

How To Login and Manage Your Parking Portal Account

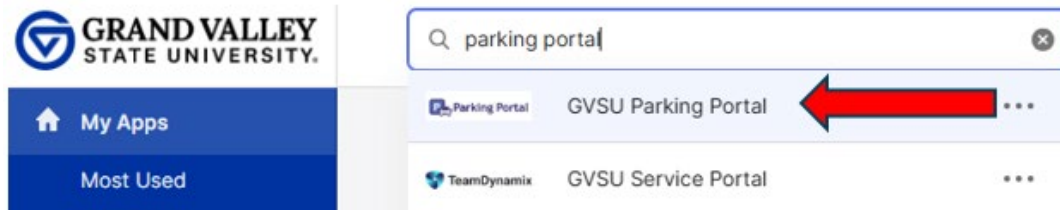
GVSU Faculty/Staff and Students (G# related patrons)

1. Navigate to the parking portal, click sign in and click "Continue with SSO"

<https://www.tocite.net/gvsu/portal>

OR

Visit my.gvsu.edu and search for "Parking Portal"

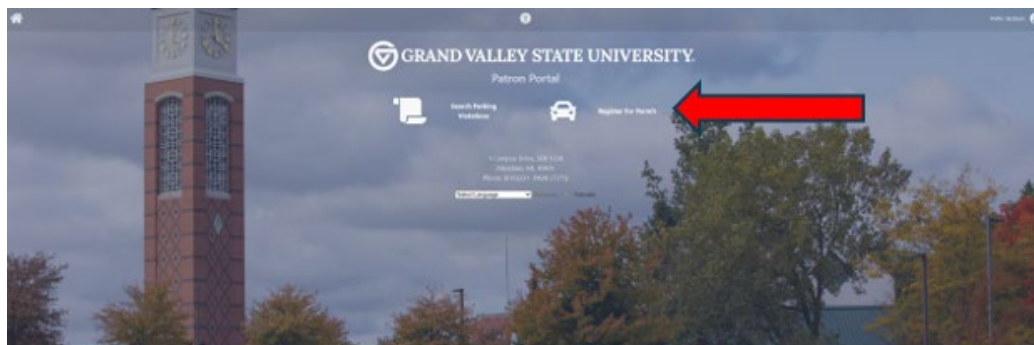


2. You will locate the "Hello, YOUR NAME" in the top right corner and select manage account or permits to make edits to your account/permit.

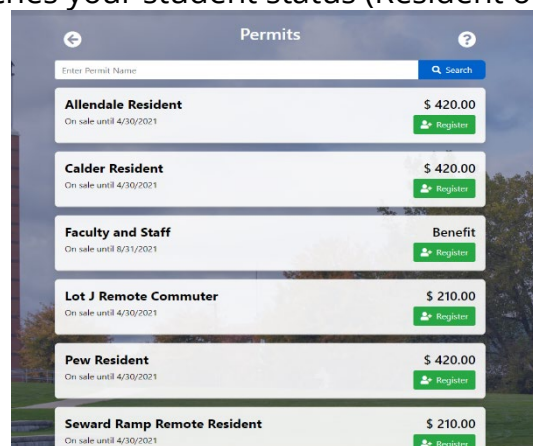
How to Register for a Parking Permit

GVSU Faculty/Staff and Students (G# related patrons)

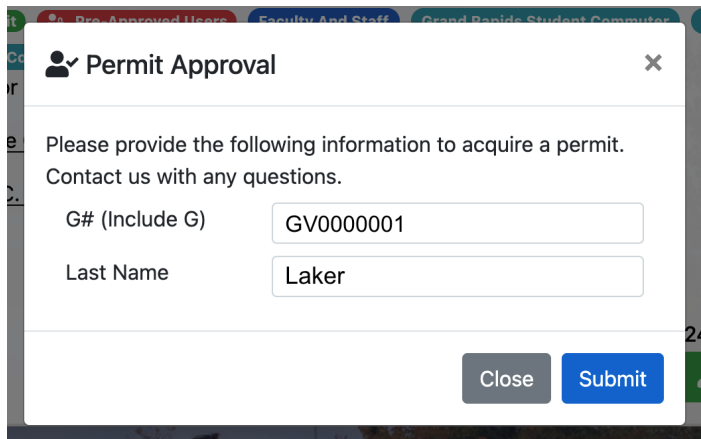
1. After logging in, you will be directed to the landing page (if you are directed to the account page, you will click the home button in the top left) you will then click "Register for Permit"



2. This will then take you to the permits page, which is where you will select the permit that matches your student status (Resident or Commuter)

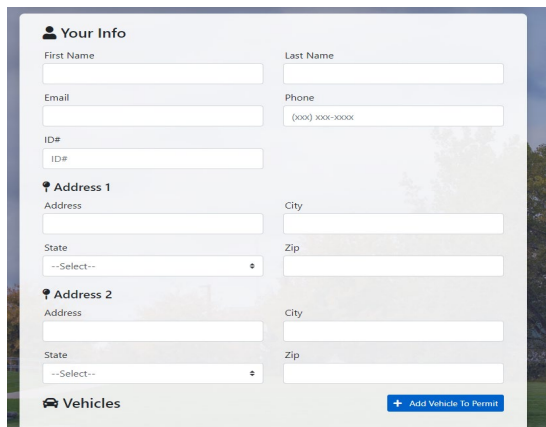


- This will take you to the Permit Approval page. You'll need to provide your G# and your last name to verify you are eligible for the permit you selected.



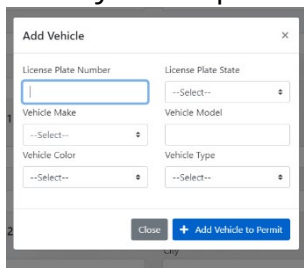
A dialog box titled "Permit Approval" with a close button (X) in the top right corner. The text inside says: "Please provide the following information to acquire a permit. Contact us with any questions." Below this, there are two input fields: "G# (Include G)" with the value "GV0000001" and "Last Name" with the value "Laker". 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.



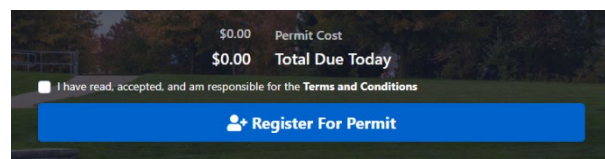
A registration page titled "Your Info". It contains several input fields: "First Name", "Last Name", "Email", "Phone" (with a placeholder "(xxx) xxx-xxxx"), "ID#", and "ID#". Below these are two sections for "Address 1" and "Address 2", each with "Address", "City", "State" (a dropdown menu), and "Zip" fields. At the bottom left, there is a "Vehicles" section with a car icon. 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 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 dialog box titled "Add Vehicle" with a close button (X) in the top right corner. It contains several input fields: "License Plate Number" (a text field), "License Plate State" (a dropdown menu), "Vehicle Make" (a dropdown menu), "Vehicle Model" (a text field), "Vehicle Color" (a dropdown menu), and "Vehicle Type" (a dropdown menu). At the bottom right, 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



A summary section showing a cost breakdown: "\$0.00 Permit Cost" and "\$0.00 Total Due Today". Below this is a checkbox labeled "I have read, accepted, and am responsible for the Terms and Conditions". At the bottom, there is a large blue button with a person icon and the text "Register For Permit".

You will receive a confirmation email that your permit request has been received. Permits charges should be processed within 48 business hours and viewable via your student account.

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

Please reach out to our office at parking@gvsu.edu or 616-331-PARK (7275) with any questions.

Parking Services

Grand Valley State University