

# 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 your desired parking permit – only the permit that you are eligible for with your M00# will be visible
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 the "Checkout" page, showing a progress bar with steps: 1. Shopping Cart, 2. Additional Info, 3. Shipping / Billing, 4. Review, 5. Complete. The "Permit information" section is active, displaying "Student - Community Ed Fall 1 & 2 2022" and a "Vehicle:" dropdown menu 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 visible at the bottom left of the checkout area.

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.