

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**



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*
 - Password should contain; 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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Four circular icons are shown in a row: a person with a list, a person with a car, a car, and a checkmark. The car icon is highlighted with a red circle and a red triangle below it.

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 the option that pertains to you



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Final Section

Student

Classifications

Select classification

Student

Accept the [Terms and Policy](#)


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 “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”

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Final Section

Student

Classifications

Off Campus Commuter Student

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

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 displays 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 empty data tables:

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



Step 10:

- Select the +New Permit

The screenshot shows the 'My Permits' dashboard in the ierra PERCS system. The top navigation bar includes the ierra logo, the text 'PERCS', and several utility icons: a shopping cart with '0', an envelope with '0', a bell with '0', a US flag, and a user profile icon labeled 'User'. Below the navigation bar, the main content area is titled 'My Permits Manage My Permits'. It features a search bar with the text 'Search Search Options' and a filter dropdown menu that is currently set to '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 the following columns: 'Actions', 'Permit Number', 'Permit Name', 'Start Date', 'End Date', 'State', and 'Total Due'. The table is currently empty, and the footer of the table area shows '10 items per page' and 'No items to display' with a refresh icon.



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**

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

Choose a permit	Price(\$)	
Primary Permits		Parking lot closest to Price Science Complex, Palmer Hall, Sierra Vista Hall.
<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)	

Start Date: 4/5/2023 12:00 AM

End Date: 6/17/2023 11:59 PM

Comment:

Payment and Auto Renew

Time Groups

Lot Information



Step 12:

- Once you have selected your 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 Parking lot closest to Price Science Complex, Palmer Hall, Sierra Vista Hall.

<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-Lo: 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 End Date

4/5/2023 12:00 AM 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
Edit Print	UP_18562 P	E-Lot Full Time Student	4/5/2023 12:00 AM	6/17/2023 11:59 PM	Pending	0.00

1 items per page

1 - 1 of 1 items [Refresh](#)

