

Please do not reply to this email with questions, send your questions to parkingservices@slcc.edu

Full-Time Employees

Subject: SLCC Parking Permit Renewal

Hello SLCC Faculty and Staff,

It's that time again! All Faculty and Staff must renew or register your vehicle(s) for your FY 21/22 digital SLCC Parking Permit. SLCC utilizes License Plate Recognition (LPR) Technology to monitor parking on campus. No physical permit, hang tag, or decal will be issued.

You may register your vehicle(s) and obtain your parking permit through **MySLCC** under the **Employee** tab. The Parking section is on the bottom left. Clicking [Purchase Parking Permits / Pay Citations](#) will take you to the Parking Services portal where you will click the **MySLCC** and start the process.

On the right-hand side of page please note your name, address and phone number(s) are listed. The “edit” function here is not operational. If you need to update this information, please complete an Address Change form found here: Address & Phone Number Form: <https://etcentral.slcc.edu/#/form/5049> (login required)

Summary		Vehicles: Please verify the list of current registered vehicles is correct. From here you can add (+ ADD) vehicles or delete (X) vehicles no longer owned or driven. Also shown here: Permits, Citations, Boots/Tows, Notices
Permits	Permits	Click on + Purchase to start the process
Step 1	Term	Click the 21-22 F/S Annual Permit then click NEXT
Step 2	Selection	<ul style="list-style-type: none"> • After selecting the “F/S Annual 21-22” permit option, you may then add your current vehicles to your permit by clicking the check box next to each vehicle listed. • Employees are permitted to have up to 5 license plates registered to their parking pass. • New vehicles can also be added to your permit by clicking Add New Vehicle. To add a vehicle you will need this information: <i>Vehicle Type/State/License Plate Number/Style/Color</i> • Vehicles left unchecked will not be added to your parking permit but can be added later on the Parking Services website. • <u>Note: only one vehicle associated to a parking permit may park on campus at one time.</u> If two vehicles associated with the same permit are found parked on any campus within 24 hours, both vehicles will receive a citation.
Step 3	Vehicle	Select the vehicles you want to add to your permit by checking the box next to each vehicle. Then click NEXT.
Step 4	Alerts	Your chance to opt in to sign up for text alerts from Parking Services, or you can SKIP this step.
Step 5	Rules	Parking Services Rules & Regulations, read and check box to accept at bottom of page, click NEXT
Step 6	Payment	The only option, IDB (Inter Department Billing) payment is selected by default, click NEXT
Step 7	Confirm	Please review that all information is correct, click CHECKOUT
Step 8	Receipt	Order Details - When the registration process is complete you will receive a receipt for your purchase, and you will also receive an email to your slcc.edu address.

You may check and manage the status of your SLCC parking permit and your vehicles on the Parking Services website at any time. You can also [purchase one-day parking permits](#) online.

For questions, please contact parkingservices@slcc.edu.