

## Instructions for ordering SJECCD Staff / Faculty Parking Permits

Before attempting to order your permit(s), please make sure you have the following information on your vehicle (s) available to you: Make, Model, Year, Color, License Plate #, State of Issue and Registered Owner's name. You will be able to order no more than two permits. Once you have this information available, follow the steps below:

1. Log into your MyWeb account. (<https://myweb.sjeccd.edu/>)
2. Click on the **Employee** or **Faculty** Tab
3. Click on the **Staff/Faculty Parking Permit** Link under the *Employee Profile* section
4. Select the **current year** from drop down list (only 2014 is available right now) and click **submit**
5. Verify your information (address, phone # & email address). If the information is not current, go back to MyWeb and update in the *Change of Address Tab* then return to purchase parking permit link.
6. If your information is correct: Click on **Purchase Staff / Faculty permit** (a new window will open)
7. **Choose the type of permit you want to order** ( vehicle or motorcycle) then click **next**
8. *Verify all your information again* and click **next**
9. Enter all of your vehicle information (boxes with \* are required) then click **next**
10. Choose either the existing address or enter a different Shipping Address and click **next**
11. Verify ALL information again and *edit if necessary*
12. Click '**Submit My Order**'

A 'Permit Receipt' will open. From the button choices at the top of this page you can:

- a. Print the Permit Receipt if desired
- b. Print a Temporary Parking Permit (valid for 14 days)/Place this temporary on your dash until the permanent window permit arrives in the mail**
- c. Place an Additional Order for a second permit

You will receive an email and possibly a text message (if cell phone was provided) confirming your parking permit order. In the email will be a PDF file of your temporary permit and a link to 'check my status' of the parking permit order. Clicking the 'check my status' link will allow you to see when the permit is actually mailed and/or delivered. Please allow ten (10) business days to receive your permit in the mail.

*If you encounter any problems, please contact ITSS Helpdesk at x 6411 or the District Police Department at x 6468 or x 3735.*