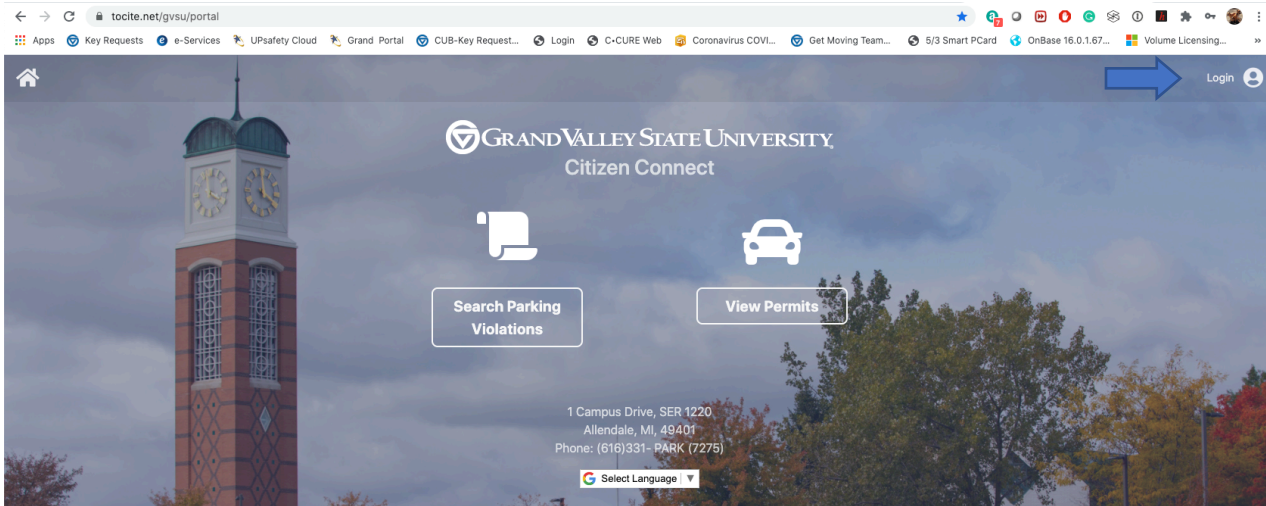


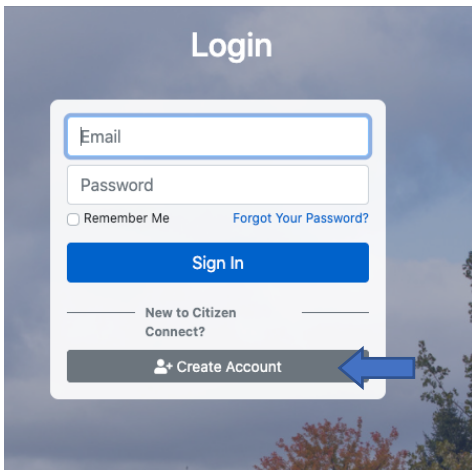
# How to Use Citizen Connect - Students

To register please visit <https://www.tocite.net/gvsu/portal>

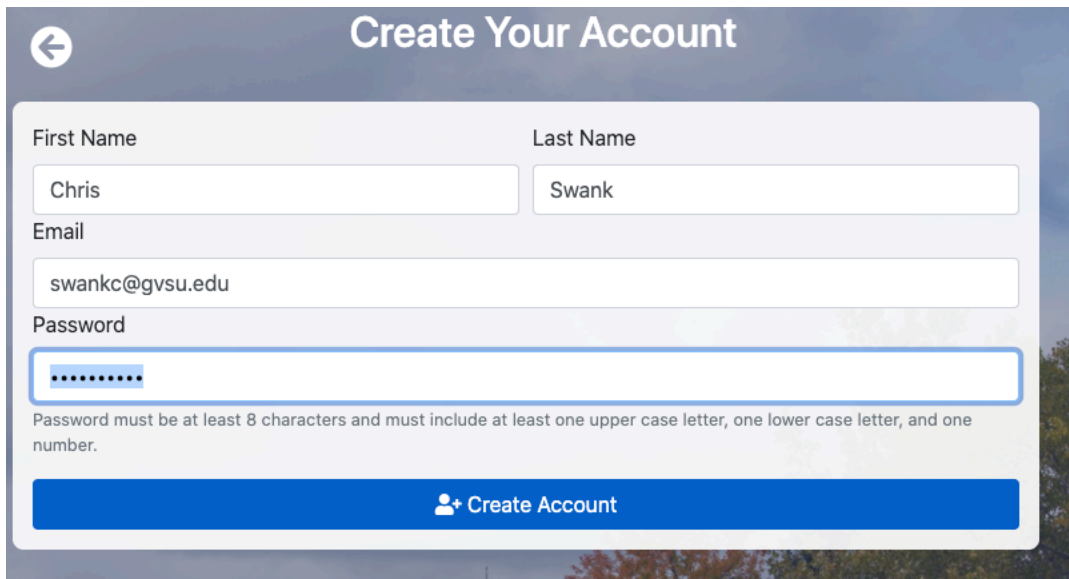
This will take you to the GVSU Citizen Connect Home Page. Next you'll click Login in the upper right hand corner.



If you have not requested to register for a permit for the 2021 Academic year, you'll need to create an account. If you have already done so, you'll login using the credentials you used to create the account.



Fill out the requested information and click Create Account. When creating an account, we recommend using your GVSU email address.



The 'Create Your Account' form is set against a background image of a university building. It includes fields for First Name (Chris), Last Name (Swank), Email (swankc@gvsu.edu), and Password (masked with dots). A blue button at the bottom is labeled '+ Create Account'. A note specifies that the password must be at least 8 characters and include an upper case letter, a lower case letter, and a number.

First Name: Chris

Last Name: Swank

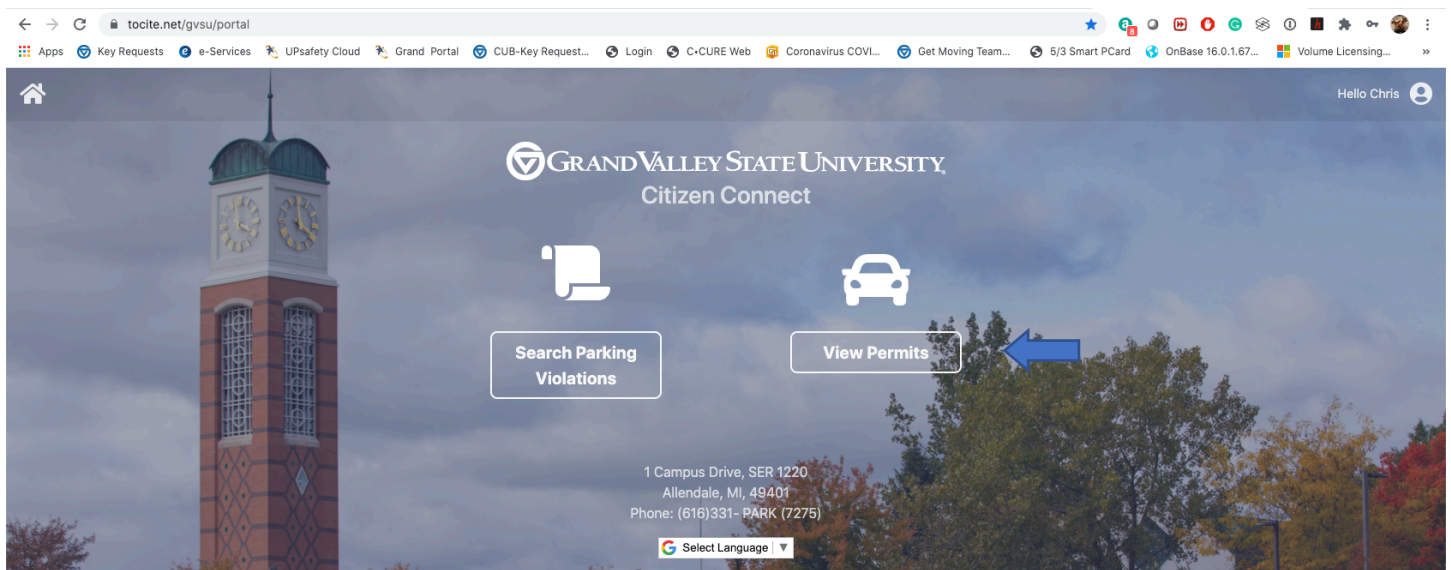
Email: swankc@gvsu.edu

Password: .....

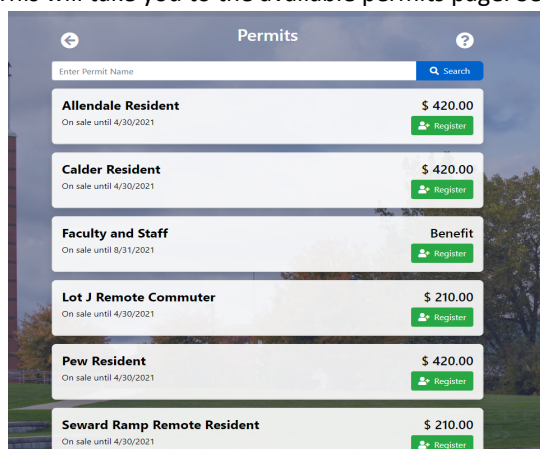
Password must be at least 8 characters and must include at least one upper case letter, one lower case letter, and one number.

+ Create Account

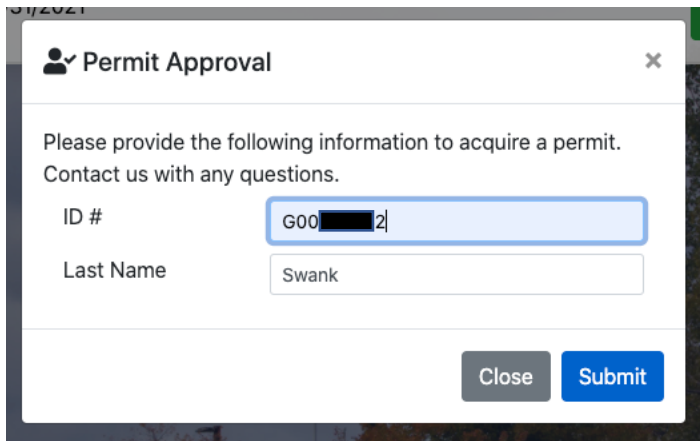
Once you've clicked Create Account, it will automatically log you in. Next click on View Permits.



This will take you to the available permits page. Select the Register for the correct type of Student permit .



This will take you to the Permit Approval page. You'll need to provide your G# and your last name to verify you are eligible for the permit you selected.

A screenshot of a web form titled "Permit Approval" with a close button (X) in the top right corner. The form contains the text "Please provide the following information to acquire a permit. Contact us with any questions." Below this, there are two input fields: "ID #" with the value "G00[REDACTED]2" and "Last Name" with the value "Swank". At the bottom right, there are two buttons: "Close" and "Submit".

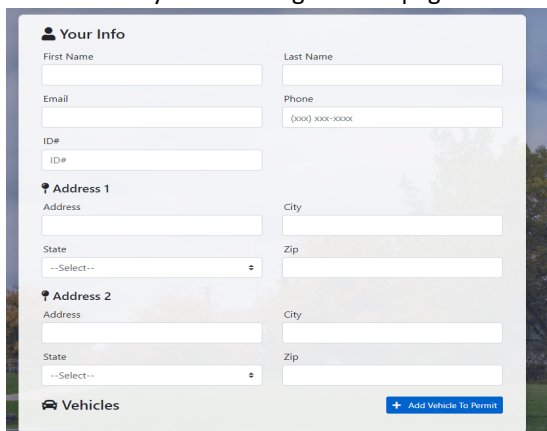
Permit Approval

Please provide the following information to acquire a permit.  
Contact us with any questions.

ID #

Last Name

This will take you to the registration page. Please complete the Your Info page, and then select Add Vehicle to Permit.

A screenshot of a web form titled "Your Info" with a close button (X) in the top right corner. The form is divided into sections: "Your Info" with fields for First Name, Last Name, Email, Phone, ID#, and ID#; "Address 1" with fields for Address, City, State (dropdown), and Zip; "Address 2" with fields for Address, City, State (dropdown), and Zip; and a "Vehicles" section at the bottom with a blue button labeled "+ Add Vehicle To Permit".

Your Info

First Name

Last Name

Email

Phone

ID#

ID#

Address 1

Address

City

State

Zip

Address 2

Address

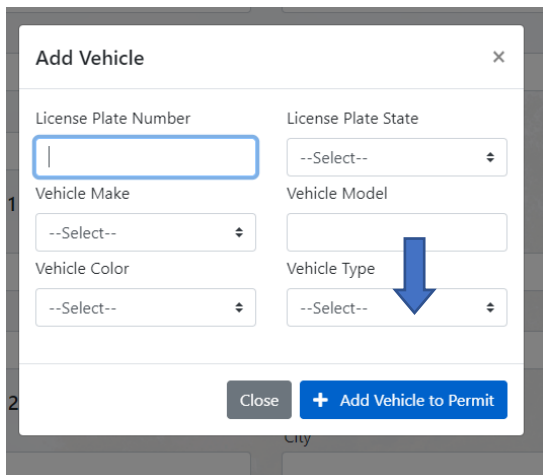
City

State

Zip

Vehicles

Add your vehicle information and select Add Vehicle to Permit when finished. You may add up to five vehicles total. The permit must always be associated with the plate of the vehicle you are parking on campus. Directions on how to do this are below.

A screenshot of a web form titled "Add Vehicle" with a close button (X) in the top right corner. The form contains fields for License Plate Number, License Plate State (dropdown), Vehicle Make (dropdown), Vehicle Model, Vehicle Color (dropdown), and Vehicle Type (dropdown). A blue arrow points to the Vehicle Type dropdown. At the bottom, there are two buttons: "Close" and "+ Add Vehicle to Permit".

Add Vehicle

License Plate Number

License Plate State

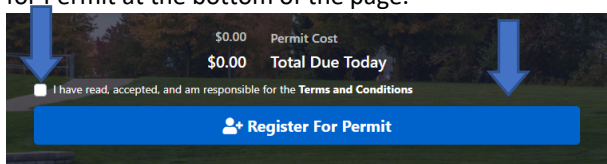
Vehicle Make

Vehicle Model

Vehicle Color

Vehicle Type

When you are finished adding all personal and vehicle information, please accept the Terms and Conditions and then select Register for Permit at the bottom of the page.

A screenshot of the bottom of a web page. It shows a section for "Terms and Conditions" with a checkbox labeled "I have read, accepted, and am responsible for the Terms and Conditions". Below this is a large blue button labeled "Register For Permit" with a user icon. Two blue arrows point to the checkbox and the button.

\$0.00 Permit Cost

\$0.00 Total Due Today

☐ I have read, accepted, and am responsible for the Terms and Conditions

You will receive a confirmation email that your permit request has been received. Permits should be processed within 48 business hours and mailed via USPS to the address provided on the Your Info page.

If you have not received your permit within two weeks, please give The Parking Services office a call at 616-331-7275 or email us at [parking@gvsu.edu](mailto:parking@gvsu.edu)

Thank you for registering for your parking permit. We hope you find the process smooth and seamless!!

Parking Services  
Grand Valley State University