



Employee Virtual Parking Permits

Welcome to SWC! We're glad you're here!

How do virtual permits work?

Your vehicle's license plate will now act as your parking permit! Employees can register their vehicle information into the online parking permit system. The permit software then generates a virtual permit linked to that vehicle's license plate number. Officers use a handheld device to scan the license plate number. It then informs the officer if you have a valid permit. Employees no longer need or receive a physical permit.

How do I obtain an employee permit?

Once you are Governing Board approved, it will take approximately 48-72 hours for your information to be entered into our parking permit system. To accommodate this timeframe, and of course, to allow you time to settle into your department, new employees are offered a parking grace period for **10-BUSINESS DAYS**.

IMPORTANT: Before your 10-business day grace period is over, please log in to the iParq permit website to request your employee permit. (Instructions are on the reverse page.)

If, by chance, you receive a citation within this 10-business day grace period, please email Parking Services at swcparking@swccd.edu and provide them with your full name, employee ID#, and your citation or plate number. Parking Services will confirm your status with H.R. and void the citation.

Where can employees park?

Parking stalls are color coded to designate where students, employees, and visitors can park. **Full Time Contract Employees, Adjuncts and Faculty may park in any yellow-lined staff spaces throughout campus.** Employees are permitted to park in white-lined student spaces if there are no yellow-lined spaces available. **Hourlies may park in any white-lined space throughout campus.** Employee permits are also valid at all SWC Higher Ed. Centers.

White-lined spaces	=	Student, Visitor, Hourly/PT Employee, Vendor parking
Yellow-lined spaces	=	Adjunct, Contract/FT Employee, Faculty parking
Orange-lined spaces (Lot J)	=	Community Fitness Center parking – NO STUDENT OR EMPLOYEE PARKING

It is prohibited to park in non-designated areas such as pathways, driveways, crosshatched areas, along roadways, or along curb lines. Please see our Parking Policies and Regulations information tab at swccd.edu/parking for more information.

Need assistance or have questions? Contact us! We're here to help!

College Police | Parking Services
900 Otay Lakes Road, Building 22, Chula Vista, CA 91910
Phone: (619) 216-6611 | Email: swcparking@swccd.edu
Parking Info: swccd.edu/parking

TO REQUEST YOUR EMPLOYEE PERMIT

Go to swc.thepermitstore.com

STEP 1 – LOG IN

1. Click on the **MySWC Login** box in the upper right-hand corner and use your SWC login and password to log in.

STEP 2 – BUY VIRTUAL PERMIT (Choosing a permit)

2. Click on the button titled “<Click Here>” under the “Buy Virtual Permit” header.
 - a. Click on “**Add Item**” for the permit you would like to request/purchase.
 - b. Review the page to make sure you chose the correct permit, the pricing is accurate, and the quantity is right. Click “**Continue**”.

PERMIT INFORMATION (Adding vehicles)

3. Click the Vehicle dropdown menu and then select “**Add New Vehicle**” Enter vehicle information **accurately**.
 - a. If you make an error entering your vehicle information, you may click “Add New Vehicle” to re-enter the correct information.
4. Click “**Add**” and then select the vehicle you just entered under the dropdown menu.
5. You may enter and save as many vehicles as you want to create an inventory. However, only **two** vehicles can be associated to your permit at a time, and only **one** of those vehicles can be on campus at a time.
 - a. To add your second vehicle, click “**Add Another Vehicle**” and use the dropdown to enter new information or choose one that has already been entered. When your two vehicles are chosen, click “**Continue**”.

PAY AND REVIEW ORDER


6. Delivery Options/Payment Options
 - a. For employees, make sure your information is accurate before clicking “**Continue**”.
 - b. After reviewing the Terms and Conditions, click “**I Agree**” to finalize your order.
7. You will receive an order confirmation email, and a permit activation email to your work email. If you do not receive them, please check your Junk folder.

Once you receive both emails, YOU'RE ALL SET! There is nothing further you need to do. Remember, the permit is virtual. You will not receive a physical permit.

Thank you and have a great semester!


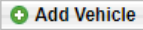
UPDATING YOUR VEHICLE INFO

TO ADD OR REMOVE A VEHICLE IN YOUR VEHICLE INVENTORY LIST (Manage vehicles):


1. Go to swc.thepermitstore.com
2. Click on **MySWC Login** and use your SWC login and password to log in.
3. Click **Account** on the upper right corner.
4. Click **Manage Vehicle**.
 - a. **To add a vehicle:** Click the  box and enter your vehicle information, then click Add.
 - b. **To delete a vehicle:** Click **Remove** from your vehicle inventory list.

Please remember, you can have as many vehicles as you like in your vehicle inventory list, however, only two vehicles may be associated with your permit at a time, and only one vehicle can be on campus at a time.

TO ADD, REMOVE, OR SWITCH A VEHICLE ASSOCIATED WITH YOUR PERMIT:

1. Go to swc.thepermitstore.com
2. Click on **MySWC Login** and use your SWC login and password to log in.
3. Click **Account** on the top right corner.
4. Click “**View Permits**”.
5. Click the **blue edit** icon  next to “**Vehicles**”. Your “**Current Vehicle Associations**” will be displayed.
 - a. **To add a vehicle associated with your permit:** Select a vehicle from your dropdown box, then click the  box.
 - b. **To remove a vehicle associated with your permit:** Click **Remove** next to the vehicle. This does not delete the vehicle from your account. It will simply keep it from being associated with your permit.
 - c. **To switch a vehicle associated with your permit:** If two vehicles are already associated with your permit, you must remove one to switch to another from your inventory list. Follow the steps above to remove a vehicle, then select another vehicle to add.

TO MAKE CHANGES TO A VEHICLE YOU ALREADY ENTERED (Change plate #...etc.):

1. Go to swc.thepermitstore.com
2. Click on **MySWC Login** and use your SWC login and password to log in.
3. Click **Account** on the upper right corner.
4. Click **Manage Vehicle**.
5. Click on the vehicle you need to make changes to.
6. Make necessary changes, click **Save**
7. Confirm your changes by clicking **View Permits**, click on the **blue edit** icon  next to “**Vehicles**” and make sure the corrections are listed under your “**Current Vehicle Associations**”. If they are correct, you're good to go!