

Parking Permits (PERCS)

Staff/Faculty



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.

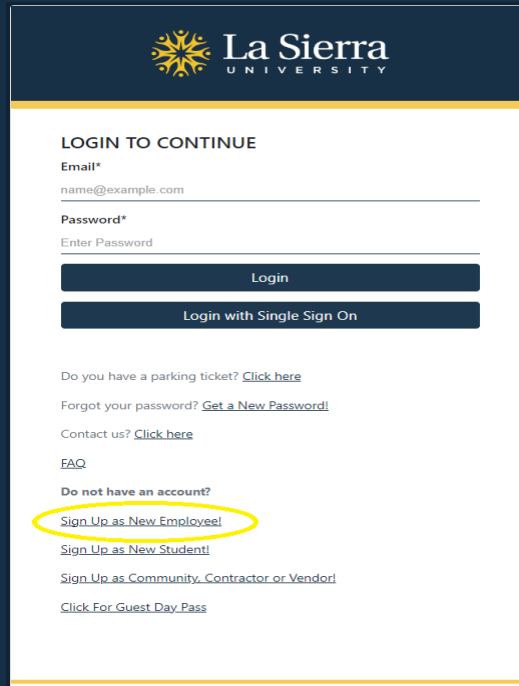



**If you already have an
account with the Online
Parking System (PERCS)
and you simply need to
renew your permit, skip to
slide number 11**



Step 1:

- Visit <https://parking.lasierra.edu/Account/Register?userType=Employee> and select sign up as **“New Employee”**



 **La Sierra**
UNIVERSITY

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 Required Fields, once finished select Next
 - Name*
 - Address*
 - Contact*



SIGNUP TO GET INSTANT ACCESS

Employee 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 lowercase



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



SIGNUP TO GET INSTANT ACCESS

Four circular icons in a row: a document with a checkmark, a padlock, a red car, and a checkmark. A red triangle points up to the car icon.

Vehicle Details

Add Vehicles +

<input type="text" value="ENTER LICENSE PLATE*"/>	<input 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 the option that pertains to you
 - Administrator
 - Board Member
 - Coaches
 - Contract Staff
 - Contract/Adjunct-Faculty
 - Contract-Non Employee
 - Employee Default
 - Faculty
 - IT Staff
 - Res Life Dean
 - Retired Employee
 - SCC Employee-Pastor
 - SECC Employee-Pastor
 - Security Personnel
 - Staff
 - Volunteer



SIGNUP TO GET INSTANT ACCESS

Final Section

Employee

Classifications

Contract/Adjunct-Faculty ▼

Select classification

- Administrator
- Board Member
- Coaches
- Contract Staff
- Contract/Adjunct-Faculty
- Contract-Non Employee
- Employee Default
- Faculty
- IT Staff
- Res Life Dean
- Retired Employee
- SCC Employee - Pastor
- SECC Employee - Pastor
- Security Personnel
- Staff**
- Volunteer

Step 6:

- Check the Employee box
- Click on the Entity drop down and select the option that pertains to you
- Fill out the following information;
 - Job Title
 - Department
 - Dept. Location
 - E-ID (your ID #)
 - E-iClass (5 digit # on the back of your ID Card, behind the “+” symbol)
 - Campus ID (your ID #)
- Accept the Terms and Policy, then select “Sign Up”

Final Section

Employee

Classifications
Staff

Employee

Entity
Staff

Job Title
Enter Job Title

Department
Enter Department

Dept. Location
Enter Dept. Location

E-ID
Enter E-ID

E-iClass
Enter E-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 shows the La Sierra University PERCS dashboard. The left sidebar has 'My Permits' selected. The main content area features five summary cards:

- My Unpaid Invoices:** 0 (All Open and Partially Paid Invoices)
- My Unpaid Permits:** 0 (All Open and Partially Paid permits)
- My Unpaid Citations:** 0 (All Open and Partially Paid citations)
- My Active Permits:** 0 (All Active Permits And Get New Permits)
- My Vehicles:** 1 (All My Vehicles)

Below the cards are two data tables:

My Invoice Details (Citation, Permit and Others)	My Citation PerMonth
1.2	
1	1
0.8	



Step 10:

- Select the +New Permit

The screenshot displays the ierra PERCS user interface. At the top left is the ierra UNIVERSITY logo. The page title is 'PERCS'. On the right side of the header, there are icons for a shopping cart (0), email (0), notifications (0), a US flag, and a user profile icon labeled 'User'. Below the header, the main content area is titled 'My Permits Manage My Permits'. Underneath, there is a 'Search Search Options' section with a filter dropdown menu containing the text 'State is in list Pending,Approved,Renewed,Deactivated and Permit Invoice Status is in list Open,PartiallyPaid,Paid'. Below the search bar, there 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 and '10 items per page'. At the bottom right of the table area, it says 'No items display' with a refresh icon.



Step 11:

- You will see the Permits Available for your classification
- Remember: Parking permits are for the **academic year**
- You can view the lots you're allowed to park in on the right hand side “Lot Information” drop down

My Permits Manage My Permits

Vehicles ▾

Add New Vehicles +

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"/> Staff	0.00 (Pro-Rated Amount (\$) : 0.00)

Start Date: 3/30/2023 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:

- Select **“Create”** on the bottom right hand corner

My Permits Manage My Permits

Vehicles ▾

Add New Vehicles +

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"/> Staff	0.00 (Pro-Rated Amount (\$) : 0.00)

Start Date: 3/30/2023 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 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_16546	Staff	3/30/2023 12:00 AM	6/17/2023 11:59 PM	Pending	0.00

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

