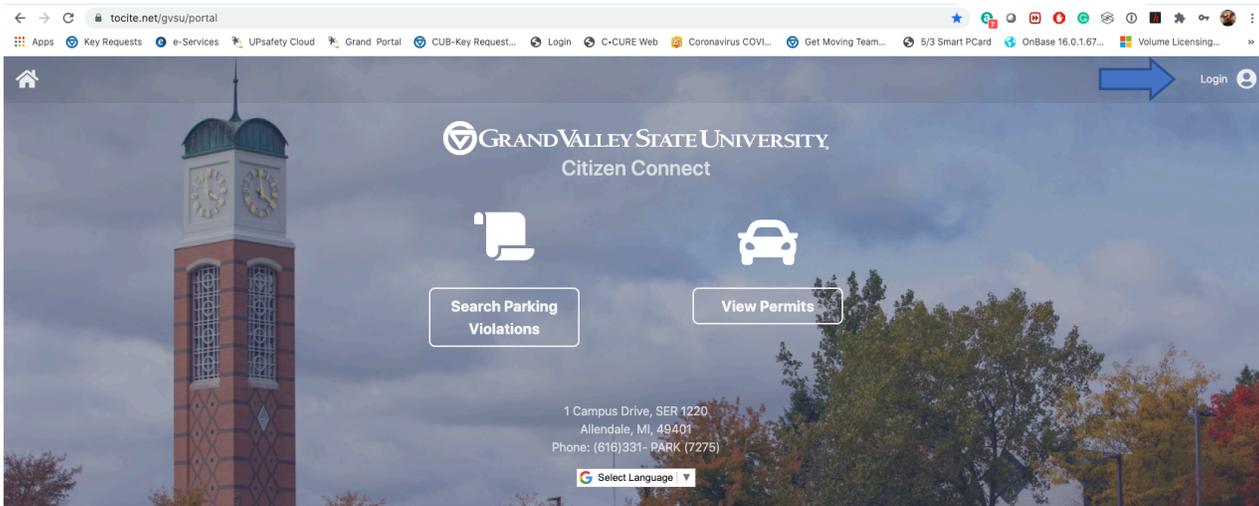


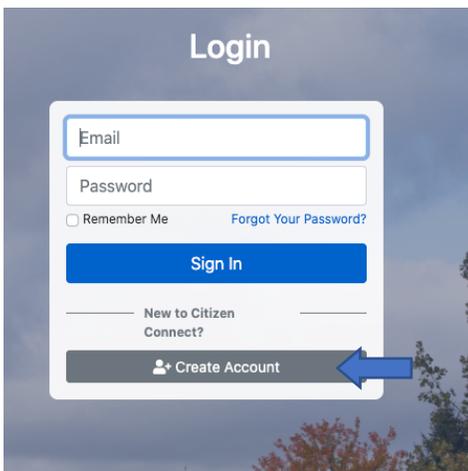
How to Use Citizen Connect

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

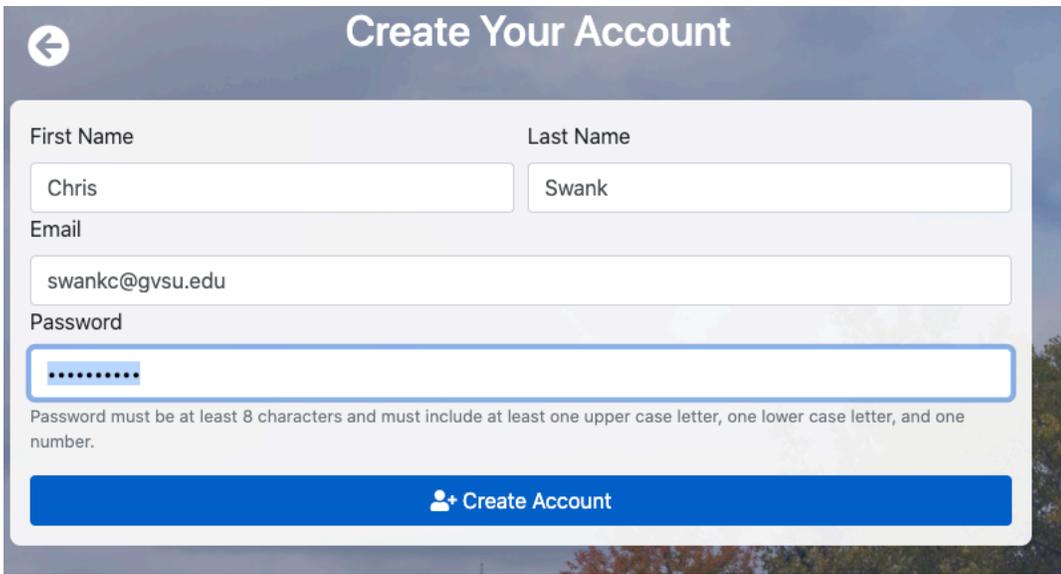
This will take you to the GVSU Citizen Connect Home Page. Next you'll click Login in the upper right hand corner.



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.



← Create Your Account

First Name: Chris

Last Name: Swank

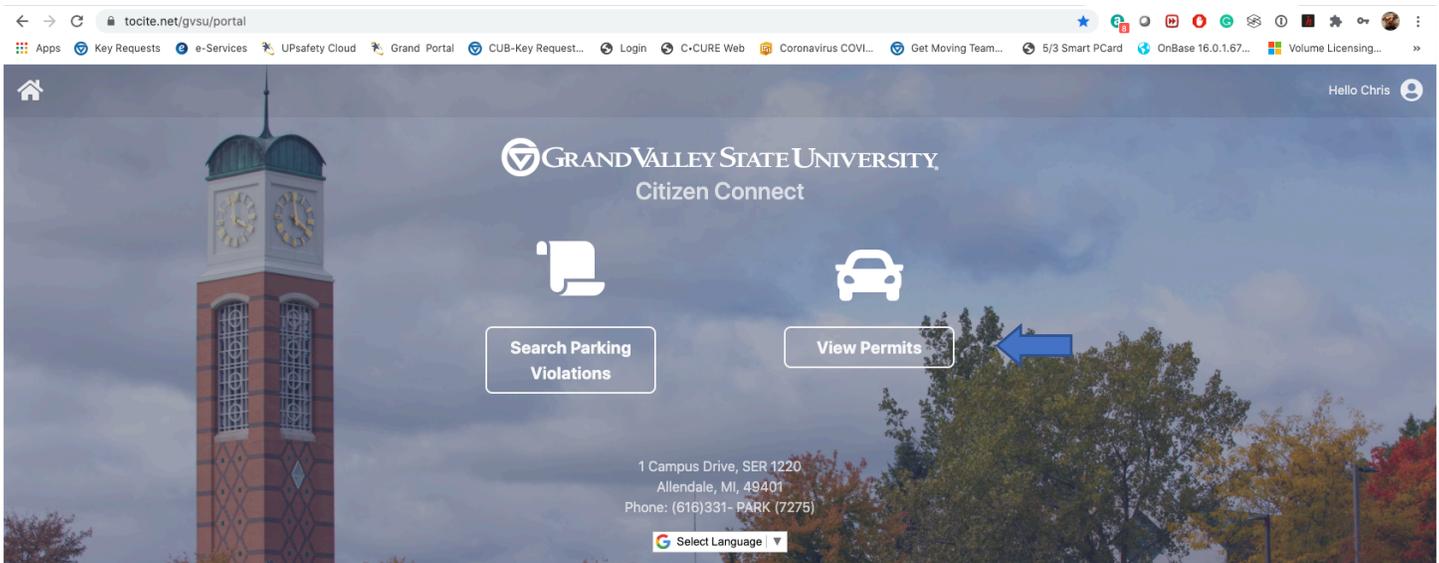
Email: swankc@gvsu.edu

Password:

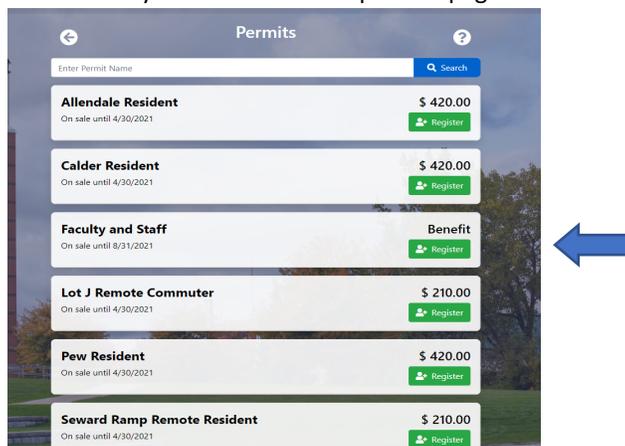
Password must be at least 8 characters and must include at least one upper case letter, one lower case letter, and one number.

+ Create Account

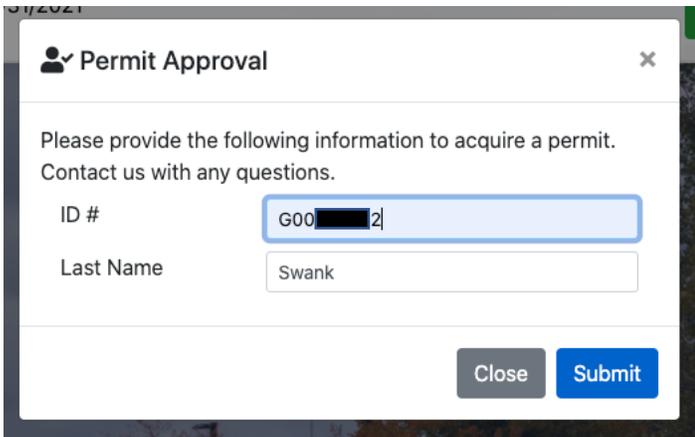
Once you've clicked Create Account, it will automatically log you in. Next click on View Permits.



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

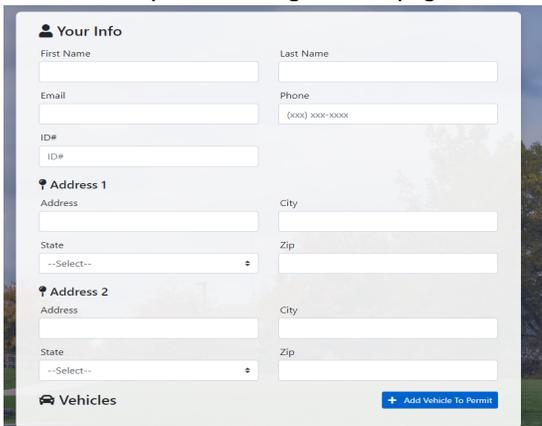


This will take you to the Permit Approval page. You'll need to provide your G# and your last name to verify you are eligible for the permit you selected.



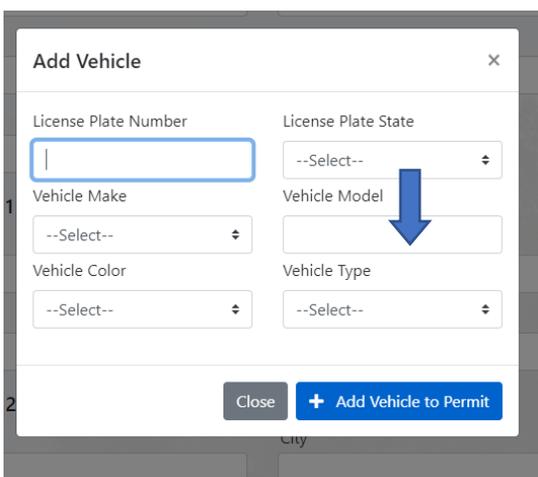
The screenshot shows a 'Permit Approval' dialog box. At the top, it says 'Please provide the following information to acquire a permit. Contact us with any questions.' There are two input fields: 'ID #' with the value 'G00[redacted]2' and 'Last Name' with the value 'Swank'. At the bottom right, there are two buttons: 'Close' and 'Submit'.

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



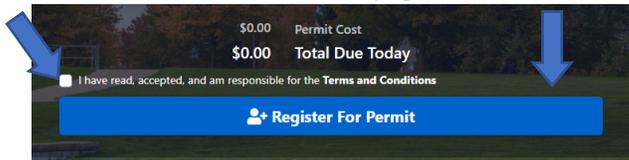
The screenshot shows a 'Your Info' registration page. It has several sections: 'Your Info' with fields for First Name, Last Name, Email, and Phone; 'Address 1' with fields for Address, City, State, and Zip; and 'Address 2' with fields for Address, City, State, and Zip. At the bottom right, there is a blue button labeled '+ 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.



The screenshot shows an 'Add Vehicle' dialog box. It has several input fields: 'License Plate Number' (a text box), 'License Plate State' (a dropdown menu), 'Vehicle Make' (a dropdown menu), 'Vehicle Model' (a text box with a blue arrow pointing down to it), 'Vehicle Color' (a dropdown menu), and 'Vehicle Type' (a dropdown menu). At the bottom, there are two buttons: 'Close' and '+ Add Vehicle to Permit'.

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.

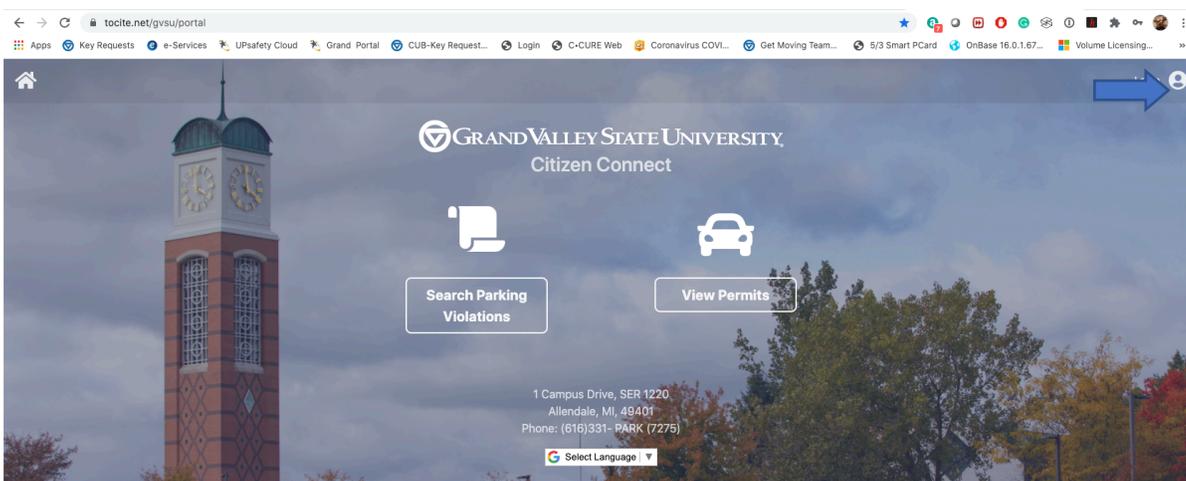
If you have not received your permit within two weeks, please give The Parking Services office a call at 616-331-7275 or email us at parking@gvsu.edu

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

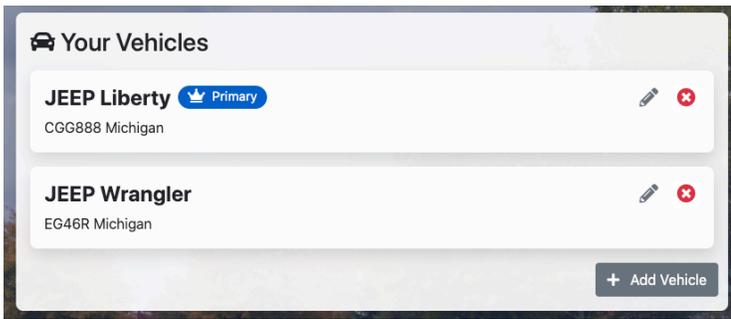
Parking Services
Grand Valley State University

Need to switch which vehicle is associated with your permit?

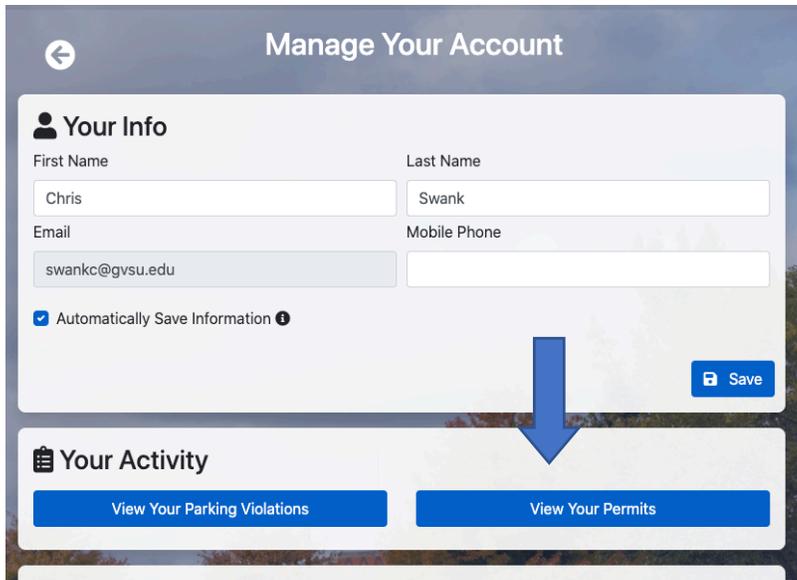
First, login to your account by clicking login in the top right. If you are still logged in, you'll click the person icon and then click manage account.



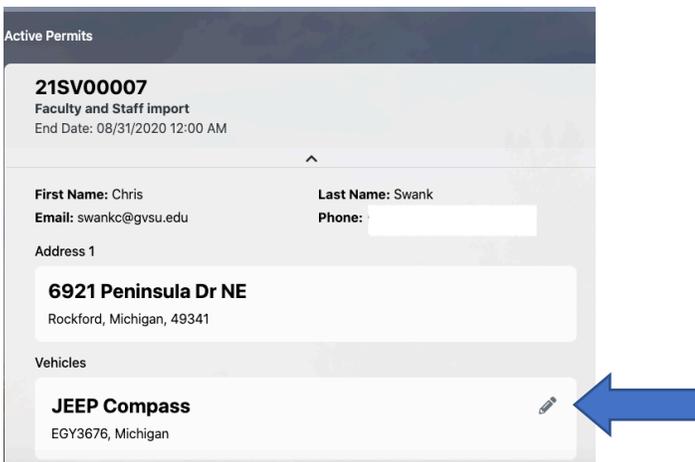
Next, you can add additional vehicles to your portal account.



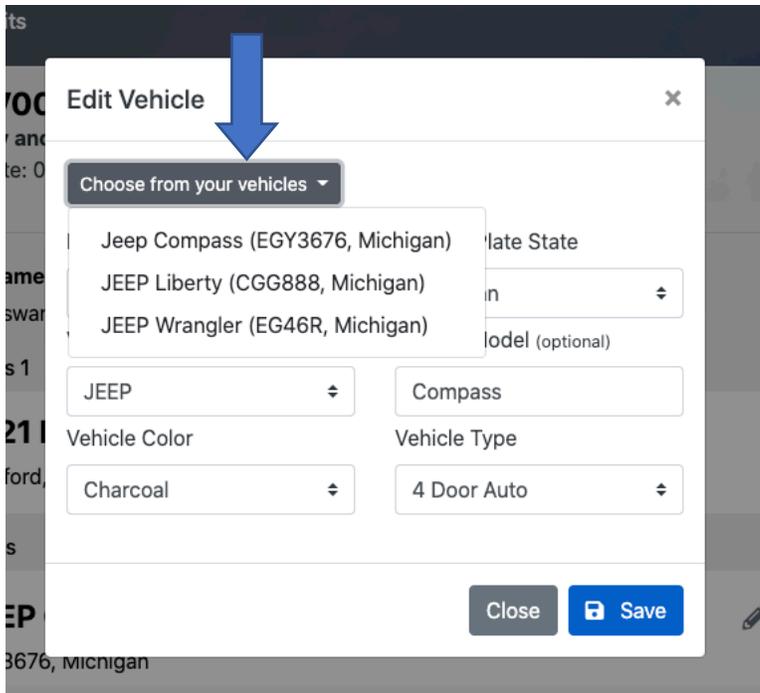
To associate a new vehicle with your permit, click on View Your Permits.



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.



The image shows a screenshot of a web application's 'Edit Vehicle' modal window. A blue arrow points to a dropdown menu labeled 'Choose from your vehicles'. The dropdown is open, showing three options: 'Jeep Compass (EGY3676, Michigan)', 'JEEP Liberty (CGG888, Michigan)', and 'JEEP Wrangler (EG46R, Michigan)'. The main form contains several input fields: a 'State' dropdown, a 'Year' dropdown, a 'Model (optional)' text field, a 'JEEP' brand dropdown, a 'Compass' model text field, a 'Vehicle Color' dropdown with 'Charcoal' selected, and a 'Vehicle Type' dropdown with '4 Door Auto' selected. At the bottom right, there are 'Close' and 'Save' buttons.

Field	Value
Choose from your vehicles	Jeep Compass (EGY3676, Michigan)
State	Michigan
Year	2011
Model (optional)	Compass
Brand	JEEP
Vehicle Color	Charcoal
Vehicle Type	4 Door Auto