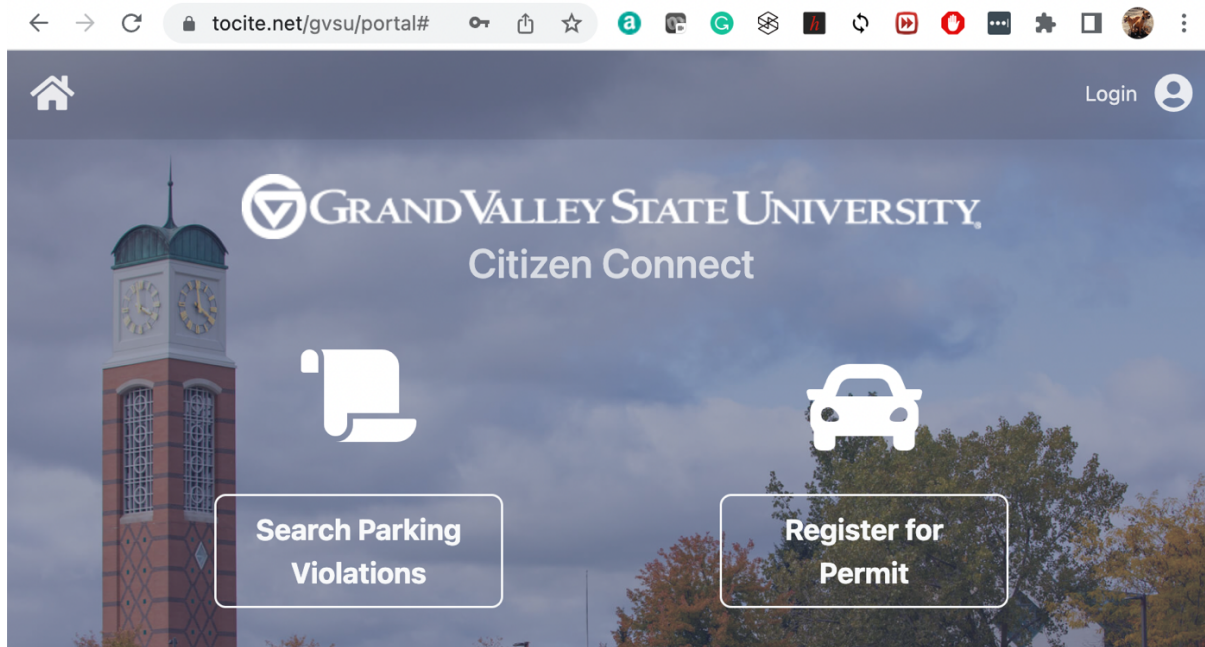


How to Create an Account

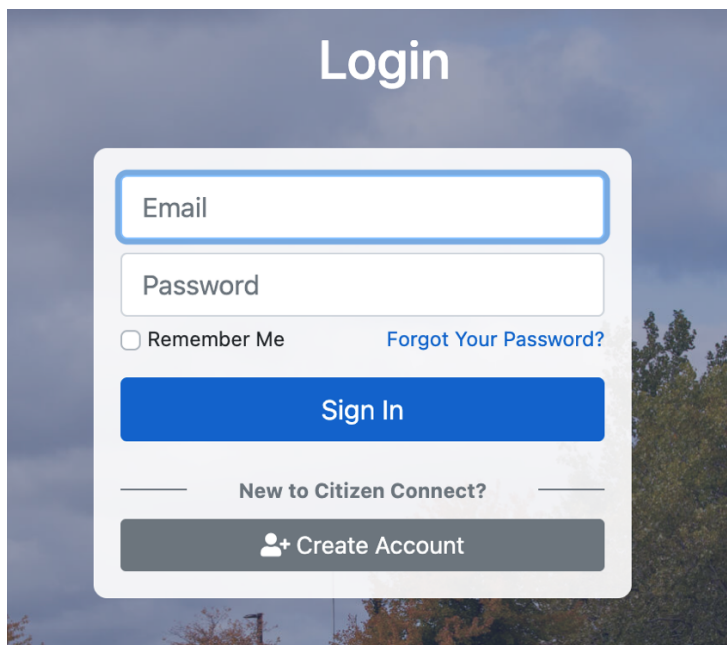
Step 1: To create an account, visit <https://www.tocite.net/gvsu/portal>

Note: Please use Chrome browser for better connectivity.

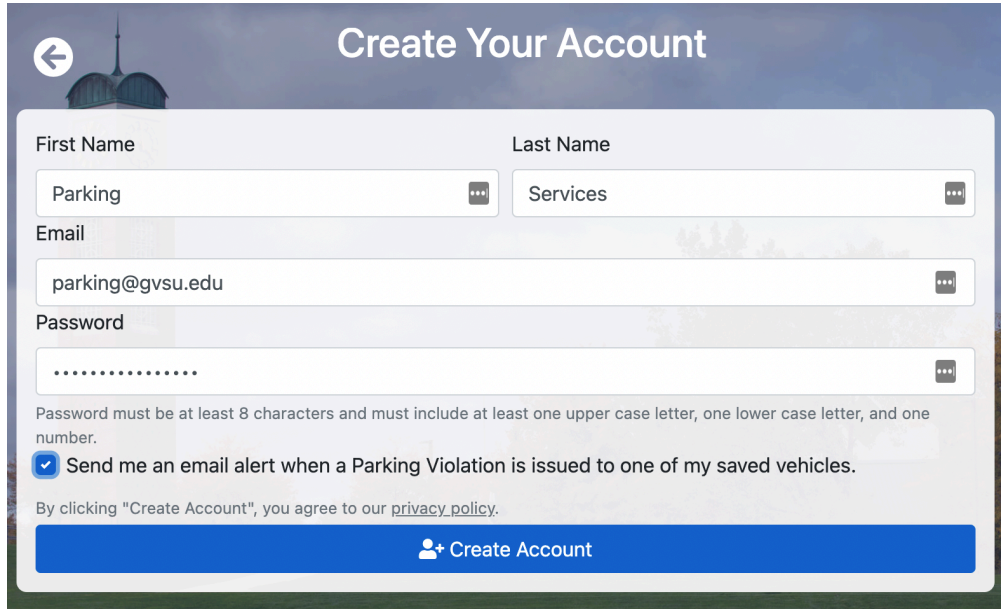
Step 2: On the GVSU Citizen Connect Home Page select the 'Login' icon in the upper right corner.



Step 3: Click 'Create an Account'.



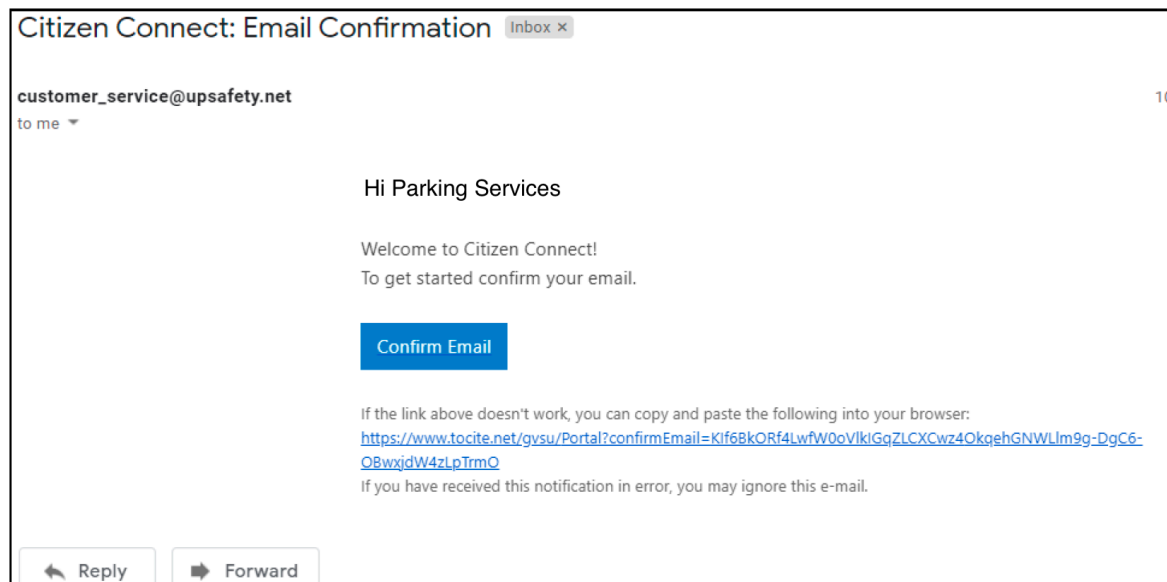
Step 4: Fill out your first and last name, email address, password, and select the check box to receive an email alert. Then click **'Create Account'**



The screenshot shows a web form titled "Create Your Account" with a back arrow in the top left. The form contains the following fields and elements:

- First Name:** A text input field containing "Parking".
- Last Name:** A text input field containing "Services".
- Email:** A text input field containing "parking@gvsu.edu".
- Password:** A text input field with masked characters (dots).
- Password Requirements:** A note stating "Password must be at least 8 characters and must include at least one upper case letter, one lower case letter, and one number."
- Email Alert:** A checked checkbox with the text "Send me an email alert when a Parking Violation is issued to one of my saved vehicles."
- Privacy Policy:** A link to the "privacy policy" with the text "By clicking 'Create Account', you agree to our privacy policy."
- Create Account Button:** A blue button with a user icon and the text "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.

The screenshot shows the 'Your Account' page with a dark blue header. Below the header, there are five main sections: 'Your Info', 'Your Activity', 'Your Vehicles', 'Your Addresses', and 'Your Payment Methods'. The 'Your Info' section contains fields for First Name (filled with 'Parking'), Last Name (filled with 'Services'), Email (filled with 'parking-noreply@gvsu.edu'), and Mobile Phone (placeholder '(xxx) xxx-xxxx'). There are checkboxes for 'Receive email alerts' and 'Automatically Save Information', both of which are checked. A red arrow points from the 'Email' field to the 'Automatically Save Information' checkbox. A 'Save' button is located at the bottom right of the 'Your Info' section. The 'Your Activity' section contains three buttons: 'View Your Parking Violations', 'View Your Permits', and 'View Transaction History'. The 'Your Vehicles' section has a red arrow pointing to the '+ Add Vehicle' button. The 'Your Addresses' section has a red arrow pointing to the '+ Add Address' button. The 'Your Payment Methods' section has a '+ Add Payment Method' button.

Your Account

Your Info

First Name: Parking

Last Name: Services

Email: parking-noreply@gvsu.edu

Mobile Phone: (xxx) xxx-xxxx

☒ Receive email alerts ⓘ

☒ Automatically Save Information ⓘ

Save

Your Activity

[View Your Parking Violations](#)

[View Your Permits](#)

[View Transaction History](#)

Your Vehicles

[+ Add Vehicle](#)


Your Addresses


[+ Add Address](#)

Your Payment Methods

[+ Add Payment Method](#)

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>.

 **Your Account**

 **Your Info**

First Name

Parking

Last Name

Services

Email

parking-noreply@gvsu.edu


Mobile Phone

(616) 331-7275

☒ Receive email alerts ⓘ

☒ Automatically Save Information ⓘ


Save

 **Your Activity**

View Your Parking Violations

View Your Permits



View Transaction History

 **Your Vehicles**

Jeep Wrangler

PARKING Michigan



No Active Permits


Truck


PRKNG Michigan

No Active Permits



+ Add Vehicle

 **Your Addresses**

Allendale  Primary

1 Campus Drive, SER 1017



Allendale, Michigan 49401


Grand Rapids

401 Fulton Street West, LVE 102

Grand Rapids, Michigan 49504

+ Add Address

 **Your Payment Methods**

+ Add Payment Method