

Parking Permit Renewal

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
- * CC Parking Rules and Regulations are enforced 24/7

NOTE: VIN (Vehicle Identification Number)



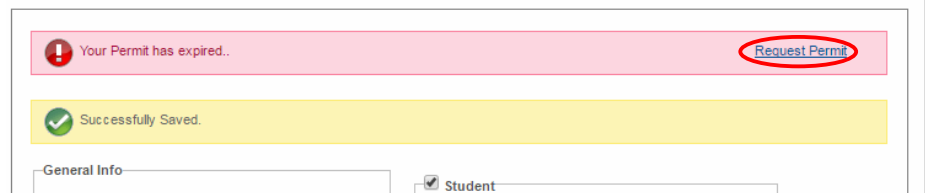
Cypress College Campus Safety
9200 Valley View St.
Business Bdg- Adjacent to Lot #1
Cypress, CA 90630
Phone: 714.484.7387

STEP BY STEP PROCESS:

EVERY SEMESTER students must renew their permit!

- 1) Go to 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) Under Personal Details, click **Request Permit**

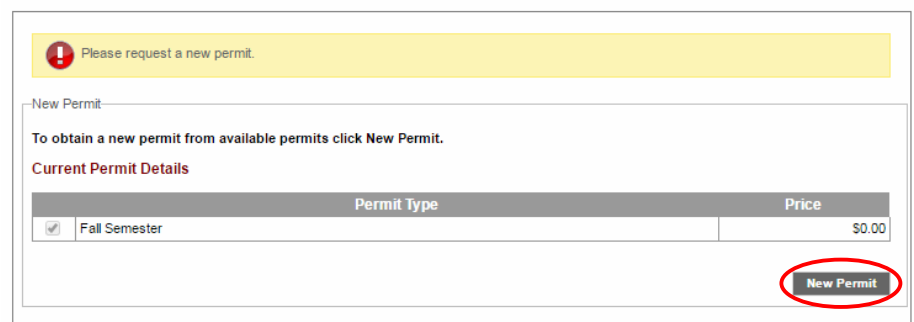
Personal Details



The screenshot shows the "Personal Details" page. At the top, there is a red error message: "Your Permit has expired." with a "Request Permit" button circled in red. Below this is a yellow success message: "Successfully Saved." At the bottom, there is a "General Info" section with a "Student" checkbox checked.

- 6) Click **New Permit**

New Permit

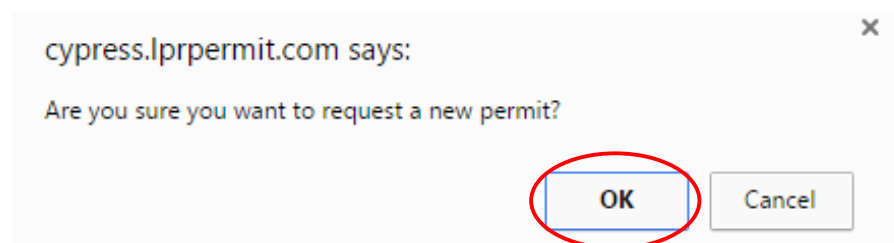


The screenshot shows the "New Permit" page. At the top, there is a yellow error message: "Please request a new permit." Below this, there is a section titled "New Permit" with the text: "To obtain a new permit from available permits click New Permit." Underneath, there is a table titled "Current Permit Details":

Permit Type	Price
<input checked="" type="checkbox"/> Fall Semester	\$0.00

At the bottom right of the page, there is a "New Permit" button circled in red.

- 7) Dialog box will populate. Click **OK**



The screenshot shows a dialog box from cypress.lprpermit.com. The text inside the dialog box says: "Are you sure you want to request a new permit?" At the bottom right, there are two buttons: "OK" and "Cancel". The "OK" button is circled in red.

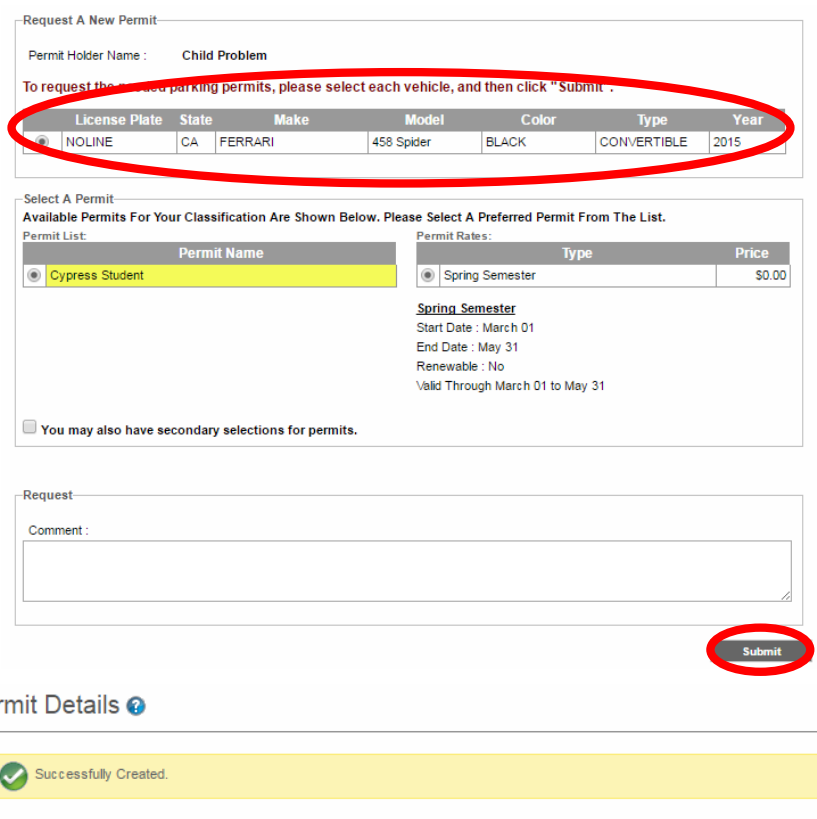
Parking Permit Renewal

TIPS:

- * 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

STEP BY STEP PROCESS:

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



Request A New Permit

Permit Holder Name : Child Problem

To request the virtual parking permits, please select each vehicle, and then click "Submit".

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

Select A Permit

Available Permits For Your Classification Are Shown Below. Please Select A Preferred Permit From The List.

Permit List:

Permit Name
<input checked="" type="radio"/> Cypress Student

Permit Rates:

Type	Price
<input checked="" type="radio"/> Spring Semester	\$0.00

Spring Semester
Start Date : March 01
End Date : May 31
Renewable : No
Valid Through March 01 to May 31

You may also have secondary selections for permits.

Request


Comment :

Permit Details ?

Successfully Created.

Now your permit has been renewed!

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!