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.

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.

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.
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.

![Vehicle Details Form](image-url)

- **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: CALIFORNIA
  - Make: 
  - Vehicle Type: 
  - Model: 
  - Color: 
  - Vehicle Year: 

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

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

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.
Input the new vehicle information:

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

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

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 log out of the Parking system and Mygateway when finished!

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