guide to aid in ordering your staff parking permit.



STEP 1: Access PAYMYCITE.com



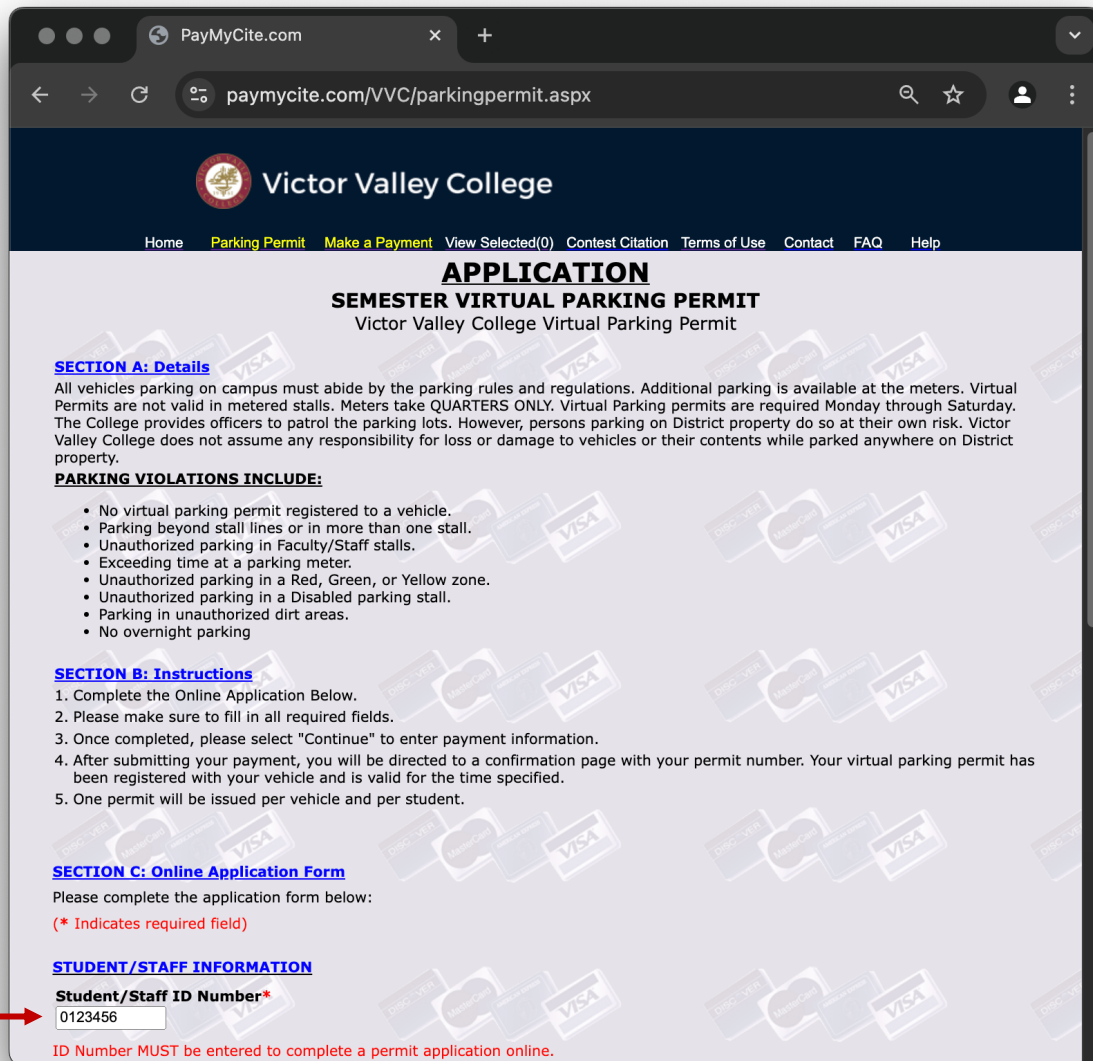
Open your web browser and navigate to: paymycite.com/vvc.

Select the **Purchase Permit** button.



Victor Valley College

STEP 2: Review the Regulations & Provide I.D. Number



PayMyCite.com

paymycite.com/VVC/parkingpermit.aspx

Victor Valley College

Home Parking Permit Make a Payment View Selected(0) Contest Citation Terms of Use Contact FAQ Help

APPLICATION

SEMESTER VIRTUAL PARKING PERMIT

Victor Valley College Virtual Parking Permit

SECTION A: Details

All vehicles parking on campus must abide by the parking rules and regulations. Additional parking is available at the meters. Virtual Permits are not valid in metered stalls. Meters take **QUARTERS ONLY**. Virtual Parking permits are required Monday through Saturday. The College provides officers to patrol the parking lots. However, persons parking on District property do so at their own risk. Victor Valley College does not assume any responsibility for loss or damage to vehicles or their contents while parked anywhere on District property.

PARKING VIOLATIONS INCLUDE:

- No virtual parking permit registered to a vehicle.
- Parking beyond stall lines or in more than one stall.
- Unauthorized parking in Faculty/Staff stalls.
- Exceeding time at a parking meter.
- Unauthorized parking in a Red, Green, or Yellow zone.
- Unauthorized parking in a Disabled parking stall.
- Parking in unauthorized dirt areas.
- No overnight parking

SECTION B: Instructions

1. Complete the Online Application Below.
2. Please make sure to fill in all required fields.
3. Once completed, please select "Continue" to enter payment information.
4. After submitting your payment, you will be directed to a confirmation page with your permit number. Your virtual parking permit has been registered with your vehicle and is valid for the time specified.
5. One permit will be issued per vehicle and per student.

SECTION C: Online Application Form

Please complete the application form below:

(* Indicates required field)

STUDENT/STAFF INFORMATION

Student/Staff ID Number*
0123456

ID Number **MUST** be entered to complete a permit application online.

Review the details and instructions in **SECTION A** and **SECTION B**.

You must first provide your I.D. Number before you can continue to input your personal and vehicle information. You will be required to input your I.D. number twice for verification.

Problems accessing a virtual parking permit must be resolved at the campus police department before parking a vehicle.



STEP 3: Input Vehicle Information

PayMyCite.com

paymycite.com/VVC/parkingpermit.aspx

STUDENT/STAFF INFORMATION

Student/Staff ID Number*
0123456

ID Number MUST be entered to complete a permit application online.

PERMIT REQUESTED

Select Semester: *
Spring permits will be available starting Feb 10th

Select Permit For *
VEHICLE

VEHICLE INFORMATION

License Plate#* OR
 Last 6 digits of VIN#*

1ABC234 License Plate State/Prov* California Make* Ford Model Explorer

PERSONAL INFORMATION

First Name* JOHN Last Name* SMITH
Email* JOHN.SMITH@VVC.EDU Verify Email* JOHN.SMITH@VVC.EDU Phone* (760)123-4567

ADDRESS

Street #* 1234 Street Name* MAIN STREET Apartment#
City* VICTORVILLE State* California Zip* 92395

Continue CLEAR FORM

TrustedSite CERTIFIED SECURE

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SCROLL DOWN

Input your vehicle information.

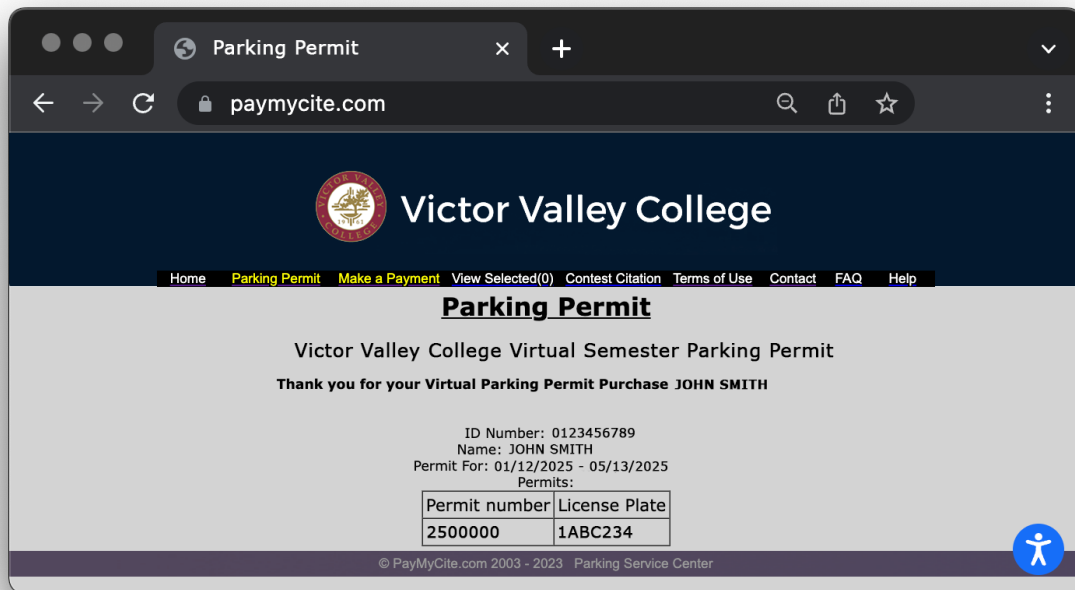
Verify your ID Number and all Personal Information is correct.

Make sure you enter your license plate correctly. The permit will be linked to the license plate you input. **If you enter a 0 (zero) instead of an O (letter), your permit will not be assigned to your vehicle correctly!**

When ready, click **Continue**.

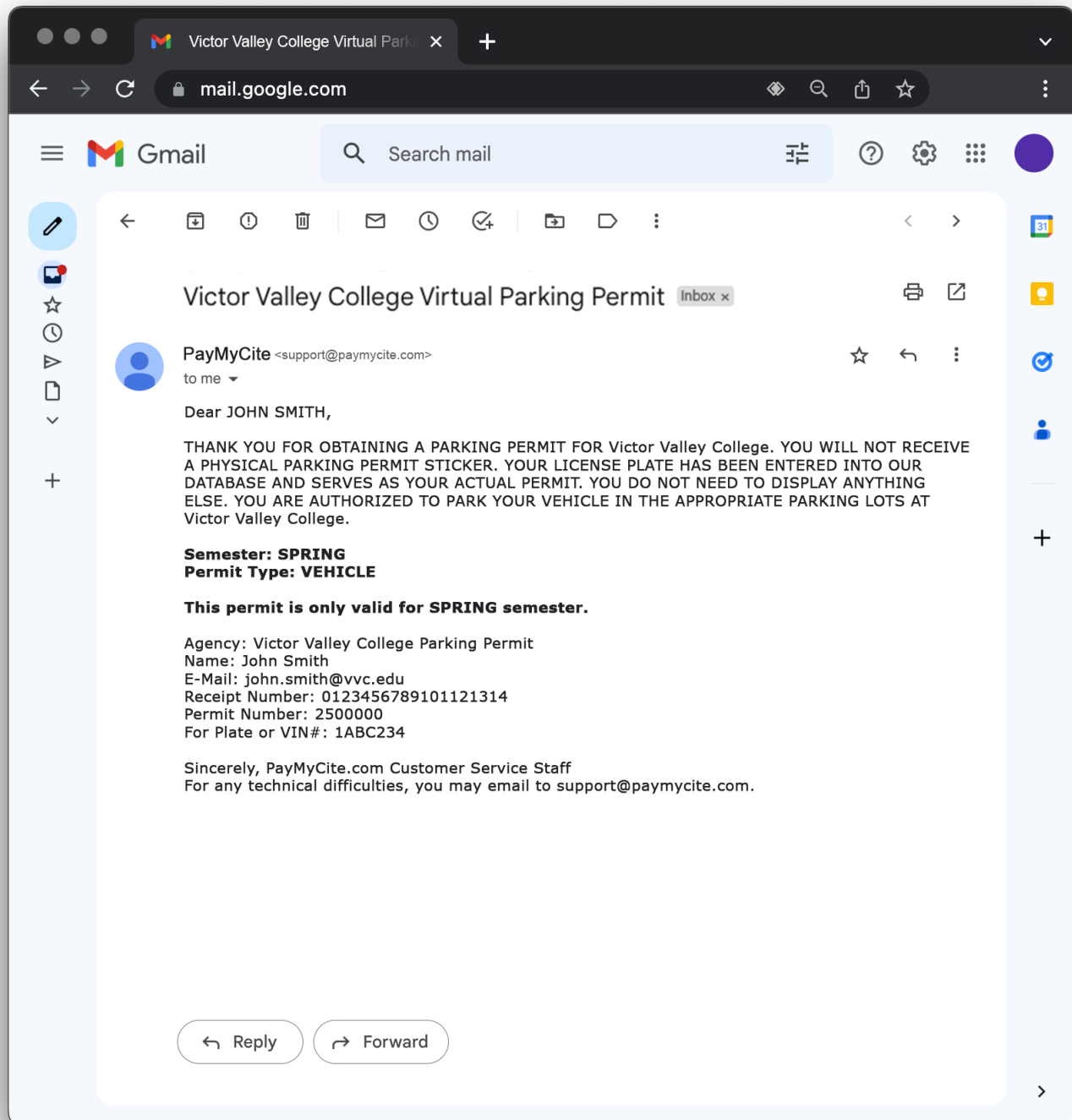


STEP 4: Confirmation



After selecting Next, you will be directed to a confirmation page with your permit number. Your virtual parking permit has been registered to your vehicle and is valid for the time specified.

STEP 5: Verify Receipt



Check the email account you provided in your application to ensure you received a receipt. **DO NOT DELETE YOUR RECEIPT!**

If you require technical support on the permit purchasing website, please email support@paymycite.com.



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