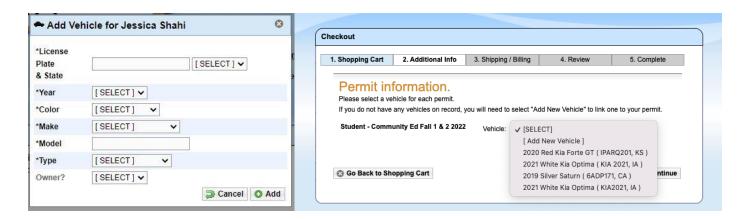
## **Instructions for Ordering Staff Parking Permit**

- 1. Access the new parking permit website
  - a. Log in to your MyCOM Portal and click "Parking Permits" under *Other Services*And Resources

## Other Services And Resources

- · Emergency Handbook
- COM Bookstore
- Holiday Schedule
- Parking Permits
- Psychological Services
- 2. Select Pre-Approved Employee Permit
- 3. Enter your vehicle information
  - a. There is no limit to how many vehicles can be saved in your account, but only two vehicles can be active at once. If you drive a third vehicle to campus, you need to remember to change your account to reflect that vehicle as active.



- 4. Review your order staff parking permits will remain free of charge
- 5. Confirm your order you will receive a confirmation number. You will <u>not</u> receive a print out or physical parking permit. Your permit will be virtual and is associated with your vehicles license plate. This virtual parking permit will be valid until October1, 2024.