Parking Permits (PERCS)

COMMUTER STUDENTS

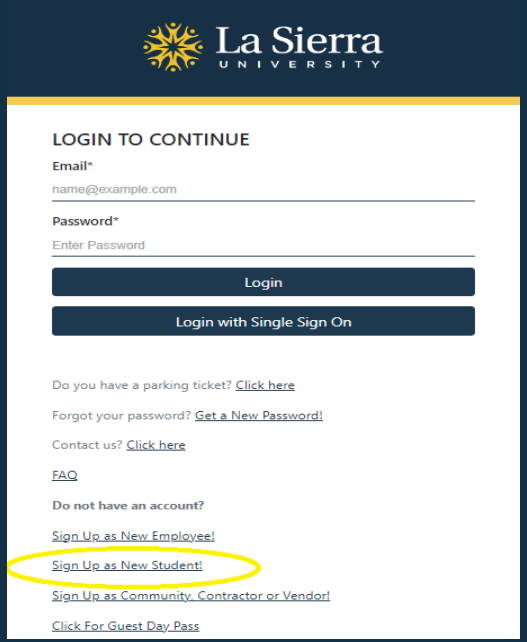
La Sierra UNIVERSITY

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

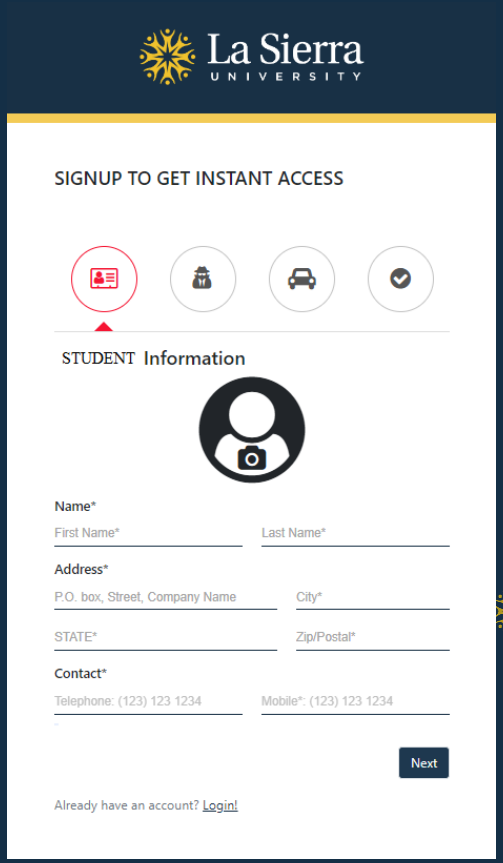
Step 1:

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



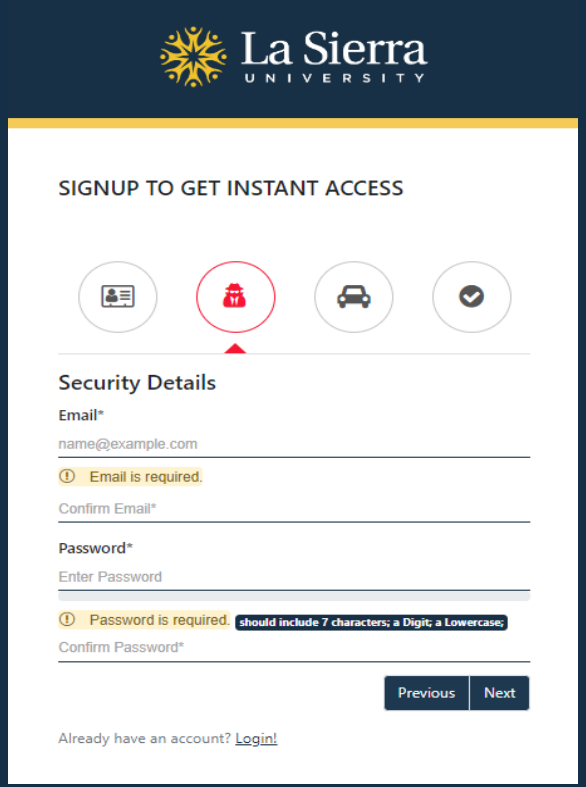
Step 2:

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



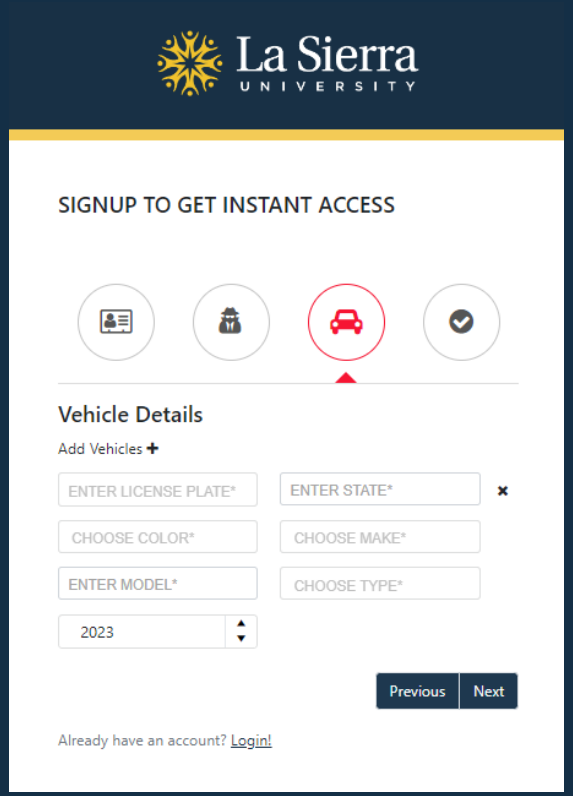
Step 3:

- Enter your email address*
- Create a password*
  - Password should contain; 7 characters, a digit, a lower case



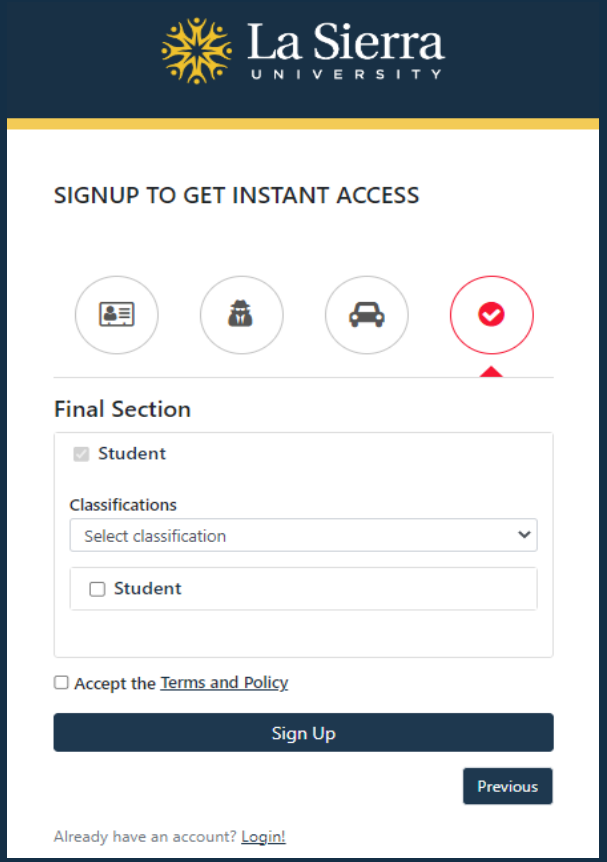
Step 4:

- 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



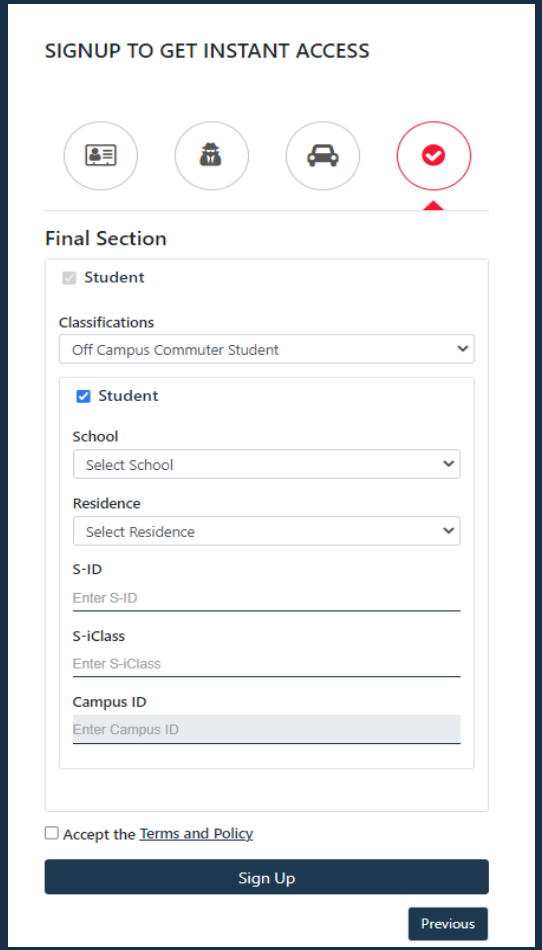
Step 5:

- Click on the Classifications drop down
  - Select the option that pertains to you



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 “Off Campus”
  - 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”



Step 7:

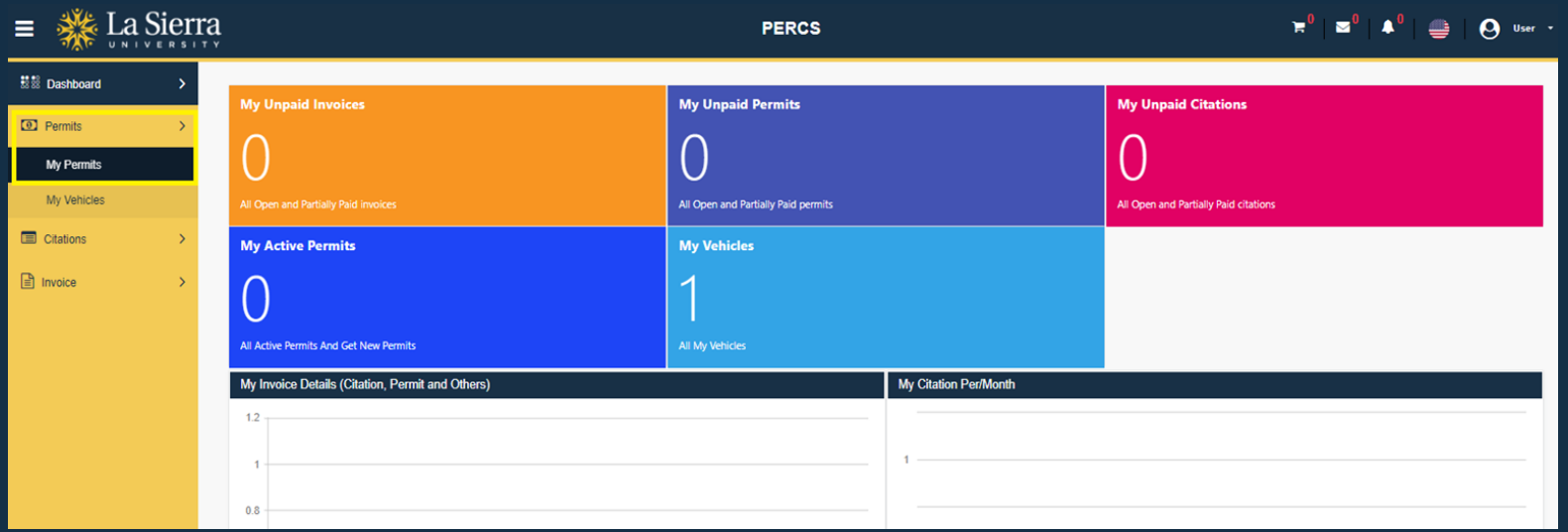
- You should receive an email shortly asking you to confirm your email address.

Step 8:

- Login to your PERCS Account

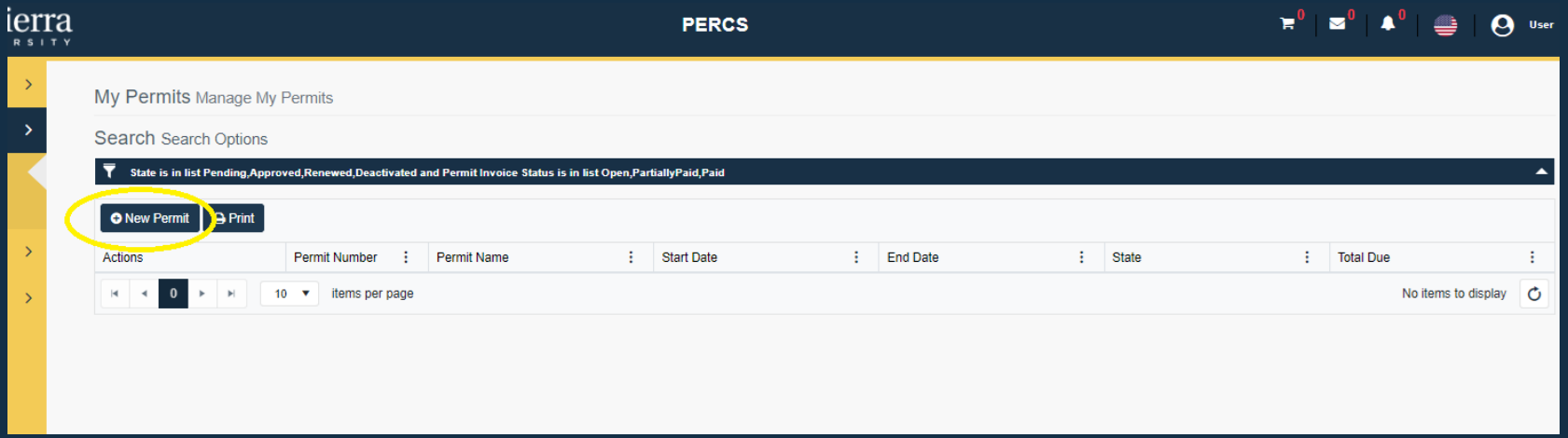
Step 9:

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



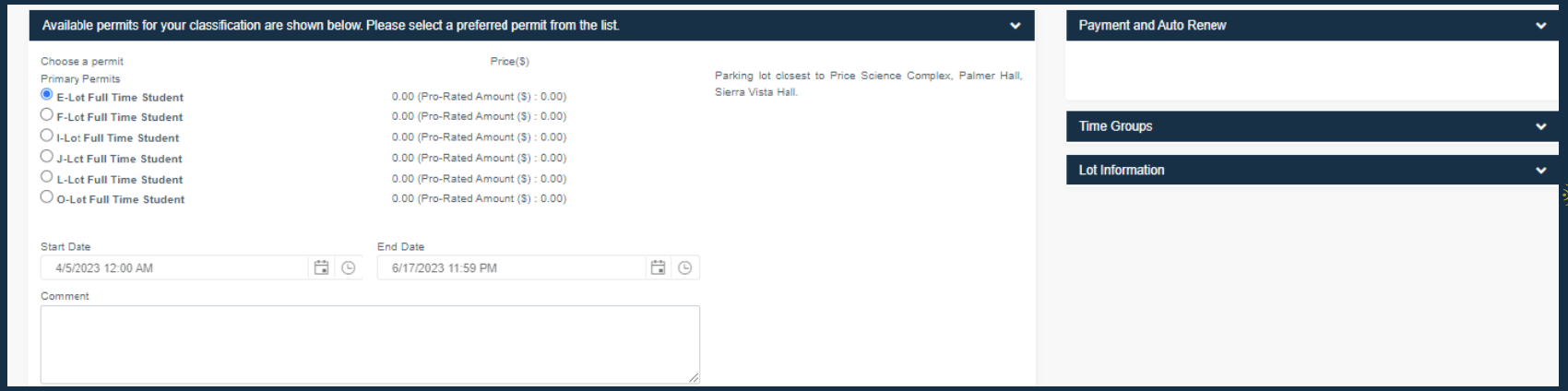
Step 10:

- Select the +New Permit



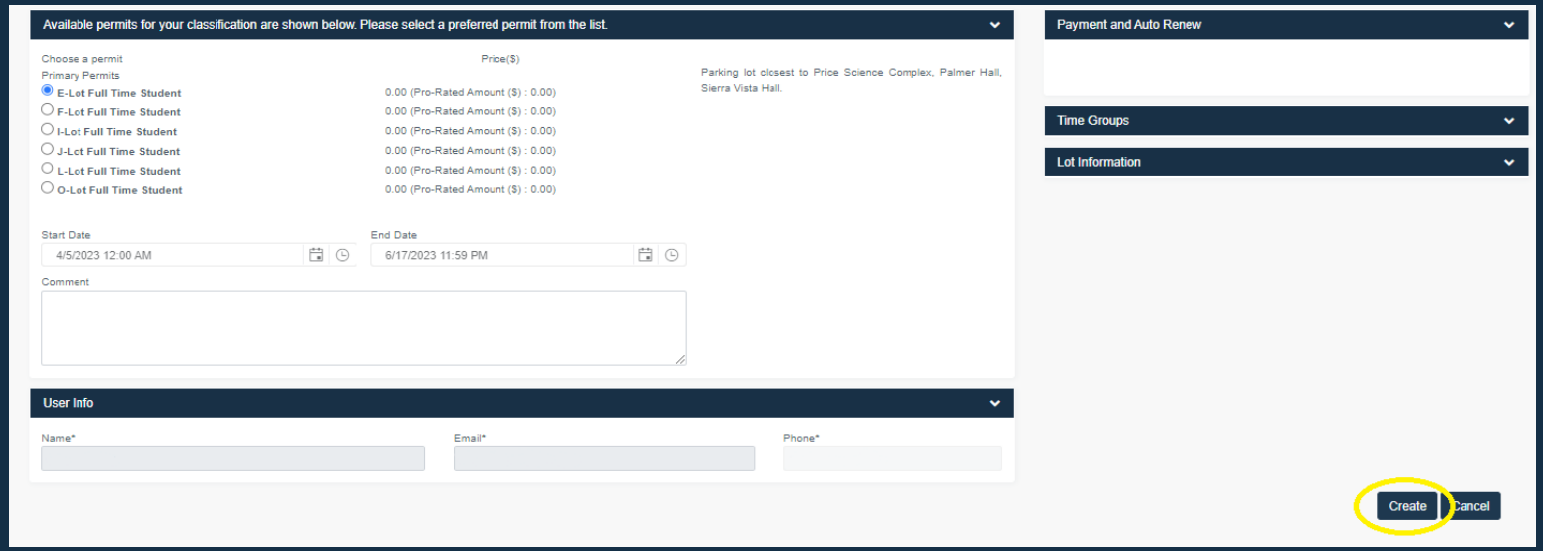
Step 11:

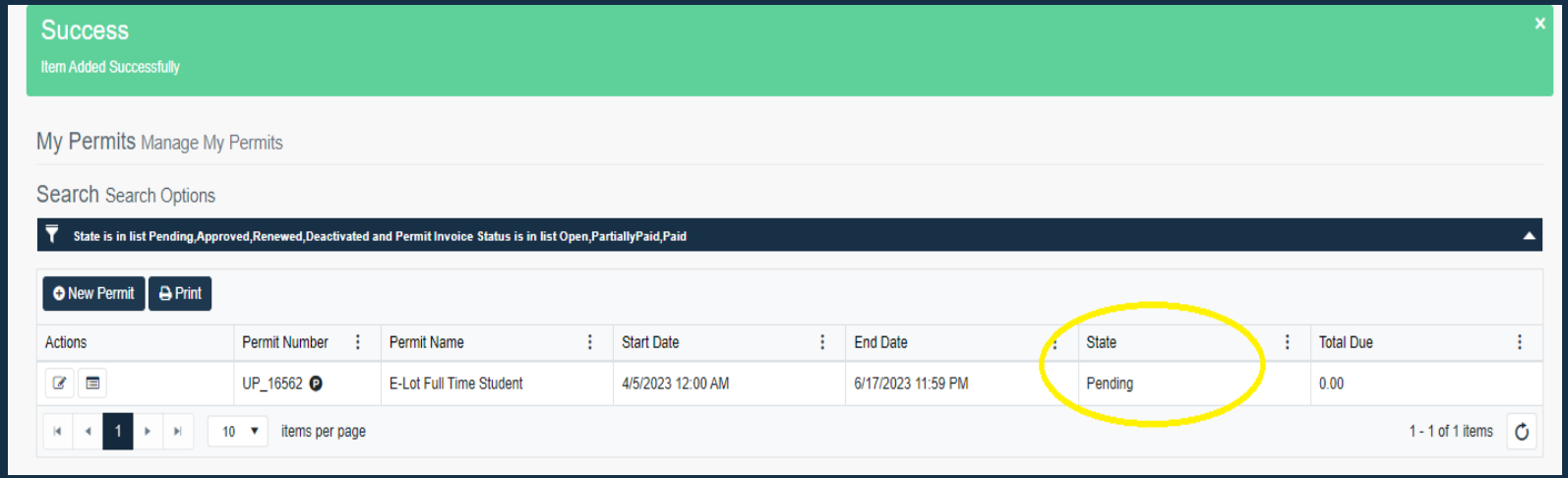
- You will see the lots Available for your classification. Pick the lot that is closest to your classes. If the lot you selected is full, please select a different one.
- As a student you are only allowed to have **ONE** lot assigned to you.
- Remember: Parking permits are for the **academic year**



Step 12:

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



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.