

# ***Cypress College Parking System***

## ***Student access and registration instructions***

Please use the following procedure to access and use the new parking system:

Login to Mygateway and locate the **Cypress Parking** link illustrated below. Students will find the link to the "Cypress Parking System" within the "Registration Tools" channel in both "Registration" & "Student" tabs within Mygateway.

The screenshot displays the MyGateway student interface. At the top, there is a navigation bar with tabs for "Registration", "Student", "Early Alert", "Cypress", "Tutorials", and "my stuff". Below this, the "Registration Tools" section is visible, containing a list of links: "Add or Drop Classes", "Registration Status", "Print Schedule/Bill", "Check for Holds", "Pay Account Balance", "Payments for F1/F2 Visa Students", "Check Waitlist Status", "Change Class Variable Units", "Check Registration Appointment", and "Cypress Parking System". The "Cypress Parking System" link is circled in red, and an orange arrow points to it from the right. Other sections include "Personal Announcements", "Course Studio Activity Channel", "Student Links", and "Blackboard".

Authentication to the Parking System will take a few seconds. Once you are authenticated, please complete the following steps to register your vehicle(s) within the system.

All of the General Information fields on this form are pre-populated for each student. You only have two steps to complete in creating your virtual parking permit for your vehicle:

- Check the box indicating that you have read and understand the Cypress College parking regulations.
- Click the "Create My Account" button.

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**Online Parking System**

Logout

### Online Parking System - Create New Account ?

**General Info**

Title :  
[Dropdown]

First Name :  
[Text Box]

Last Name :  
[Text Box]

Home Address :  
7100 E Mockingbird Way

City :  
Anaheim

State :  
CA

Zip :  
92807

Telephone No :  
[Text Box]

Mobile No :  
[Text Box]

**Login Info**

Email Address :  
reallynew@aol.com

Student/Temp/Contractor

Classification :  
STUDENT

BADGE ID :  
00410761

I hereby agree to comply with the Cypress College [Parking Regulations](#), I further understand that it is my responsibility to read and understand these [regulations](#) as printed. I also understand that at times these [regulations](#) may be amended to meet the needs of the organization without prior notice from administration.

**Create My Account**

***If you notice that your address is incorrect, please update this information in Mygateway under the "Personal Information channel" upon completion of the registration process. Your personal information will be updated the next time you login to the parking system.***

**Course Studio Activity Channel**

You have not selected any courses. Click on the edit button to select favorite courses.

[My Courses page](#)

**Student Links**

[Adding and Removing Channels](#)  
[Student Records: Enrollment verification, Transcript ordering](#)


**Personal Information**

- [Update E-mail Addresses](#)
- [Change Password](#)
- [Update My Address and Phone](#)
- [Update Emergency Contacts](#)
- [Update Ethnicity](#)
- [Set Text Message Alert Preferences](#)
- [What is my ID?](#)

Students will be provided the opportunity to enter one vehicle into the system. Only one vehicle will be allowed active (permitted) within the system. Enter your most frequently driven vehicle to campus as follows:

- Enter the vehicle information as presented in the form.
- Click "Save".
- Click "Next".
- \*\* If you have a new vehicle and waiting on your license plates, note the last 5 digits of the VIN (Vehicle Identification Number) and follow the instructions highlighted below.

**\*\* NOTE:** For those of you that don't know, finding the VIN is simple. Standing outside of the vehicle and look into the lower corner of the windshield on the drivers side, you'll see this number.



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My Details | Logout

**My Details**

Personal Details

**Vehicle Details**

Permit Details


Special Permit

Bicycle Details

Account On File

My Address List

[View Campus Map](#)



[Parking Rules and Regulations](#)

### Vehicle Details ?

**New Vehicle**

License Plate :

If this is a new vehicle and has not been issued license plates, Check the Box and enter the last 5 digits of the VIN #

State :

Make :

Vehicle Type :

Model :

Color :

Vehicle Year :


**Save**

	License Plate	State	Make	Model	Color	Type	Year
	NOLINE	CA	FERRARI	458 Spider	BLACK	CONVERTIBLE	2015

**Next**

Finally, you must activate your virtual parking permit.

- Click "Submit".
- The system will send you an email message verifying that your virtual parking permit is "Active" in the system.


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**Online Parking System**

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[My Details](#) Logout

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**My Details**  
[Personal Details](#)  
[Vehicle Details](#)  
**Permit Details**  
[Special Permit](#)  
[Bicycle Details](#)  
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### Permit Details ?

Request A New Permit

Permit Holder Name : **Child Problem**

To request the needed parking permits, please select each vehicle, and then click "Submit".

License Plate	State	Make	Model	Color	Type	Year
<input checked="" type="radio"/> NOLINE	CA	FERRARI	458 Spider	BLACK	CONVERTIBLE	2015

Select A Permit

Available Permits For Your Classification Are Shown Below. Please Select A Preferred Permit From The List.

Permit Name	Permit Rates:				
<input checked="" type="radio"/> Cypress Student	<table border="1"><thead><tr><th>Type</th><th>Price</th></tr></thead><tbody><tr><td><input checked="" type="radio"/> Spring Semester</td><td>\$0.00</td></tr></tbody></table>	Type	Price	<input checked="" type="radio"/> Spring Semester	\$0.00
Type	Price				
<input checked="" type="radio"/> Spring Semester	\$0.00				

**Spring Semester**  
Start Date : March 01  
End Date : May 31  
Renewable : No  
Valid Through March 01 to May 31

You may also have secondary selections for permits.

Request

Comment :

You have now completed the registration process and should also receive a confirmation email message.

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**Online Parking System**

My Details | Logout

**My Details**

- Personal Details
- Vehicle Details
- Permit Details**
- Special Permit
- Bicycle Details
- Account On File
- My Address List

[View Campus Map](#)

### Permit Details ?

Your permit and user account has been created successfully

#### Approved Permits

Permit Holder Name	Start Date	Expire Date	Permit Number	Deposit	Rate	Active
[Redacted]	3/1/2016 12:00 AM	5/31/2016 12:00 AM	146900410	\$0.00	\$0.00	<input checked="" type="checkbox"/>

Approved License Plates:  
CA - NOLINE

Allowed Groups & Lots:

To change vehicles at any time, follow these steps:

- Login to Mygateway.
- Locate "Registration Tools" and click on the "Cypress Parking System" link.
- Choose "Vehicle Details".
- Click on the Tablet icon next to your name.

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My Details | My Citations | My Invoices | My FAQs | Contact us | Logout

**My Details**

- Personal Details
- Vehicle Details**
- Permit Details
- Special Permit
- Bicycle Details
- Account On File
- My Address List

[View Campus Map](#)

### Vehicle Details ?

New Vehicle

License Plate : [Redacted]

If this is a new vehicle and has not been issued license plates, Check the Box and enter the last 5 digits of the VIN #

State : CALIFORNIA

Make : --Select--

Vehicle Type : --Select--

Model : [Redacted]

Color : --Select--

Vehicle Year : [Redacted]

**Save**

License Plate	State	Make	Model	Color	Type	Year	
	NOLINE	CA	FERRARI	458 Spider	BLACK	CONVERTIBLE	2015

[Parking Rules and Regulations](#)

Input the new vehicle information:

- Change the vehicle information for the vehicle you are parking on campus:
- Click "save".

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**My Details**

- Personal Details
- Vehicle Details**
- Permit Details
- Special Permit
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[View Campus Map](#)

[Parking Rules and Regulations](#)

### Vehicle Details ?

Edit Vehicle

License Plate : CHARGER

If this is a new vehicle and has not been issued license plates, Check the Box and enter the last 5 digits of the VIN #

State : CALIFORNIA

Make : BMW

Vehicle Type : CONVERTIBLE

Model : 7 Series

Color : BLACK

Vehicle Year : 2015

**Save** **Delete** **Cancel**

License Plate	State	Make	Model	Color	Type	Year
CHARGER	CA	BMW	7 Series	BLACK	CONVERTIBLE	2015

Now your new vehicle is permitted and active in the system!

**My Details**

- Personal Details
- Vehicle Details
- Permit Details**
- Special Permit
- Bicycle Details
- Account On File

### Permit Details ?

#### Approved Permits

Permit Holder Name	Start Date	Expire Date	Permit Number	Deposit	Rate	Active
CHARGER	3/1/2016 12:00 AM	5/31/2016 12:00 AM	146900410	\$0.00	\$0.00	<input checked="" type="checkbox"/>

Approved License Plates:  
CA - CHARGER

Allowed Groups & Lots:

To verify this, click on the "Permit Detail" tab as illustrated above. You will also have email verification from the system noting the change.

**Important:** Always logout of the Parking system and Mygateway when finished!

Thank you for using the Cypress College Parking Management System!!