



Yuba Community College District
Police Department
2088 North Beale Road
Marysville, CA 95901



*** - * - IMPORTANT NOTICE - * - ***

Summer 2012 Parking Permits

Available at:

<https://webadvisor.yccd.edu>

On Sale Now!!

- ❖ Once the order is complete, the permit will arrive within **5-7 business days** to the address you provided.
- ❖ Permits are valid at any District campus.
- ❖ All vehicles must display a valid Daily Permit or Semester Permit to park at any District Campus.

Permit Enforcement begins:

Monday, 06/18/12

**If you have questions with your order,
you can contact Credentials Order Processing Services Inc. –
Parking Plus at (847) 716-3005.**

Steps for purchasing your Parking Decal 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 “Credentials Order Processing” 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. Select the appropriate Parking Permit (Auto or Motorcycle). If you need both auto and motorcycle, you will need to purchase each permit separately. You will need to go into this form twice to place each order.
- b. You will then be asked to review your name, address, and email (optional to give cell phone for text messaging) as it appears on the screen.
- c. The next screen asks for information about your “PRIMARY” vehicle: make, model, vehicle type, year, color, license plate # and state. Once you have all information filled in choose “next”.
- d. Enter a complete address where you want your permit to be mailed to.
- e. Next you will be asked to review and confirm the data you entered.
- f. Enter your credit or debit card information to make payment for the Parking Permit. If you do not have a credit or debit card, you will need to come to your local campus and use the designated computers at the Admissions and Enrollments Services Office(s).
- g. You will be issued a receipt for the transaction. You can either close the window when complete or go back to place an additional order.
- h. **DO NOT** display your receipt as a permit, to protect your personal information.

Parking Permits are produced the next business day and placed in the US Postal Service mail for delivery to the address you provided.

It will take 5-7 business days to deliver your permit, it is advised that you plan ahead and order the Parking Permit well in advance of the first day of Permit Enforcement.