

Parking Permits (PERCS)

Campus Housing/Non Dormitory Students



La Sierra
UNIVERSITY



There is no need to print out a parking pass. Passes are all created through the online parking system (PERCS) as a digital pass using your License Plate.



**If you already have an
account with the Online
Parking System (PERCS)
and you simply need to
renew your permits, skip to
slide number 11**



Step 1:

- Visit <https://parking.lasierra.edu/Login/AccountLogin>
- Select **Sign Up as New Student**



LOGIN TO CONTINUE

Email*
name@example.com

Password*
Enter Password

Login

Login with Single Sign On

Do you have a parking ticket? [Click here](#)

Forgot your password? [Get a New Password!](#)

Contact us? [Click here](#)

[FAQ](#)

Do not have an account?

[Sign Up as New Employee!](#)

[Sign Up as New Student!](#)

[Sign Up as Community, Contractor or Vendor!](#)





[Click For Guest Day Pass](#)

Step 2




- Fill out the following information then select Next
 - Name*
 - Address*
 - Contact*

SIGNUP TO GET INSTANT ACCESS

STUDENT Information



Name*

First Name* _____ Last Name* _____

Address*

P.O. box, Street, Company Name _____ City* _____

STATE* _____ Zip/Postal* _____

Contact*

Telephone: (123) 123 1234 _____ Mobile*: (123) 123 1234 _____

[Next](#)

Already have an account? [Login!](#)







Step 3

- Enter your email address*
- Create a password*
 - It should include 7 characters; a digit; a lower case




SIGNUP TO GET INSTANT ACCESS

Security Details

Email*


name@example.com

 Email is required.

Confirm Email*

Password*

Enter Password

 Password is required. **should include 7 characters; a Digit; a Lowercase;**

Confirm Password*

[Previous](#) [Next](#)

Already have an account? [Login!](#)



Step 4

- Enter your Vehicle Details
 - License Plate
 - State
 - Color
 - Make
 - Model
 - Type
 - Year
- You can select “Add Vehicles +” to add more than one vehicle
 - You are allowed up to 5 vehicles
- When done select “Next”



SIGNUP TO GET INSTANT ACCESS

Four circular icons representing different steps: a person, a key, a car, and a checkmark. The car icon is highlighted with a red circle and a red arrow pointing to it from below.

Vehicle Details

Add Vehicles +

<input type="text" value="ENTER LICENSE PLATE*"/>	<input data-bbox="1483 626 1678 650" type="text" value="ENTER STATE*"/> x
<input type="text" value="CHOOSE COLOR*"/>	<input type="text" value="CHOOSE MAKE*"/>
<input type="text" value="ENTER MODEL*"/>	<input type="text" value="CHOOSE TYPE*"/>
<input type="text" value="2023"/>	<input type="text"/>





Already have an account? [Login!](#)



Step 5

- Click on the Classifications drop down
 - Select **“Campus Housing/Non-Dormitory”**

SIGNUP TO GET INSTANT ACCESS

Final Section

Student

Classifications
Campus Housing/Non-Dormitory

Student

School
Select School

Residence
Select Residence

S-ID
Enter S-ID

S-iClass
Enter S-iClass

Campus ID
Enter Campus ID

Accept the [Terms and Policy](#)





Sign Up



Step 6

- Check the Student Box
- Click on the School drop down and select the option that pertains to you
- Click on the Residence drop down and select the option that pertains to you
- Fill out the following information;
 - S-ID (your ID #)
 - S-iClass (5 digit # on the back of your ID Card, behind the “+” symbol)
- Accept the Terms and Policy, then select “Sign Up”

SIGNUP TO GET INSTANT ACCESS

Final Section

Student

Classifications
Campus Housing/Non-Dormitory

Student

School
College of Arts and Sciences

Residence
Sierra Vista Apartments

S-ID
Enter S-ID

S-iClass
Enter S-iClass

Campus ID
Enter Campus ID

Accept the [Terms and Policy](#)

Sign Up

Step 7

- You should receive an email shortly asking you to confirm your email address.



Step 8:

- Login to your PERCS account



LOGIN TO CONTINUE

Email*

name@example.com

Password*

Enter Password

Login

Login with Single Sign On



Step 9:

- On the left hand side click on Permits then select “My Permits”

The screenshot displays the La Sierra University PERCS dashboard. The top navigation bar includes the university logo, the text 'PERCS', and utility icons for shopping cart, email, notifications, and user profile. A left-hand navigation menu is visible, with 'Permits' selected and 'My Permits' highlighted. The main content area features a grid of summary cards: 'My Unpaid Invoices' (0), 'My Unpaid Permits' (0), 'My Unpaid Citations' (0), 'My Active Permits' (0), and 'My Vehicles' (1). Below these cards are two data tables: 'My Invoice Details (Citation, Permit and Others)' and 'My Citation Per/Month'.

My Invoice Details (Citation, Permit and Others)	My Citation Per/Month
1.2	
1	1
0.8	



Step 10:

- Select the +New Permit

The screenshot displays the ierra PERCS web application interface. At the top left is the ierra logo. The top center shows 'PERCS'. The top right contains navigation icons for a shopping cart (0), email (0), notifications (0), a US flag, and a user profile labeled 'User'. Below the header is a navigation bar with 'My Permits' and 'Manage My Permits'. A search bar is present with the text 'Search Search Options' and a filter dropdown menu showing 'State is in list Pending,Approved,Renewed,Deactivated and Permit Invoice Status is in list Open,PartiallyPaid,Paid'. Below the search bar are two buttons: '+ New Permit' and 'Print'. The '+ New Permit' button is circled in yellow. Below the buttons is a table with columns: Actions, Permit Number, Permit Name, Start Date, End Date, State, and Total Due. The table is currently empty, showing '0' items per page and 'No items to display'.



Step 11:

- You will see the lots Available for your classification.
- First make a selection for your “Primary Permit”
- Once you have selected your primary permit select “Create”

Available permits for your classification are shown below. Please select a preferred permit from the list.

Choose a permit	Price(\$)
Primary Permits	
<input type="radio"/> Ambs Drive Housing	0.00 (Pro-Rated Amount (\$): 0.00)
<input type="radio"/> Carmine Street Homes	0.00 (Pro-Rated Amount (\$): 0.00)
<input type="radio"/> Raley Drive Homes Parking Perm...	0.00 (Pro-Rated Amount (\$): 0.00)
<input type="radio"/> Raley Estates/Cottages	0.00 (Pro-Rated Amount (\$): 0.00)
<input checked="" type="radio"/> Sierra Vista Apartments	0.00 (Pro-Rated Amount (\$): 0.00)
<input type="radio"/> Walnut Grove Apartments	0.00 (Pro-Rated Amount (\$): 0.00)
Secondary Permits	
<input type="radio"/> E-Lot Full Time Student	0.00 (Pro-Rated Amount (\$): 0.00)
<input type="radio"/> F-Lot Full Time Student	0.00 (Pro-Rated Amount (\$): 0.00)
<input type="radio"/> I-Lot Full Time Student	0.00 (Pro-Rated Amount (\$): 0.00)
<input type="radio"/> J-Lot Full Time Student	0.00 (Pro-Rated Amount (\$): 0.00)
<input type="radio"/> L-Lot Full Time Student	0.00 (Pro-Rated Amount (\$): 0.00)
<input type="radio"/> O-Lot Full Time Student	0.00 (Pro-Rated Amount (\$): 0.00)

Start Date: 4/13/2023 12:00 AM End Date: 6/17/2023 11:59 PM

Comment:

User Info

Name* Email* Phone*

Payment and Auto Renew

Time Groups

Lot Information

Create **Cancel**

Step 12

- Now you will select your “Secondary Permit”
 - Choose one of the following lots; (Select the option that is closest to your classes)
- When done selecting Secondary permit click “Create”

Available permits for your classification are shown below. Please select a preferred permit from the list.

Choose a permit	Price(\$)	
Primary Permits		
<input type="radio"/> Ambs Drive Housing	0.00 (Pro-Rated Amount (\$): 0.00)	Parking lot closest to Price Science Complex, Palmer Hall, Sierra Vista Hall.
<input type="radio"/> Carmine Street Homes	0.00 (Pro-Rated Amount (\$): 0.00)	
<input type="radio"/> Raley Drive Homes Parking Permit	0.00 (Pro-Rated Amount (\$): 0.00)	
<input type="radio"/> Raley Estates/Cottages	0.00 (Pro-Rated Amount (\$): 0.00)	
<input type="radio"/> Sierra Vista Apartments	0.00 (Pro-Rated Amount (\$): 0.00)	
<input type="radio"/> Walnut Grove Apartments	0.00 (Pro-Rated Amount (\$): 0.00)	
Secondary Permits		
<input checked="" type="radio"/> E-Lot Full Time Student	0.00 (Pro-Rated Amount (\$): 0.00)	
<input type="radio"/> F-Lot Full Time Student	0.00 (Pro-Rated Amount (\$): 0.00)	
<input type="radio"/> I-Lot Full Time Student	0.00 (Pro-Rated Amount (\$): 0.00)	
<input type="radio"/> J-Lot Full Time Student	0.00 (Pro-Rated Amount (\$): 0.00)	
<input type="radio"/> L-Lot Full Time Student	0.00 (Pro-Rated Amount (\$): 0.00)	
<input type="radio"/> O-Lot Full Time Student	0.00 (Pro-Rated Amount (\$): 0.00)	
Other Permit		
Start Date	End Date	
<input type="text" value="4/17/2023 12:00 AM"/>	<input type="text" value="6/17/2023 11:59 PM"/>	
Comment		
<input type="text"/>		
User Info		
Name*	Email*	Phone*
<input type="text"/>	<input type="text"/>	<input type="text"/>

Payment and Auto Renew

Pay by Payroll

Activate Without Payment

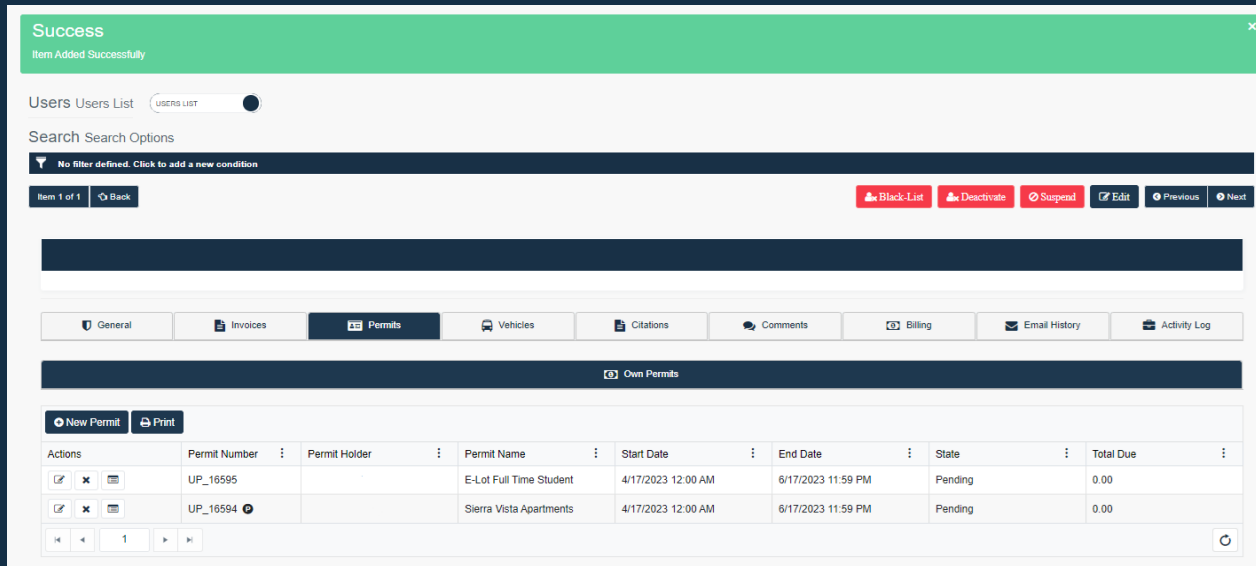
Time Groups

Lot Information

Create Cancel

Step 13

- **CONGRATULATIONS!** You have **Successfully** created your parking permits for the school year! You might be a little confused as to why the state of your permits say “Pending”, however, you do not need to worry. One of our department members reviews and helps adjust permits as needed, they are also responsible for approving your permit. This process may take up to **Two Weeks**, so please register your vehicle for a permit accordingly.



The screenshot displays a web application interface. At the top, a green banner reads "Success" with a close button. Below it, a message states "Item Added Successfully". The main content area is titled "Users" and includes a search bar with the text "No filter defined. Click to add a new condition". A navigation bar contains buttons for "Black-List", "Deactivate", "Suspend", "Edit", "Previous", and "Next". A secondary navigation bar shows tabs for "General", "Invoices", "Permits", "Vehicles", "Citations", "Comments", "Billing", "Email History", and "Activity Log". The "Permits" tab is active, showing a sub-section for "Own Permits" with "New Permit" and "Print" buttons. A table lists two permits:

Actions	Permit Number	Permit Holder	Permit Name	Start Date	End Date	State	Total Due
View Close Print	UP_16595		E-Lot Full Time Student	4/17/2023 12:00 AM	6/17/2023 11:59 PM	Pending	0.00
View Close Print	UP_16594		Sierra Vista Apartments	4/17/2023 12:00 AM	6/17/2023 11:59 PM	Pending	0.00

At the bottom of the table, there are navigation arrows and a page number "1".

