

# Parking Permit Registration

## TIPS:

- \* ALWAYS have your License Plate or VIN ready
- \* Permits are electronic = no physical permit
- \* Fee for semester long permit can be paid through MyGateway or in-person at the Bursar's Office
- \* Students must have ALL fees paid in full to obtain a semester permit
- \* Students can have 2 vehicles under their account but only ONE active at a time
- \* CC Parking Rules and Regulations are enforced 24/7

**NOTE:** VIN (Vehicle Identification Number)



**Cypress College Campus Safety**  
 9200 Valley View St.  
 Business Bldg- Adjacent to Lot #1  
 Cypress, CA 90630  
 Phone: 714.484.7387

## STEP BY STEP PROCESS:

- 1) Go to [www.cypresscollege.edu](http://www.cypresscollege.edu) homepage
- 2) Click on **MYGATEWAY** on the upper left hand corner
- 3) Log into your account using Student ID & Password
- 4) Under "Registration Tools" click **Cypress Parking System**
- 5) If applicable...
  - Check box indicating that you are aware of parking regulations
  - Click **Create My Account**

- 6) Enter active vehicle information and click **Save** then **Next...**
  - If you do not have a License Plate, enter last 5 digits of the VIN#

License Plate	State	Make	Model	Color	Type	Year		
	X	NOLINE	CA	FERRARI	458 Spider	BLACK	CONVERTIBLE	2015

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## STEP BY STEP PROCESS:

- 7) Lastly, you **MUST** activate your virtual parking permit
  - Click **Submit**
  - You will receive a confirmation email stating your account has been successfully created

The screenshot shows the 'Permit Details' page in the MyGateway system. The user is logged in as 'Child Problem'. The page has a sidebar with navigation options: My Details, Personal Details, Vehicle Details, Permit Details (selected), Special Permit, Bicycle Details, Account On File, and My Address List. There is also a 'View Campus Map' link and a 'Parking Rules and Regulations' link.

The main content area is titled 'Permit Details' and includes a 'Request A New Permit' section. The 'Permit Holder Name' is 'Child Problem'. Below this, a table lists available vehicles for selection. A red circle highlights this table, which contains the following data:

License Plate	State	Make	Model	Color	Type	Year
<input checked="" type="radio"/> NOLINE	CA	FERRARI	458 Spider	BLACK	CONVERTIBLE	2015


Below the vehicle table, there is a 'Select A Permit' section. It states 'Available Permits For Your Classification Are Shown Below. Please Select A Preferred Permit From The List.' and includes a 'Permit List' table:

Permit Name	Permit Rates:	Type	Price
<input checked="" type="radio"/> Cypress Student	<input checked="" type="radio"/> Spring Semester		\$0.00

Additional details for the 'Spring Semester' permit are shown: Start Date: March 01, End Date: May 31, Renewable: No, Valid Through March 01 to May 31. There is a checkbox for 'You may also have secondary selections for permits.' and a 'Request' section with a 'Comment' field. A red circle highlights the 'Submit' button at the bottom right of the form.

Now your new vehicle is active in the system!

## TO CHANGE VEHICLES:

- 1) Log into MyGateway
- 2) Locate "Registration Tools" and click on **Cypress Parking System**
- 3) Click on **Permit Details**
- 4) Click on the CLIPBOARD  next to your name
- 5) Highlight current vehicle in use to activate
- 6) Click **Save** and you are done

**Important:** Always logout of the Parking System and MyGateway when complete!

Thank you for using the Cypress College Parking Management System!