

How do I purchase a semester parking permit?

Step 1:

Login into the Insite portal at: <u>https://www.4cd.edu/insite/</u>



<u>Step 3:</u>

Log into InSite using your student username and password.





Step 4:

When you login successfully to InSite, click the green "Payment" tile. It has a dollar sign on it.



				Ň	nsite	9				``
Home		\bigcirc	(2.T.N.		00		
Academic-Calendar		Email	Payment	Registration	Graduation	Canvas	Grades-Transc	Financial-Ald	Education Plan	Academic-Cale
Alerts										
Cancelled-Classes (DVC)			ર્ડ્રે	ŕ	Wifi			Registration Dates		X
COVID-19 Info		Resources	Settings	Search-for-Cla	WiFi	Orientation	My Schedule		DVC Campus	DVC Veterans
DVCSync		പ		<u></u>		\square	Var	(Ŋ́=	\bigcirc	0
DVC Veterans	<						DVC			(众)) ((山))
DVC Campus Maps		Tutoring		Student Ce	nters @ DVC	TimelyCare	Support Hub	Directory DVC	Cancelled Clas	Alerts
DVC Student Forms		B B	us chedule	රිදුර	₽			ţ	A A A A A A A A A A A A A A A A A A A	explore
Directory DVC		്ല D	VC	DVCSync	DVC Student			Phishing/Security	PACE	Explore Careers
Email			ക	مهيثوه		Car	ivas			

<u>Step 5:</u>

On the drop-down menu, click "Buy Parking Permit."



Step 6:

The link should take you to our official campus permit page.

Click the red "Buy Permit" button next to the Student, Faculty and Staff Option.

Failure to obtain and display a valid parking permit will result in a citation. For help with your permit, call 1-800-700-4417 or visit MyCampusPermit.com.

Students, staff, and faculty will need to provide their vehicle license plate number, make, and color of the vehicle. If you will be driving a different vehicle during the term, you will need to update your vehicle information HERE* or call 1-800-700-4417 **BEFORE** parking on campus.

Students, Faculty and Staff: Purchase a semester parking permit. Please print your temporary permit after your purchase is completed.	Buy Permit
Daily Permits If you are planning to visit our campus, please purchase a daily parking permit. DVC How to Buy a Daily Permit video.mp4	Daily Permits



Step 7:

You should now be at the "My Account" section.

Please fill out your personal information including your name, and personal phone number.

When you finish adding all your information, please click the section titled "My Vehicles."

Mv Accou	nt			Buy a Parking Permit
fy Information My Vehicles Orce History	Messages	My Permits	Instructions	
My Information				
Personal Information				
Name			ID#	
Email			Cell Phone:	
.4cd.edu				
Status			Home Phone:	
DVCCPG (DVC)			nome Phone.	

<u>Step 8:</u>

Please add your vehicle information including your license plate, vehicle make, color and if this is an automobile or motorcycle.

When you finish click the submit button.

please make su	ire you assign your vehicle to your permit.
License Plate	
Vehicle Make	
Vehicle Color	
Vehicle Type	
Auton	

Add/Edit Vehicle

Step 9:

Now, click the "Buy a Parking Permit" button at the top right of your screen.

<mark>⊘</mark> ≻N	/ly Ao	ccou	nt			Buy a Parking Permit
Information	My Vehicles	Order History	Messages	My Permits	Instructions	
ly Infor	mation					
Name	onnadon				ID#	
Andrew Brout	sard				abroussard386	
Email					Cell Phone:	
abroussard38	6@insite.4cd.edu				4153083690	
Status					Home Phone:	
	(C)					



Step 10:

The first option for parking permits is for motorcycles but the second option is for automotive vehicles. Please select the option that applies for your vehicle and click the "Review Order" button.

Select	Description	Price
	Spring 2025 Student CPG Motorcycle	\$25.00
	Permit: Spring 2026 Metercycle (8YGZ104)	
	Spring 2025 Student Motorcycle	
	VALID: January 27 – May 23, 2025	
	Rease contact Parking Management Bureau at 1 800 700 4417 or support <u>Rimeanouspermit.com</u> If you need assistance with any armit matters.	
	Spring 2025 Student CPG	\$25.00
	Spring 2025 Student	
	VALID: January 27 - May 23, 2025	
	Hese context Parking Management Bureau at 1 400-700 4417 or support microsuspermit.com if you need assistance with any permit matters.	
	Order Total:	\$25.00
	Review Order	

<u>Step 11:</u>	Review Order	
If you have already paid	Cart Content	
for parking permit at the	Description	Price
Cashier's Office, please	Spring 2025 Student CPG Motore cle + Add Promo Code	\$25.00
select the "Add Promo		Total Due \$25.00
Code" button		
code button.	Customer Information	Shipping Information (Edit)
Otherwise, continue by	Name: Andrew Broussard Email: abroussard386@insite.4cd.edu ID #: abroussard386	745 ROSEMARY CT FAIRFIELD, CA 94533-1450
checking the box and		
continuing to pay		
0 1 7	By clicking here, I acknowledge that I have reviewed, understand and agree to comp. <u>conditions</u> .	y with the <u>parking policies and terms &</u>
	*** BE ADVISED: This transaction on your bank statement will appear as CSUSTAN 800	
	₩L 1% E Continue to Pay	

Step 12:

Click the payment method you prefer to proceed with.

Then continue by clicking "Continue Checkout" button at the bottom right of the screen.

	Parking Management Bureau
	·
	MyCampusPermit.com
Select Method of Payment	
New Payment Methods	
○ Credit Card	
OF	
	Continue Checkout



Step 13:

Finish by adding all payment information in the corresponding boxes.

When completed, please continue by clicking the "Continue Checkout" button.

You should receive your parking permit by mail 2-4 weeks after you purchase.

