

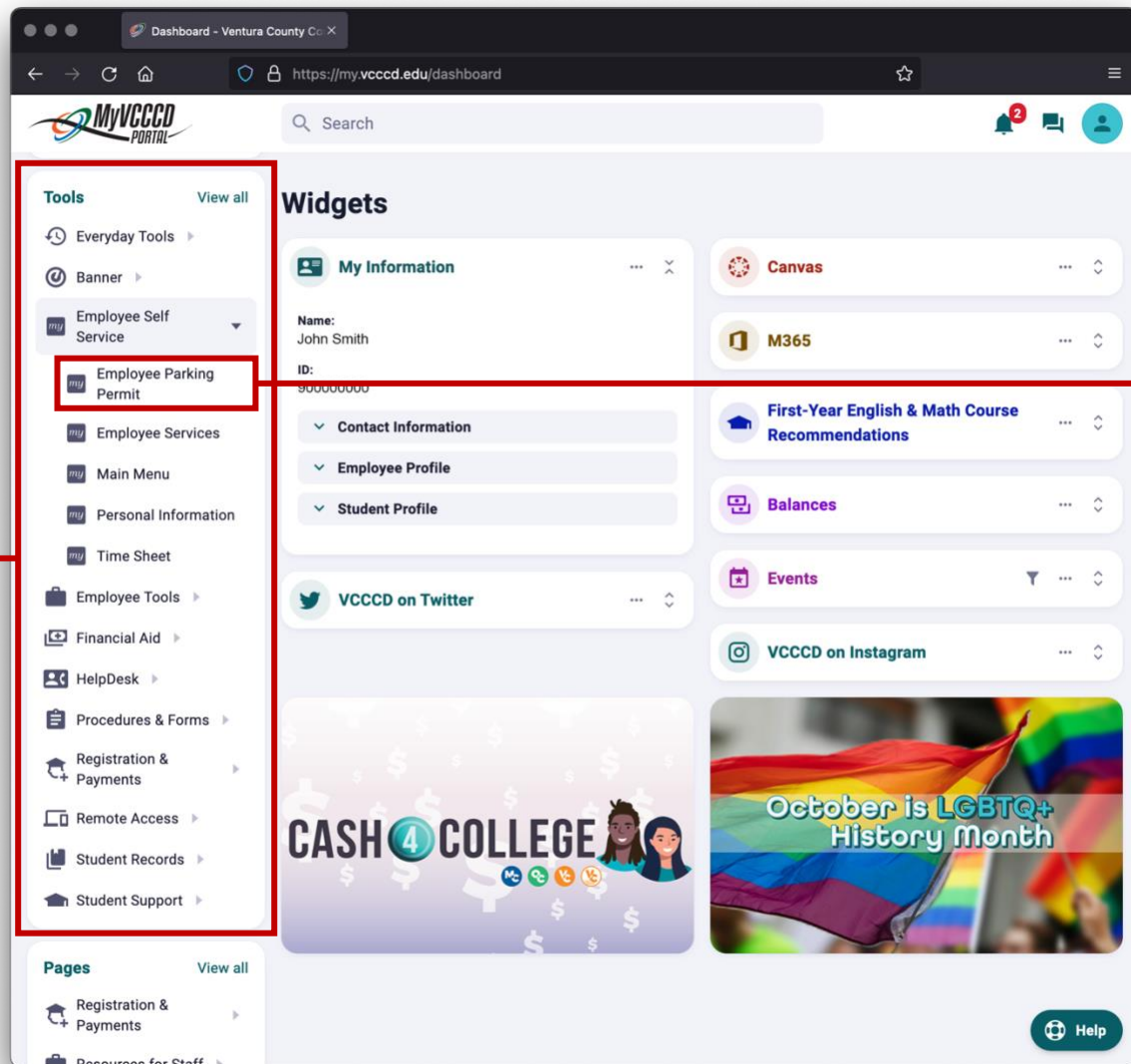
HOW TO PURCHASE VIRTUAL PARKING PERMITS

The Ventura County Community College District will be requiring new virtual parking permits beginning Spring 2023. No paper permits or window stickers will be issued. All students, faculty, staff, and visitors must register their vehicle license plate when purchasing parking permits.

Up to two (2) vehicles per person per permit are allowed and will be valid on each of the three VCCCD campuses: Moorpark College, Oxnard College, and Ventura College.



STEP 1: Log in to the MyVCCCD Portal & Locate the Tools Section



First:

- Log in to the [MyVCCCD Portal](https://my.vcccd.edu).
- Locate the **Tools** section on the left side of the webpage.
- Click and expand **Employee Self Service**.

Then:

- Select the **Employee Parking Permit** link.

STEP 2: INPUT VEHICLE INFORMATION & VERIFY SECTION C

PayMyCite.com

https://paymycite.com

Parking permits are required every day, including weekends, from 7:00 AM to 11:00 PM.
• No overnight parking allowed unless approved by Ventura County Community College District PD (special permit required)

Ventura County Community College District Police Officers patrol the parking lots every day and night. However, persons parking on district property do so at their own risk. Ventura County Community College District does not assume any responsibility for loss or damage to vehicles or their contents while parked anywhere on District property.

SECTION B: Instructions

1. Complete the Online Application Below.
2. Please make sure to fill in all required fields.
3. One permit will be issued per employee.

SECTION C: Online Application Form

Please complete the application form below:

(* Indicates required field)

EMPLOYEE/STAFF INFORMATION

Employee/Staff ID Number*

900000000

ID Number **MUST** be entered to complete a permit application online.

PERMIT REQUESTED

Select Period: *

☐ BI-ANNUAL (January 2023 - December 2024)

Select Permit For *

✓ VEHICLE
MOTORCYCLE

Maximum allowed is 2 license plates.

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VEHICLE INFORMATION

License Plate* 1ABC234 License Plate State/Prov* California Make* Ford Model Explorer

PERSONAL INFORMATION

First Name* JOHN Last Name* SMITH

Email* JSMITH@VCCCD.EDU Verify Email* JSMITH@VCCCD.EDU Phone* (805)123-4567

Continue **CLEAR FORM**

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Input your vehicle information. You may add two different vehicles for one virtual parking permit.

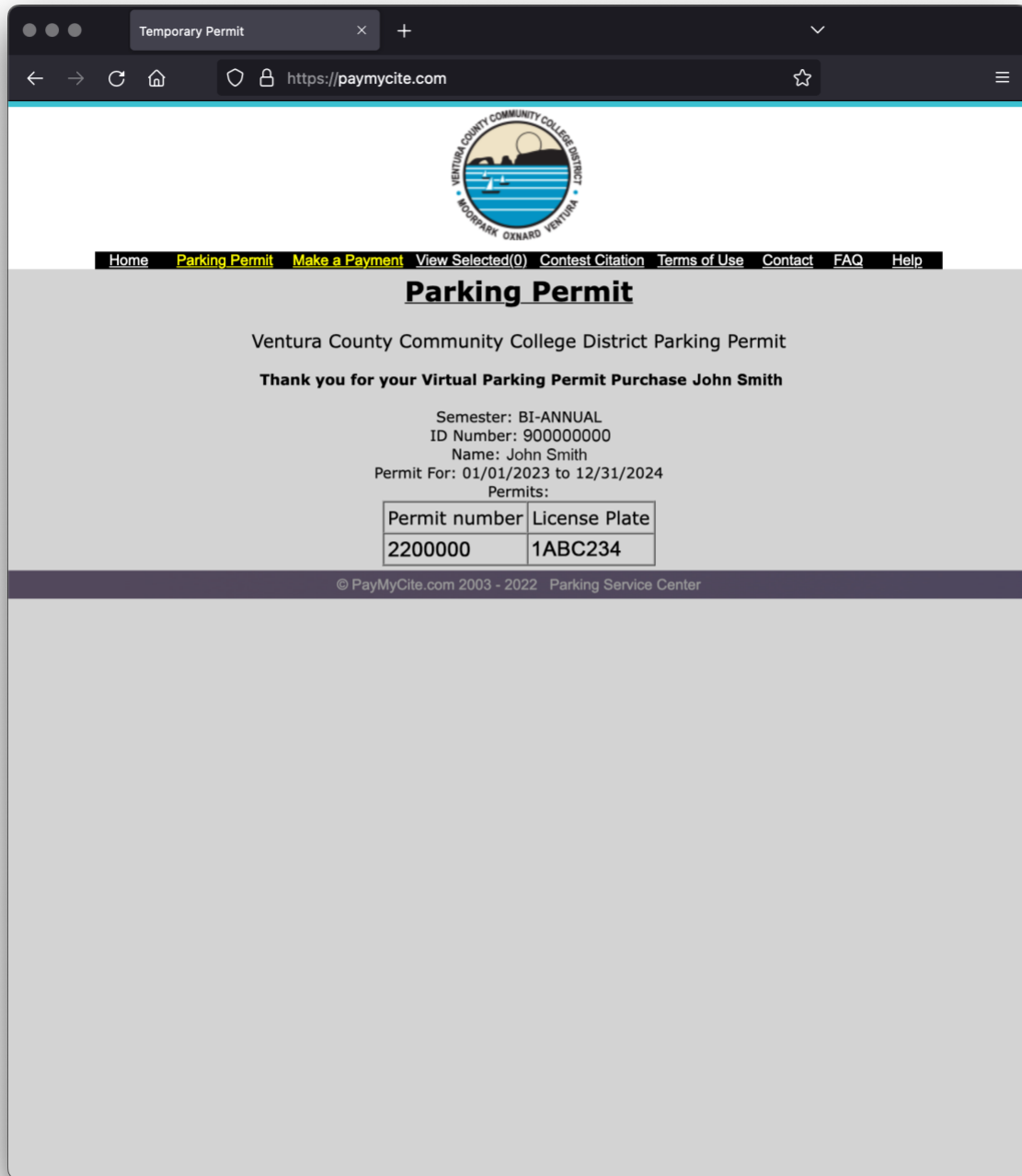
Verify your Employee ID Number and all Personal Information is correct.

NOTE: You can select motorcycle permits from the vehicle type dropdown menu.

When ready, select **Continue**.



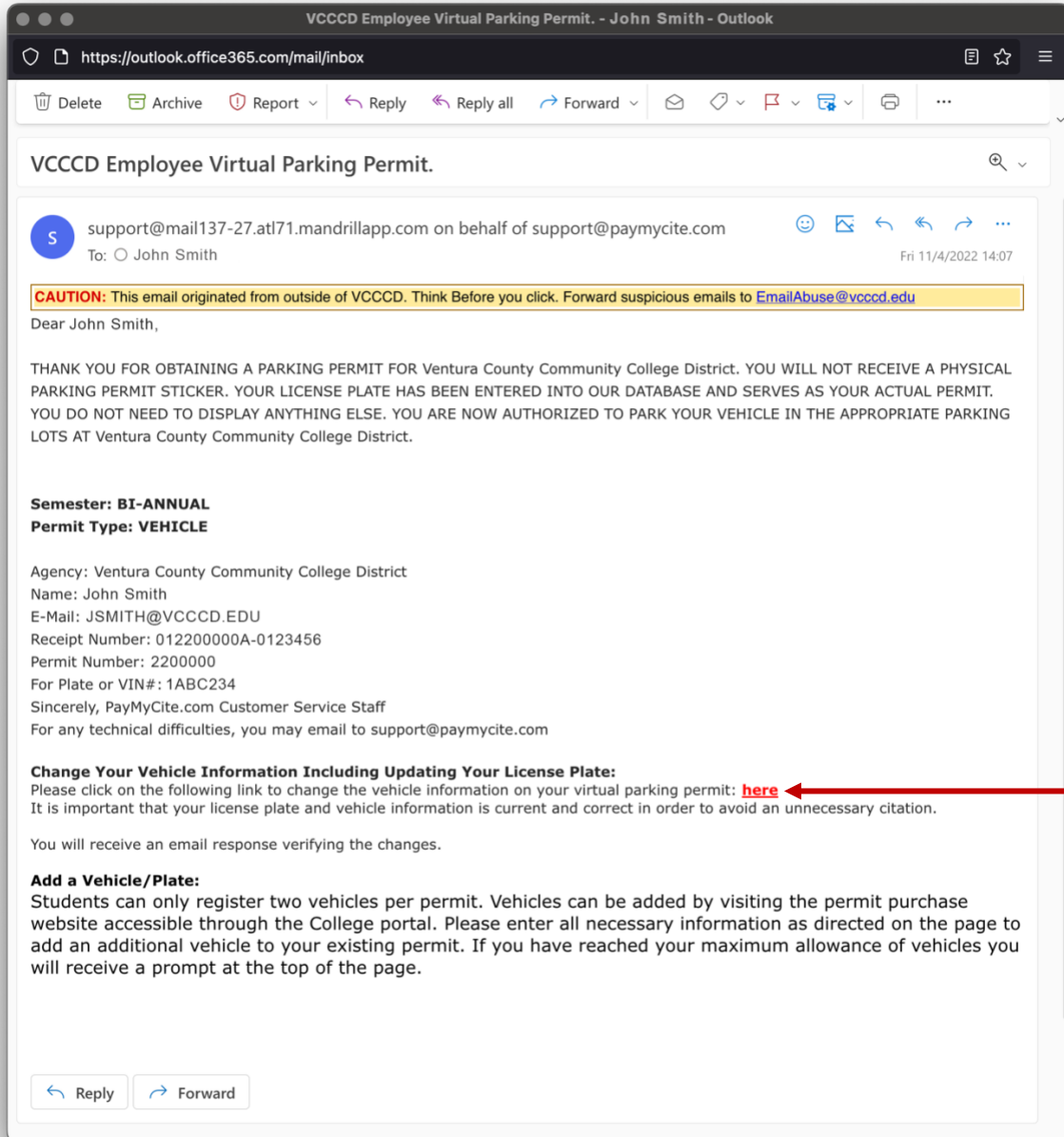
STEP 3: CONFIRMATION



After selecting Continue, you will be directed to a confirmation page with your permit number. Your virtual parking permit has been registered with your vehicle(s) and is valid for two years.



STEP 4: VERIFY RECEIPT



Check the email account you provided in your application to ensure you received a receipt. **DO NOT DELETE YOUR RECEIPT!** You may need the included link to update vehicle information. Your vehicle is now registered with a virtual parking permit. You may now park in staff parking stalls at Moorpark College, Oxnard College, and Ventura College.

If you have any questions about parking permits, please refer to the [Parking Information page on the VCCCD website](#).

If you require technical support on PayMyCite.com, please email support@paymycite.com.

