

Steps for purchasing your Parking Permit online for YCCD Employees and Students

Be prepared with the following items: a valid credit (or debit card), a valid mailing address, information about your primary vehicle (make, model, vehicle type, year, color, and license plate information, state of issue).

- 1) Go to <https://webadvisor.yccd.edu> and login to WebAdvisor;
- 2) Go to the “Faculty” or “Employee” or “Students” Link;
- 3) Look under the “User Account” block – top left;
- 4) Click on “Order Parking Permit”;
- 5) On the WebAdvisor Order Parking Permit page – click on the “**Order Parking Permit**” hyperlink. **Do not click on the “OK” button.**
- 6) **You will now be directed to the <https://yccd.thepermitstore.com> /Iparq page.**

Students please note: The Board of Governors Fee Waiver (BOGW) indicator at the top of the page will show a Y/N. If you should be receiving a BOGW and the indicator says “N”, please contact Financial Aid. Only after your BOGW is approved will you be offered the reduced parking fee. No refunds will be given for late BOGW applications.

- a. Click on the “<Click Here>” option under BUY PERMITS
- b. Enter your Last Name, Student ID, and First Name in the Pre-Approved Search. **Be sure to use the first letter of your Last Name in CAPS before the 7 numerical digits of your student ID. Example: A0123456**
- c. Select the appropriate Parking Permit (Auto or Motorcycle) by clicking on the button “**Add Item**”
- d. Review the Order Details and click on the button “**Check Out**”
- e. Sign into Your Account or “**Create a New Account**” by clicking on this button
- f. Complete the information requested to set up an account
- g. Enter Vehicle Information
- h. Click on “**Continue**” button
- i. Verify Delivery Options and Payment Options and click “**Continue**” button
- j. Review order and terms & conditions, click on “**I agree**”
- k. Click the link “**Print a temporary Permit**”
- l. Place the temporary permit in the windshield until the permit arrives at the designated shipping address.

**If you have questions with your order,
you can contact Iparq at (805) 963-9400**