How to Use Citizen Connect

To register please visit https://www.tocite.net/gvsu/portal
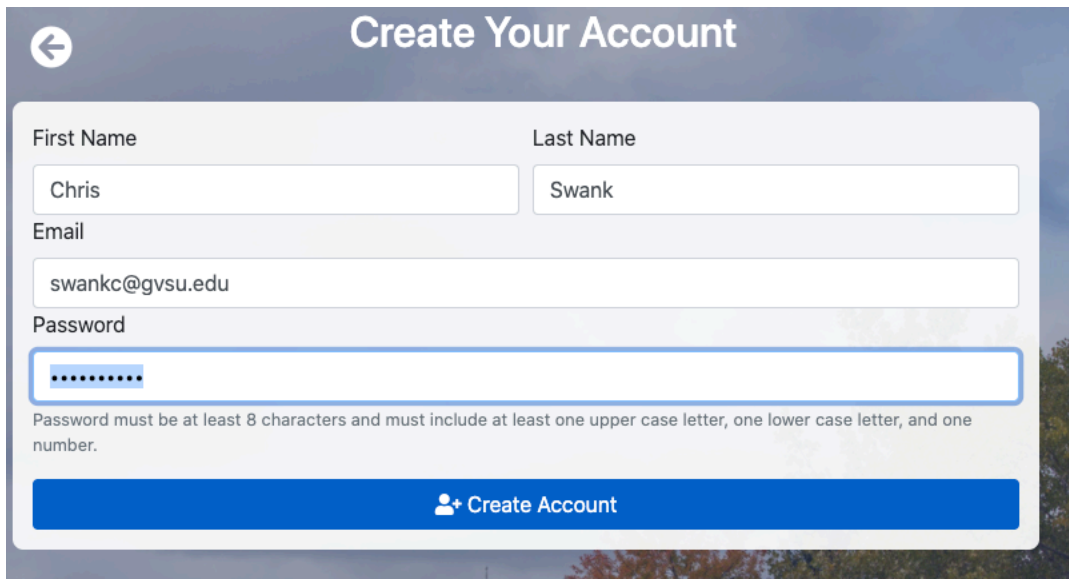
This will take you to the GVSU Citizen Connect Home Page. Next you'll click Login in the upper right hand corner.
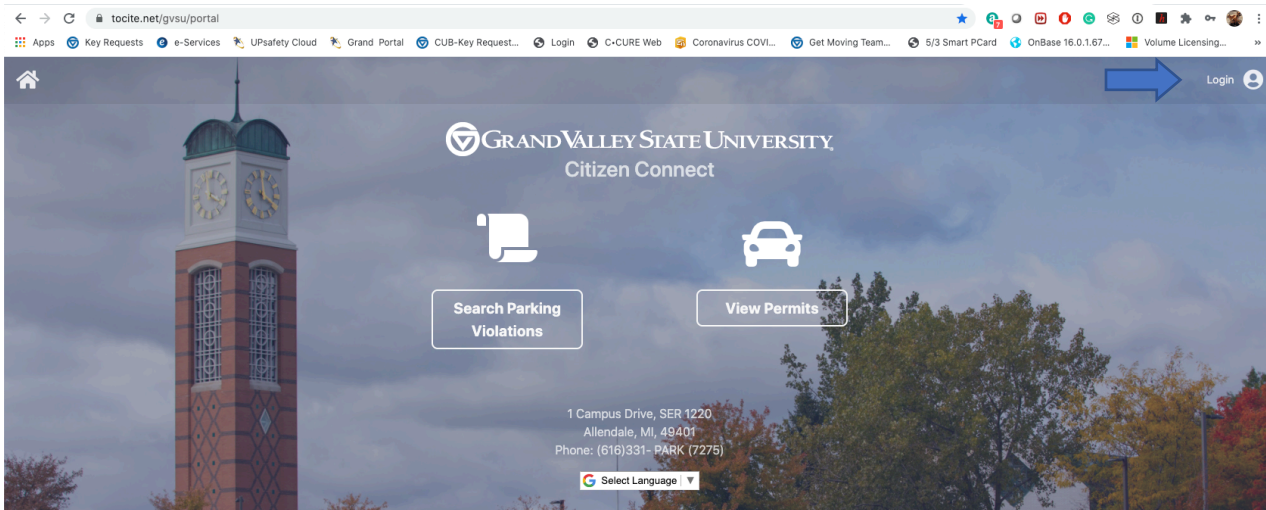
If you have not requested to register for a permit for the 2021 Academic year, you'll need to create an account. If you have already done so, you'll login using the credentials you used to create the account.
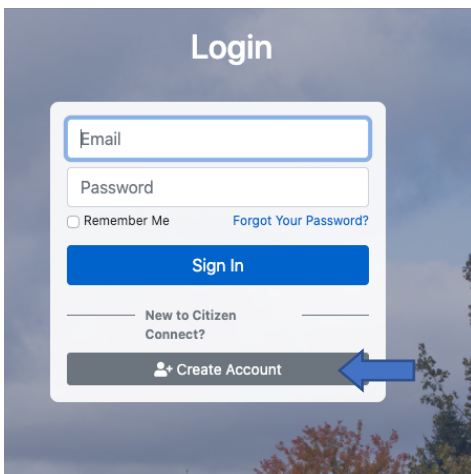
Fill out the requested information and click Create Account. When creating an account, we recommend using your GVSU email address.

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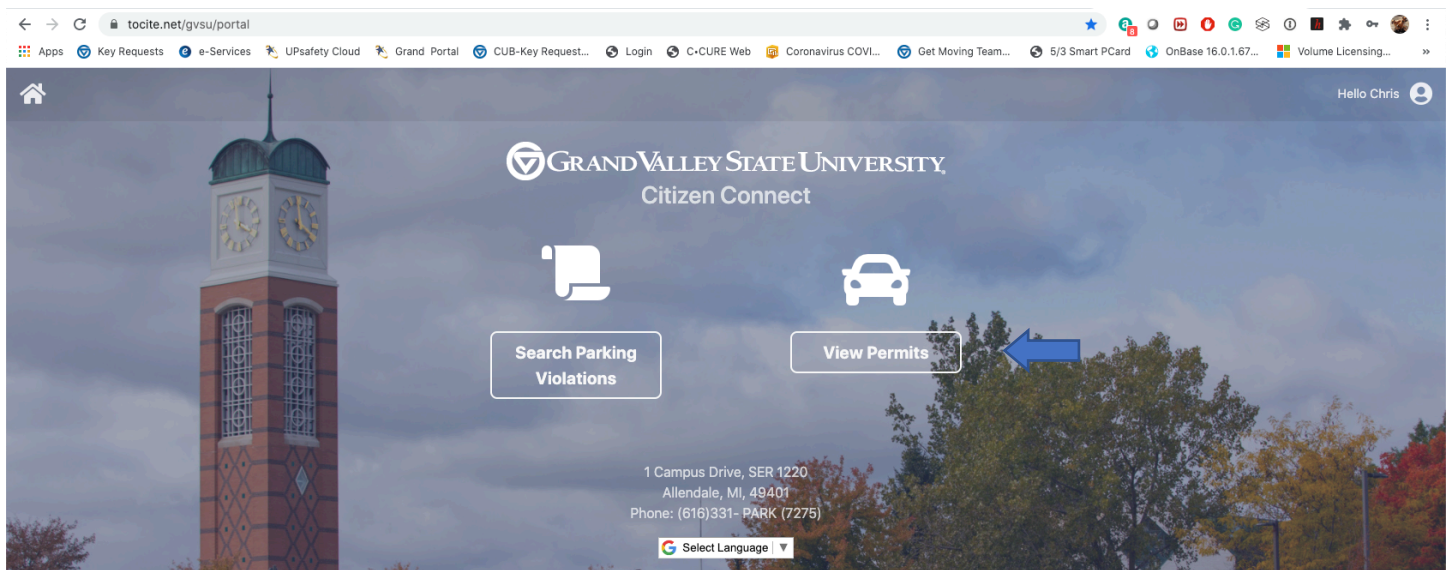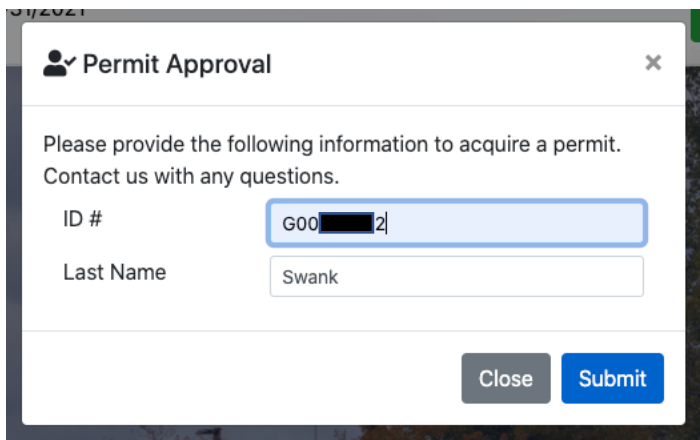

This will take you to the available permits page. Select the Register tab for the Faculty and Staff permit.
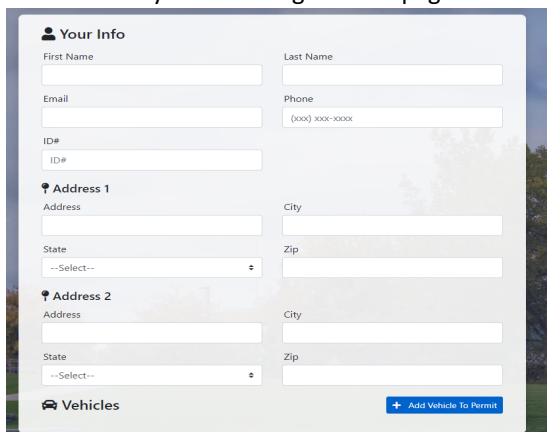

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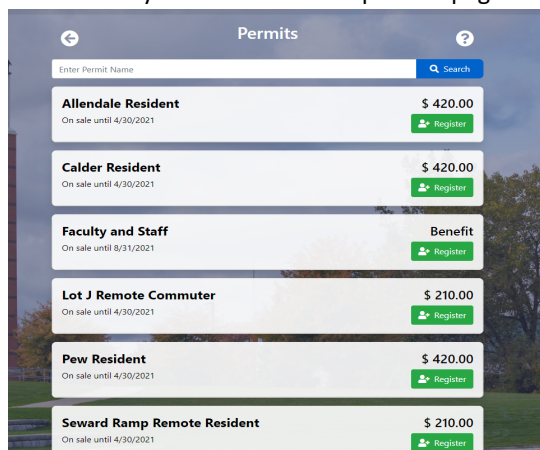
This will take you to the Permit Approval page. You'll need to provide your G# and your last name to verify you are eligible for the permit you selected.
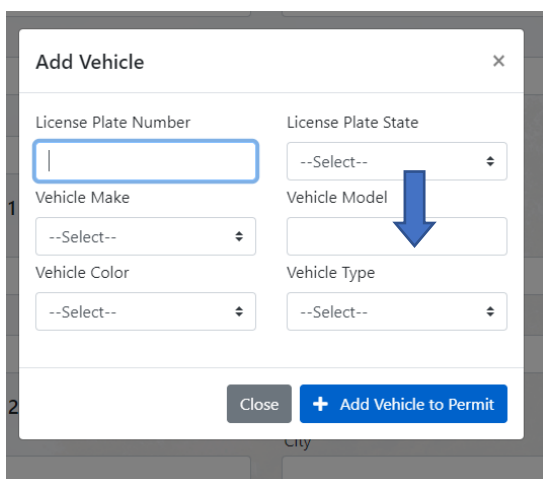

This will take you to the registration page. Please complete the Your Info page, and then select Add Vehicle to Permit.

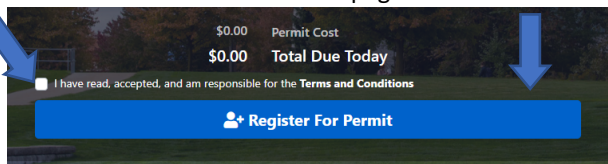Add your vehicle information and select Add Vehicle to Permit when finished. You may add one vehicle when you register for the permit. If you will be driving another vehicle, you will need to add them after you have registered by managing your account and adding them in the Your Vehicles section. The permit must always be associated with the plate of the vehicle you are parking on campus. Directions on how to do this are below.

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.

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

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


Parking Services
Grand Valley State University

P.S.

If you need to switch which vehicle you have driven to work for the day, you must login to the portal and make the vehicle you drove that day associated with your permit. This will need to be done each time you switch cars. This will eliminate the need to call and request a temporary permit for the day.
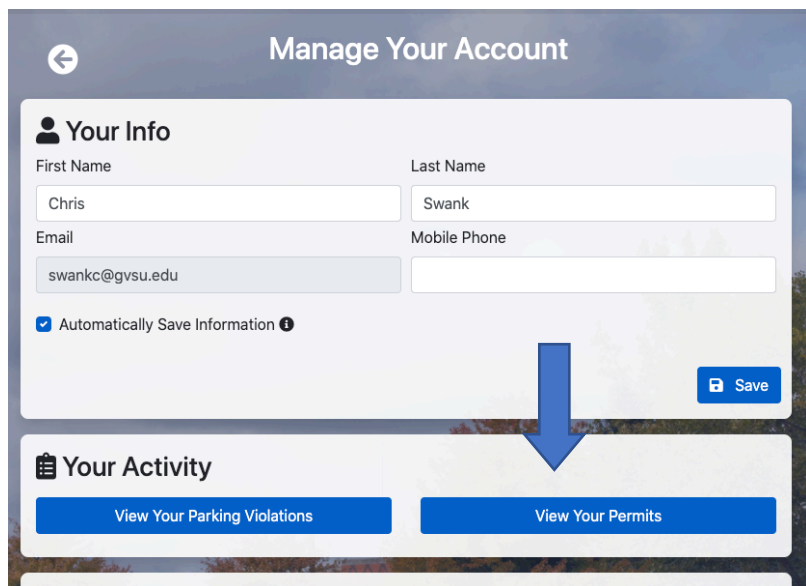**https://tocite.net/gvsu/portal**

First, login to your account by clicking login in the top right. If you are still logged in, you'll click the person icon and then click manage account.
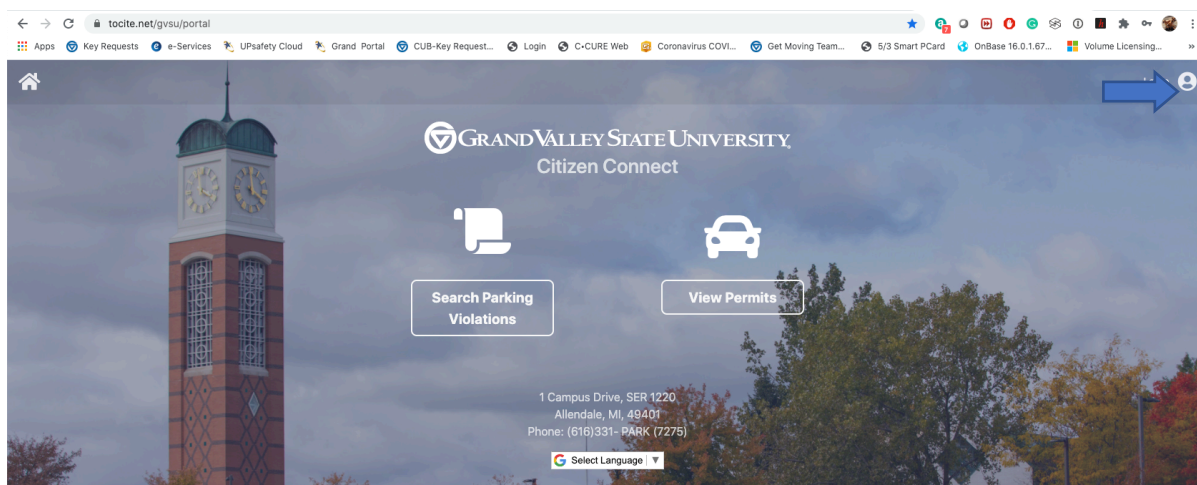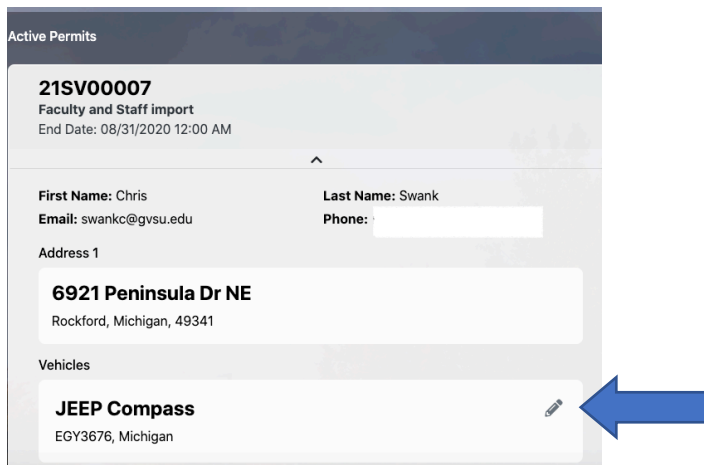

Next, you can add additional vehicles to your portal account.
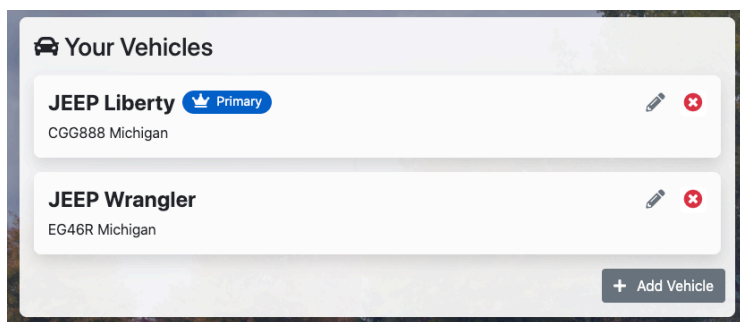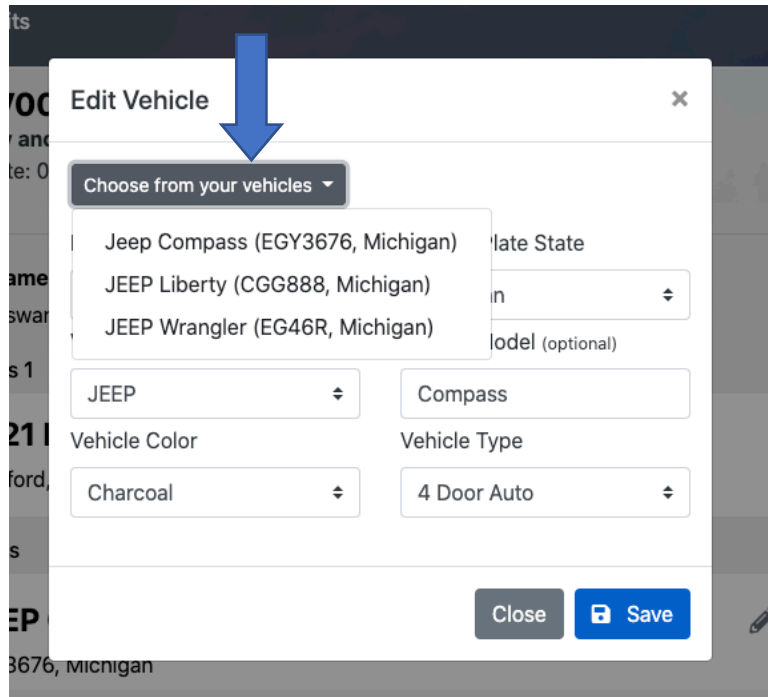
To associate a new vehicle with your permit, click on View Your Permits.

Next click on the pencil next to the vehicle that is currently associated with the permit.

Click on Choose from your vehicles or enter in the new information and then click save. Don't forget to switch this to the vehicle you've driven for the day if you change often.