



C U Y A M A C A
· C O L L E G E ·
L E A R N I N G F O R
T H E F U T U R E

Purchasing a Parking Permit

Any Questions – Call Credentials, Inc. Customer Service Phone at:
1-800-646-1858

Student parking permits may be purchased through [WebAdvisor](#) - by going to the college home page: <http://www.cuyamaca.edu/> and then clicking on WebConnect/WebAdvisor under “**Online Services**”. After **logging into** your student’s account, select from the menu, “**Parking Permit/Benefit Card**”. You will be asked to select the semester for parking.

The screenshot shows a web browser window titled "Parking Permit/Benefit Card - Windows Internet Explorer". The address bar contains the URL: <https://wa.gcccd.edu/col/we?TOKENIDX=2505230815&SS=1&APP=5T&CONSTITUENCY=WBST>. The page content includes a navigation menu with links: CHANGE PASSWORD, LOG OUT, MAIN MENU, STUDENTS MENU, HELP, and CONTACT US. Below the menu, the text "CURRENT STUDENTS" and "Welcome Student!" is visible. The main heading is "Parking Permit/Benefit Card". A sub-heading reads: "Click on the desired term to purchase a parking permit/benefits card". There is a button labeled "2008SU" and a "CANCEL" button. At the bottom right, the text "GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT" is displayed. The Windows taskbar at the bottom shows the start button and several open applications.

When you select the semester, you will be linked to Credentials, Inc. where you will be asked for your information.

Student ID #:
 First Name:
 Middle Name:
 Last Name:
 Address:

 City: State:
 Zip Code:
 Telephone #: Enter as nnn-xxx-xxxx
 In order to receive a full receipt or temporary parking permit (when applicable), you must enter your e-mail address below. We can also "text" you an abbreviated notice of events such as order receipt, cancellation, or problem with delivery of your permit if you enter your cell phone number & company below. **Please note that any text message charges are your responsibility.**
 E-Mail Address:
 Cell Phone No.: optional
 Cell Phone Co.:

Please note...We DO NOT sell or provide your e-mail address to any third parties under any circumstances. If you do not have an email account or a cell phone, enter NOEMAIL@NOEMAIL.COM in the E-Mail Address field. We will not be able to send you a receipt or any other communications about your order.

Please fill in the information.

NOTE: *If your mom, dad, aunt, etc., are paying for you, please put in their credit card billing address on this page.*

The credit card charged will need to match the cardholder's address.

Then select "Next" –



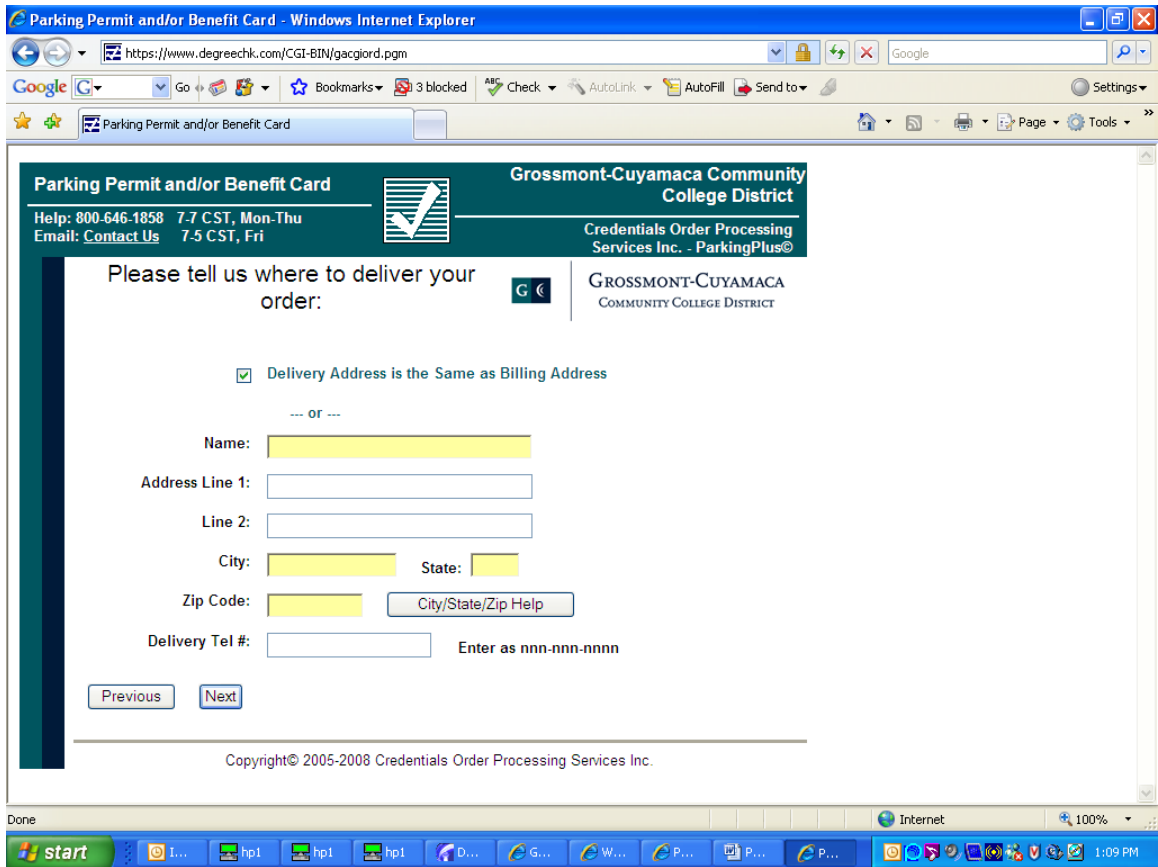
Please select your purchases from the box, either just a **Parking Permit** or the **Parking Permit and Cuyamaca Student Benefit Card**.

Then select “**Next**” to continue to the next page.



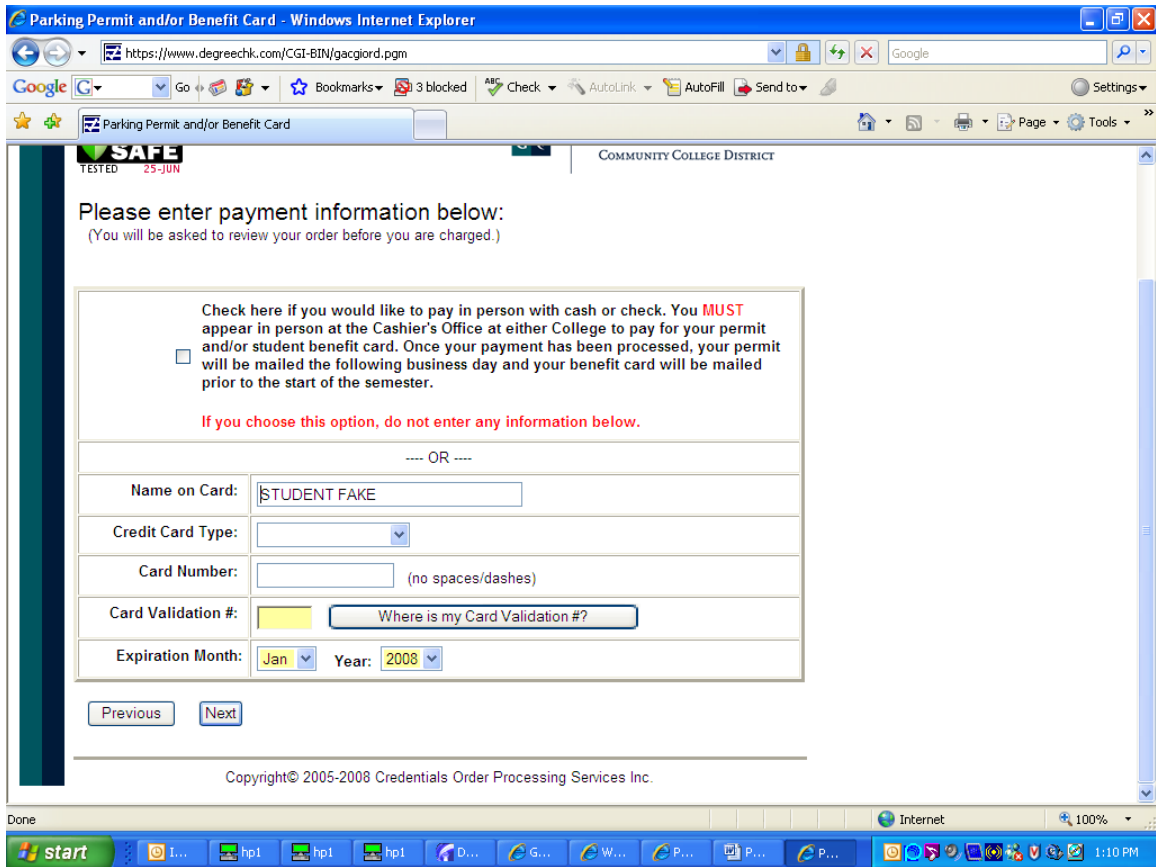
On this Screen, you will enter your vehicle information.

Then select “**Next**” to continue.



Here is where you either select **Delivery Address is the same as Billing Address** – or, if someone else is paying for your parking permit, you will then need to enter the address you want your parking permit and/or benefit card mailed to.

Then select “**Next**”.



This is where you will enter your payment information.

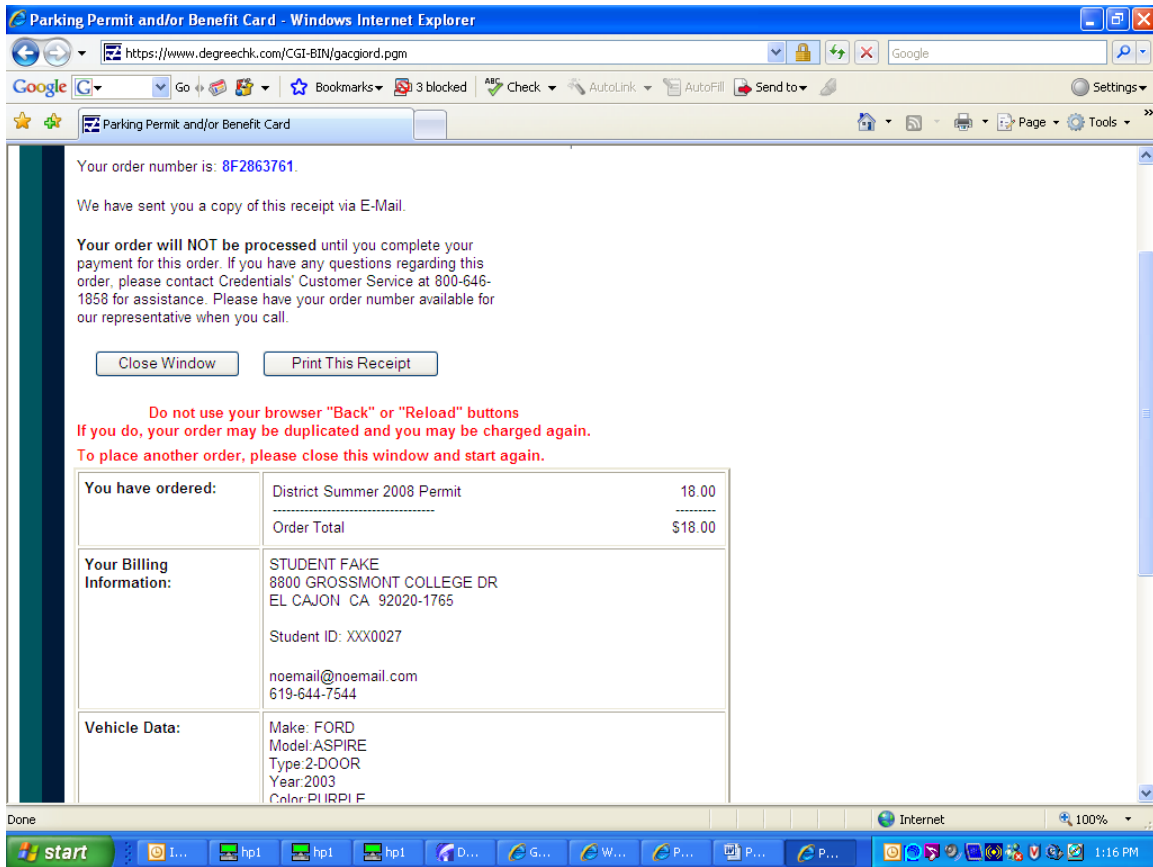
NOTE: Remember you will be entering the **CARDHOLDER'S NAME** if you are paying by credit card.

If you have selected to pay by cash or check you will need to bring a printout of your order to the Cashier Office on campus to pay for your parking and/or benefit card before it is mailed to you.

Then select "Next".



On this page you will be able to edit your information and you **must** then select “**Submit My Order**” at the bottom of the page for it to be complete.



Print your receipt.

If you are paying by **Check** or **Cash**, print your receipt to take to the campus Cashier's Office. ***You will probably want to print it anyway for your records.*** If you have paid by credit card, your parking permit will be mailed the next business day.

NOTE: If you also purchased a **Student Benefit Card**, it will be mailed to you before the start of the semester.

Credentials, Inc. will send you a confirmation via the email address you provided. If it is near the start of the semester they will send you an attachment for a temporary parking permit good for ten days to use until your parking permit arrives at your designated delivery address.

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 07/18/08