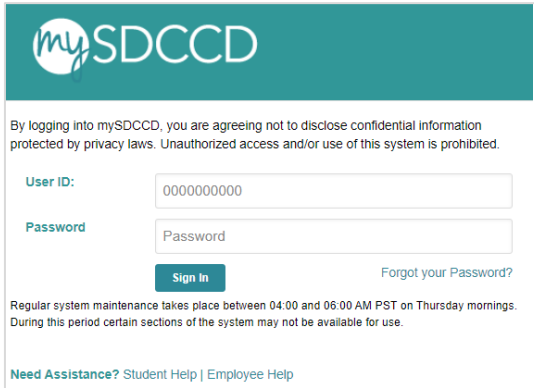
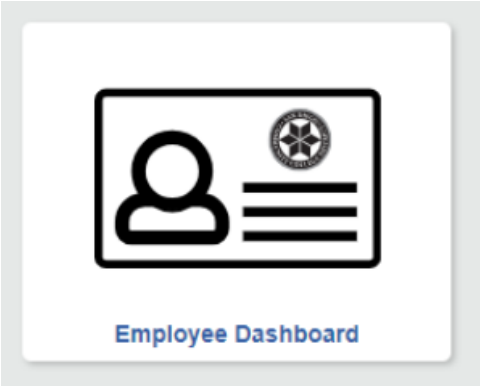


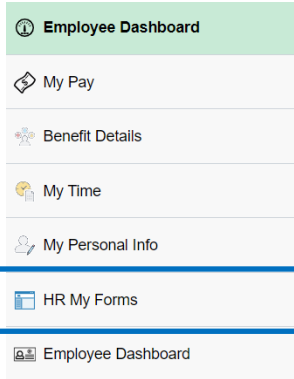
How to Register for SDCCD Faculty/Staff Parking Permit

This job aide provides step-by-step instructions on how to register for SDCCD Faculty/Staff parking permit via [MySDCCD](#) portal. It is recommended you use Google Chrome when logging into Employee Self-Service.

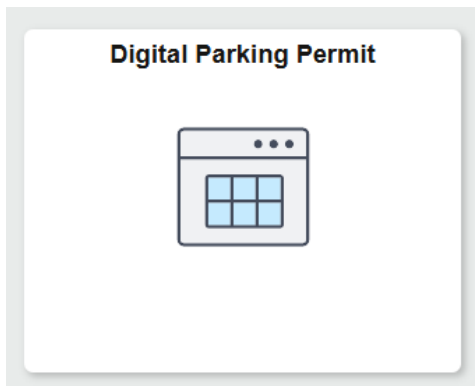
If you have any issues viewing any of the options or screens within these steps, please log out, follow instructions to [clear cache](#), and log back in to try again.

STEP	ACTION
1.	<p>Log in to MySDCCD Employee Self Service portal at: https://myportal.sdccd.edu</p> 
2.	<p>From the portal menu, click the Employee Dashboard.</p> 

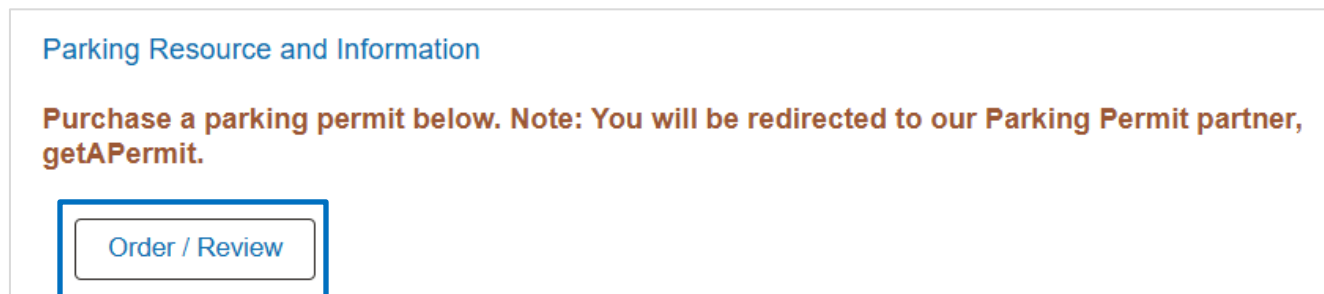
3. Click the **HR My Forms** tab from left-side panel.



4. Click on **Digital Parking Permit** tile.



5. Read information regarding Parking Permits and then **click on Order/Review** button.



6. Type in your information; enter Cell Phone Number, then Verify Cell Phone and Email.
Click Next.

NOTE: PLEASE HAVE YOUR VEHICLE LICENSE PLATE NUMBER, MAKE, COLOR, AND STATE READY BEFORE ORDERING.

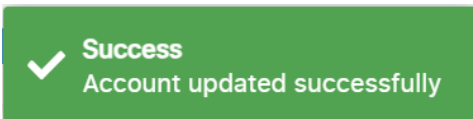
Click here for [GENERAL PARKING REGULATIONS](#)

Your Information

ID#		
First Name *	Middle Initial	Last Name *
Telephone Number (xxx) xxx-xxxx*	Email Address*	Verify Email *
Cell Phone	Verify Cell Phone*	

NEXT

7. Green confirmation pop-up will display and you will see Staff - Faculty Parking Permit listed with no fee associated. **Click Next** to enter Vehicle Information.



Parking Permits

STAFF-FACULTY (Valid Jul 1, 2024 - Jul 1, 2030)

\$0.00

Select Option

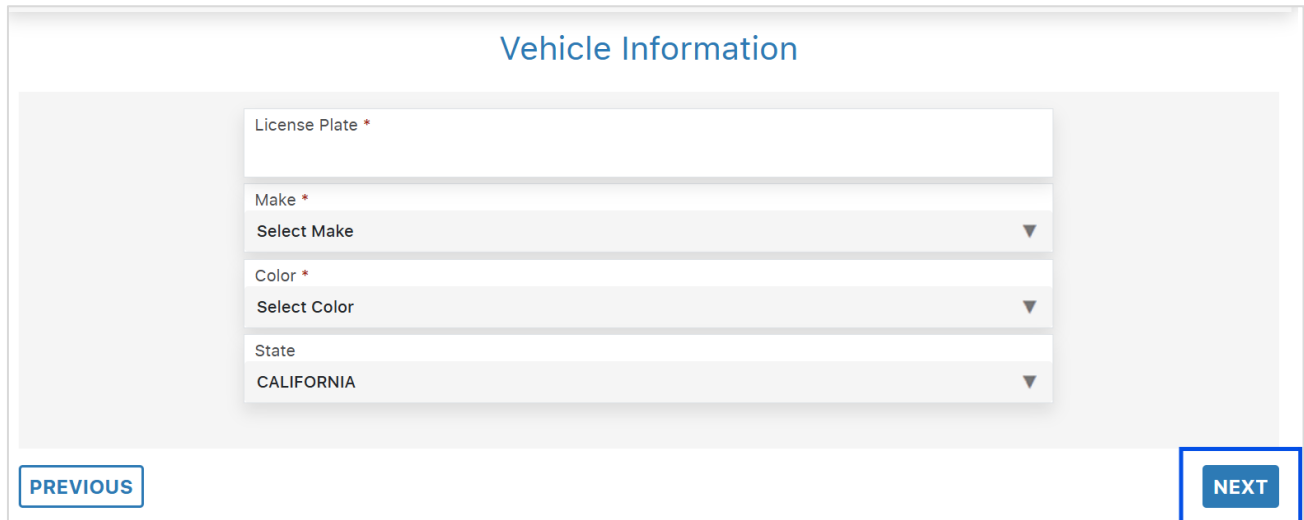
Staff-Faculty

Please note that additional processing, shipping and handling fees may apply for this transaction.

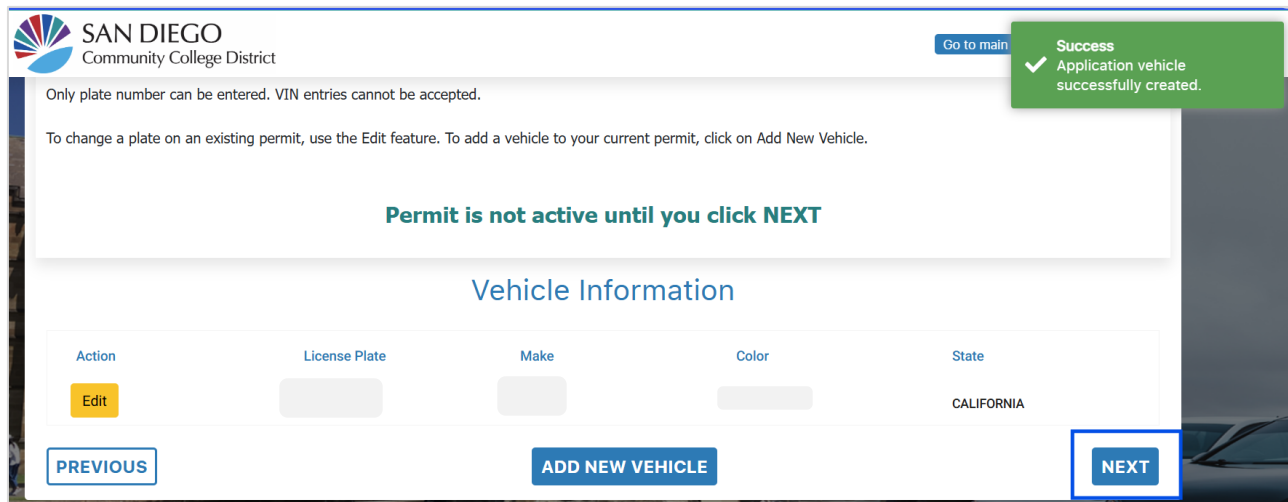
NEXT

**Please Note: No fees will be applied.*

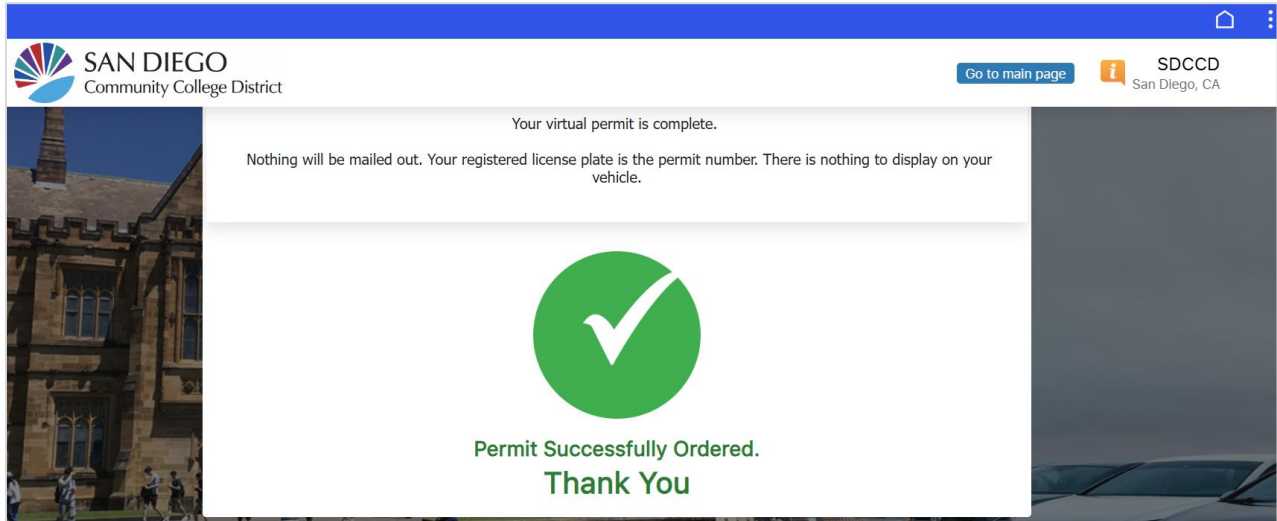
8. Type in Vehicle Information: License Plate, Make, Color and State.
Click Next.



9. Green confirmation pop-up will display and you will see your Vehicle Information listed.
Click Next.



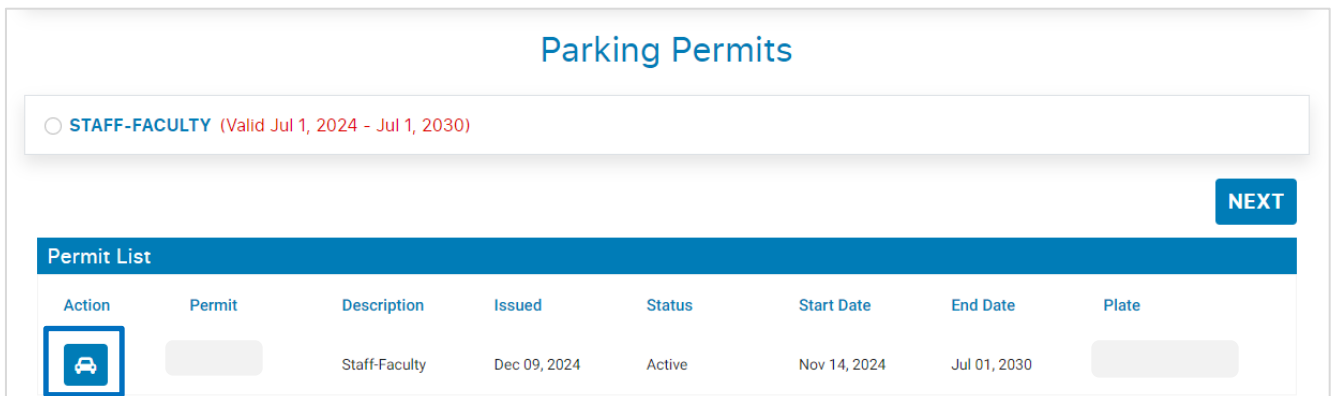
10. Confirmation will display that you have successfully ordered parking permit.



11. Once you have registered a vehicle and receive confirmation, **click on the Back Arrow** to return to Employee Self-Service.



12. You may Add/Edit up to two vehicles by following steps 1 – 6 and clicking on **Auto Icon** under Action.



13. To change a plate on an existing permit, use the **Edit** feature.
To add a vehicle to your current permit, click on **Add New Vehicle**.

Permit is not active until you click NEXT

Vehicle Information

Action	License Plate	Make	Color	State
Edit	<input type="text"/>	<input type="text"/>	BLACK	CALIFORNIA

[PREVIOUS](#) [ADD NEW VEHICLE](#) [NEXT](#)