

# 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](#)
- [Libraries](#)
- [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.

The image shows two screenshots from a web application. The left screenshot is a form titled "Add Vehicle for Jessica Shahi" with fields for License Plate & State, Year, Color, Make, Model, Type, and Owner?. The right screenshot is a "Checkout" page with a progress bar (1. Shopping Cart, 2. Additional Info, 3. Shipping / Billing, 4. Review, 5. Complete) and a "Permit information" section. The "Permit information" section includes instructions to select a vehicle and a dropdown menu for "Vehicle:" with options: [ Add New Vehicle ], 2020 Red Kia Forte GT ( IPARQ201, KS ), 2021 White Kia Optima ( KIA 2021, IA ), 2019 Silver Saturn ( 6ADP171, CA ), and 2021 White Kia Optima ( KIA2021, IA ). A "Go Back to Shopping Cart" button is also visible.

4. Review your order – staff parking permits will remain free of charge
5. Confirm your order – you will receive a confirmation number. You will not 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.