How to Create an Account

Step 1: To create an account, visit https://www.tocite.net/gvsu/portal
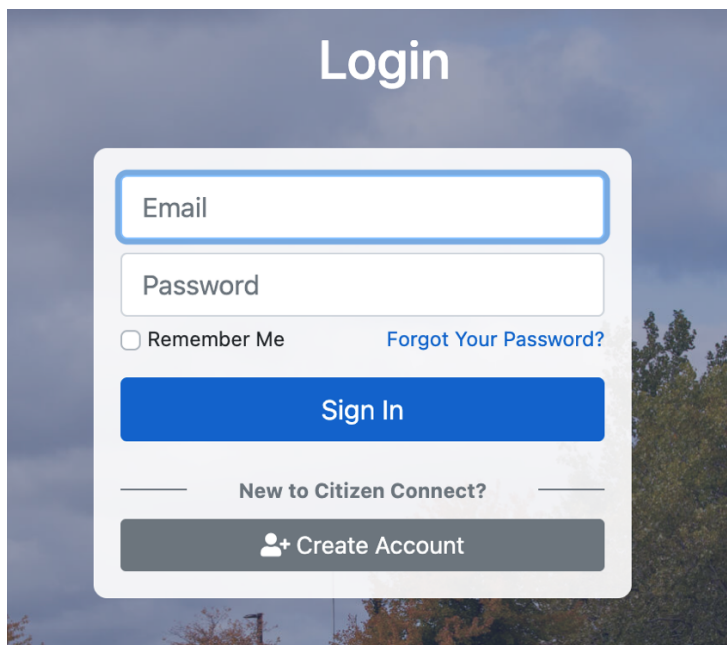
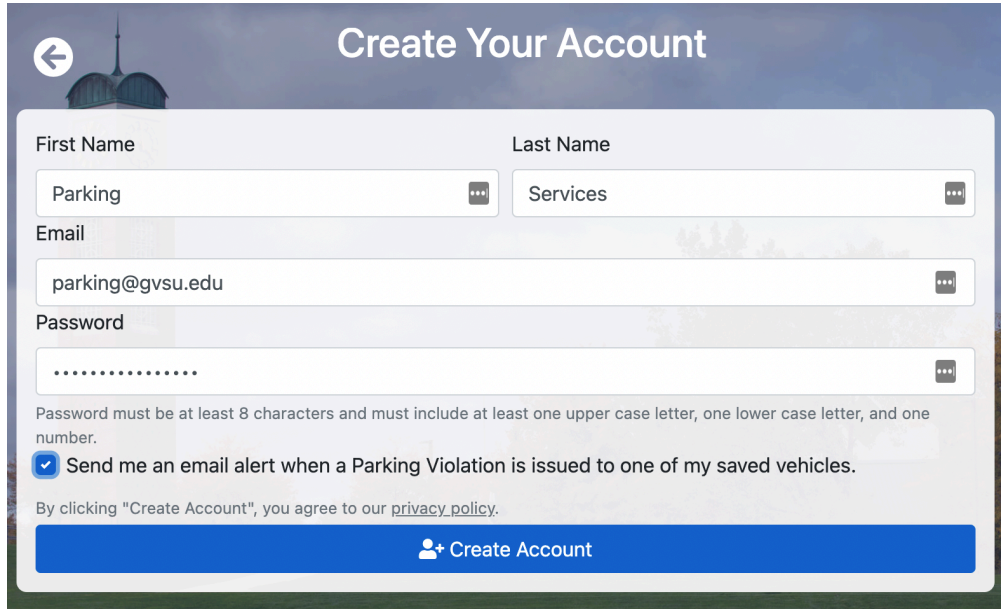Note: Please use Chrome browser for better connectivity.

Step 2: On the GVSU Citizen Connect Home Page select the '**Login**' icon in the upper right corner.
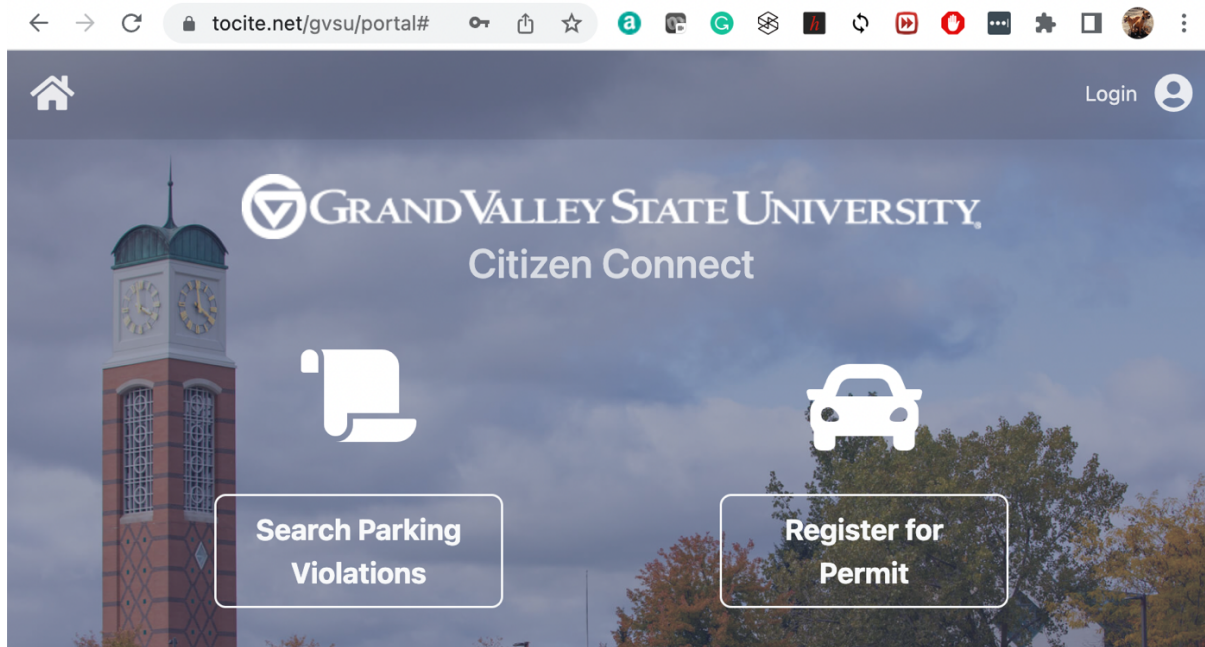
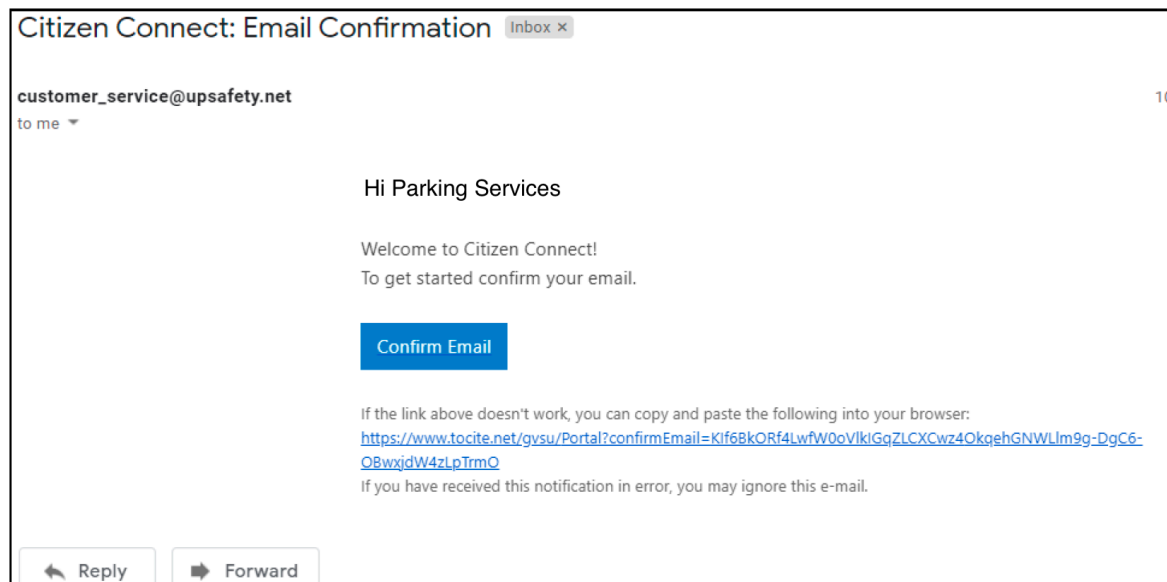**Step 3:** Click **'Create an Account'**.

Step 4: Fill out your first and last name, email address, password, and select the check box to receive an email alert. Then click **'Create Account'**

Step 5: You'll receive a confirmation email to the account you provided when registering. Click the **'Confirm Email'** link.

Step 6: Once you select **'Confirm Email'**, you will automatically be logged in to your account, where you will enter your phone number, vehicle and address information. You can add up to 5 vehicles on your account. When you register for a permit, only 1 vehicle can be attached to your permit at any given time. DO NOT complete the payment methods section.

Step 7: You have completed creating an account. Don't forget to register for your Parking Permit. Directions on how to do this can be found on the Parking Services website https://www.gvsu.edu/parking.