

Parking Permits (PERCS)

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 permit, 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*



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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




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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
- Select “Next” when done



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Vehicle Details

Add Vehicles +

ENTER LICENSE PLATE* ENTER STATE* x

CHOOSE COLOR* CHOOSE MAKE*

ENTER MODEL* CHOOSE TYPE*

2023 ▲ ▼

Previous Next

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

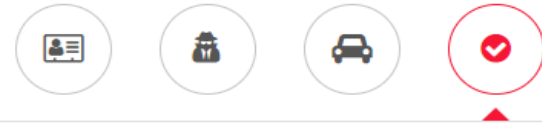


Step 5:

- Click on the Classifications drop down
 - Select **Dormitory Students**



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Final Section

Student

Classifications

Select classification

Student

Accept the [Terms and Policy](#)

Sign Up

Previous


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



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
 - **Select the Dorm that is Assigned 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”

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Final Section

Student

Classifications
Dormitory Students

Student

School
College of Arts and Sciences

Residence
Angwin Hall

S-ID
Enter S-ID

S-iClass
Enter S-iClass

Campus ID
Enter Campus ID

Accept the [Terms and Policy](#)

Sign Up

Previous

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 R S I T Y logo. In the center top is the text 'PERCS'. On the top right, there are icons for a shopping cart (0), an envelope (0), a bell (0), a US flag, and a user profile icon labeled 'User'. Below the header, there is a navigation bar with a yellow background and a white arrow icon. The main content area has a white background and contains the following elements:

- A breadcrumb trail: 'My Permits Manage My Permits'
- A search bar with the text 'Search Search Options' and a dropdown menu showing 'State is in list Pending,Approved,Renewed,Deactivated and Permit Invoice Status is in list Open,PartiallyPaid,Paid'.
- A row of action buttons: '+ New Permit' (highlighted with a yellow circle) and 'Print'.
- A table with columns: 'Actions', 'Permit Number', 'Permit Name', 'Start Date', 'End Date', 'State', and 'Total Due'.
- A pagination bar showing '0' items, '10' items per page, and 'No items to display'.



Step 11

- You will see the lots Available for your classification. Pick your assigned dorm lot.
 - Angwin = D-lot, Calkins Hall = B-lot, Sierra Towers = A-lot
- Our current policy states that all dorm students are required to stay in their assigned lot Monday-Friday between the hours of 12:00 am- 4:00 pm. After 4:00 pm students are allowed to park in any student lot, and after 6:00 pm in faculty lots.
- Remember: Parking permits are for the **academic year**

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

Choose a permit	Price(\$)
Primary Permits	
<input checked="" type="radio"/> Angwin Hall Dormitory	0.00 (Pro-Rated Amount (\$): 0.00)
<input type="radio"/> Calkins Hall Dormitory	0.00 (Pro-Rated Amount (\$): 0.00)
<input type="radio"/> Sierra Towers Dormitory	0.00 (Pro-Rated Amount (\$): 0.00)
<input type="radio"/> South Hall Dorm Students	0.00 (Pro-Rated Amount (\$): 0.00)

Start Date: End Date:

Comment:

User Info ▼

Name* Email* Phone*

Payment and Auto Renew ▼

Time Groups ▼

Lot Information ▼



Step 12:

- Once you have selected your dorm lot, click on “Create” located on the bottom right.

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

Choose a permit	Price(\$)
Primary Permits	
<input checked="" type="radio"/> Angwin Hall Dormitory	0.00 (Pro-Rated Amount (\$) : 0.00)
<input type="radio"/> Calkins Hall Dormitory	0.00 (Pro-Rated Amount (\$) : 0.00)
<input type="radio"/> Sierra Towers Dormitory	0.00 (Pro-Rated Amount (\$) : 0.00)
<input type="radio"/> South Hall Dorm Students	0.00 (Pro-Rated Amount (\$) : 0.00)


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

Comment

User Info

Name* Email* Phone*

Create Cancel



Step 13:

CONGRATULATIONS! You have **Successfully** created a permit for the school year! You might be a little confused as to why the state of your permit says “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.

Success ✕

Item Added Successfully

My Permits [Manage My Permits](#)

Search [Search Options](#)

▼ State is in list Pending,Approved,Renewed,Deactivated and Permit Invoice Status is in list Open,PartiallyPaid,Paid ▲

[New Permit](#) [Print](#)

Actions	Permit Number	Permit Name	Start Date	End Date	State	Total Due
✍ 🗉	UP_16573	Angwin Hall Dormitory	4/6/2023 12:00 AM	6/17/2023 11:59 PM	Pending	0.00

◀ ◁ 1 ▷ ▶ 10 items per page 1 - 1 of 1 items [🔄](#)

