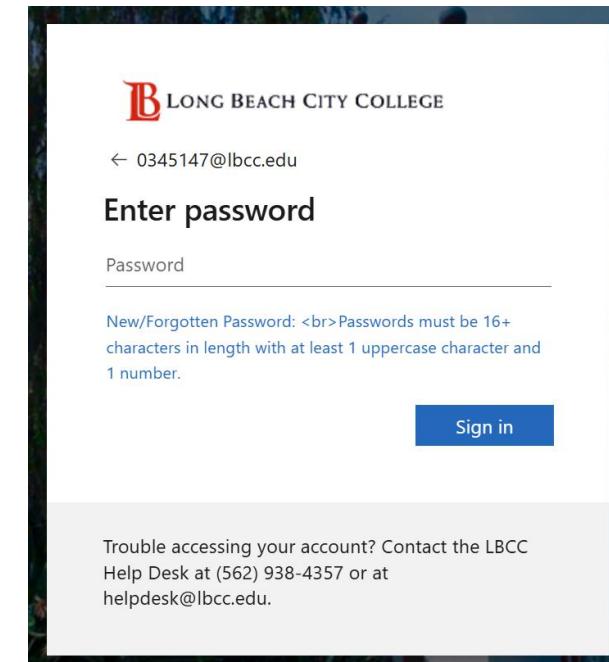
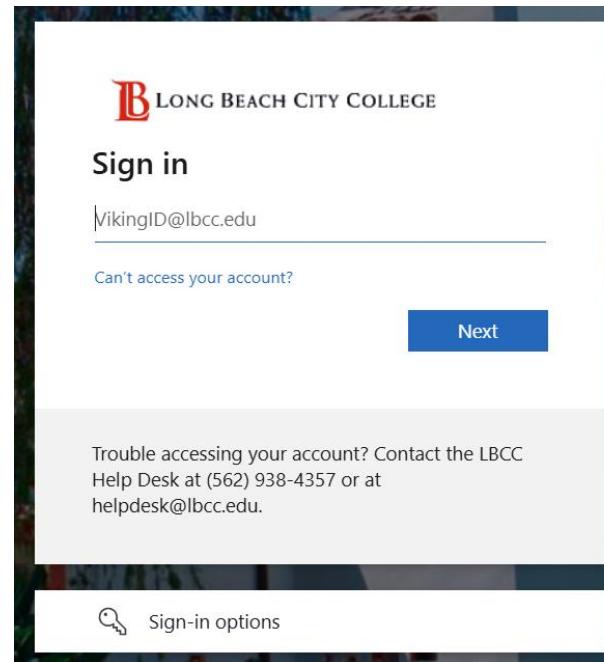


Virtual Parking Permit Guide

How to Purchase a Semester and One Day Virtual Parking Permit

FOR LONG BEACH CITY COLLEGE **STUDENTS**

Step 1: Access the [Viking Portal](#) by logging in using your Student ID@lbcc.edu (example 0123456@lbcc.edu) and Password.

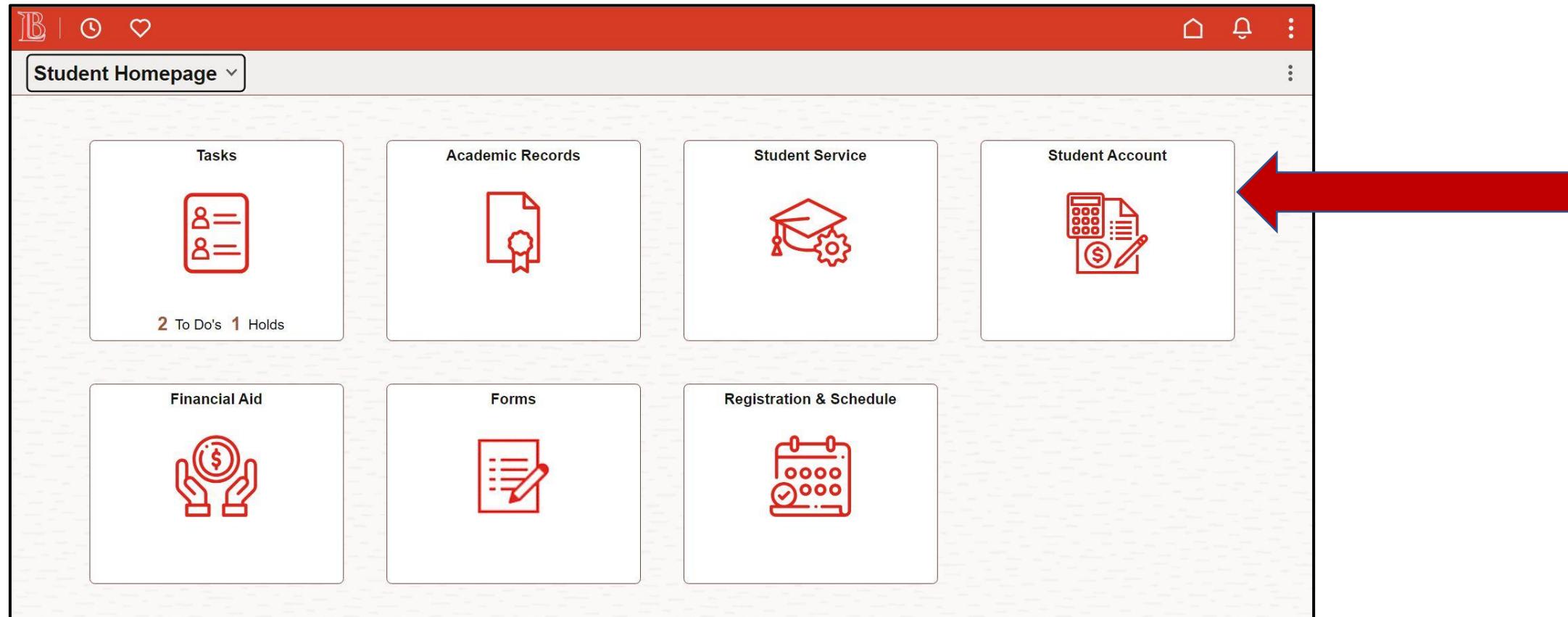


Step 2: **Next** access LBCC's **Viking Student System**

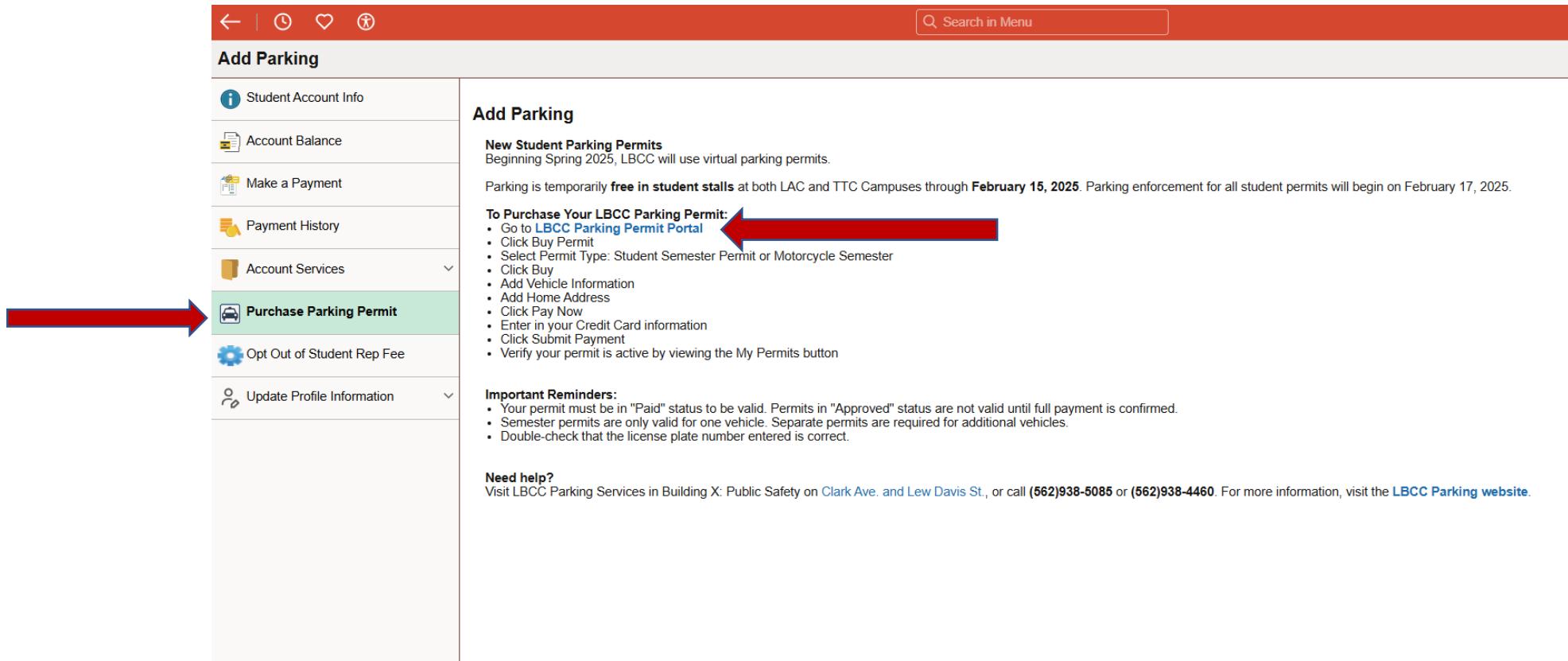
The Student Viking System, along with many other LBCC online platforms, is housed in the Viking Portal. Once logged in to the portal and Outlook, click on the **Viking Student System** tile.



Step 3: Once you have clicked on the Viking Student Systems tile, click on the **Student Account** tile.



Step 4: On the left, click on **Purchase Parking Permit**. Then click on the link provided to go to the parking permit portal.



Add Parking

- Student Account Info
- Account Balance
- Make a Payment
- Payment History
- Account Services
- Purchase Parking Permit** (highlighted with a red arrow)
- Opt Out of Student Rep Fee
- Update Profile Information

Add Parking

New Student Parking Permits
Beginning Spring 2025, LBCC will use virtual parking permits.

Parking is temporarily **free in student stalls** at both LAC and TTC Campuses through **February 15, 2025**. Parking enforcement for all student permits will begin on February 17, 2025.

To Purchase Your LBCC Parking Permit:

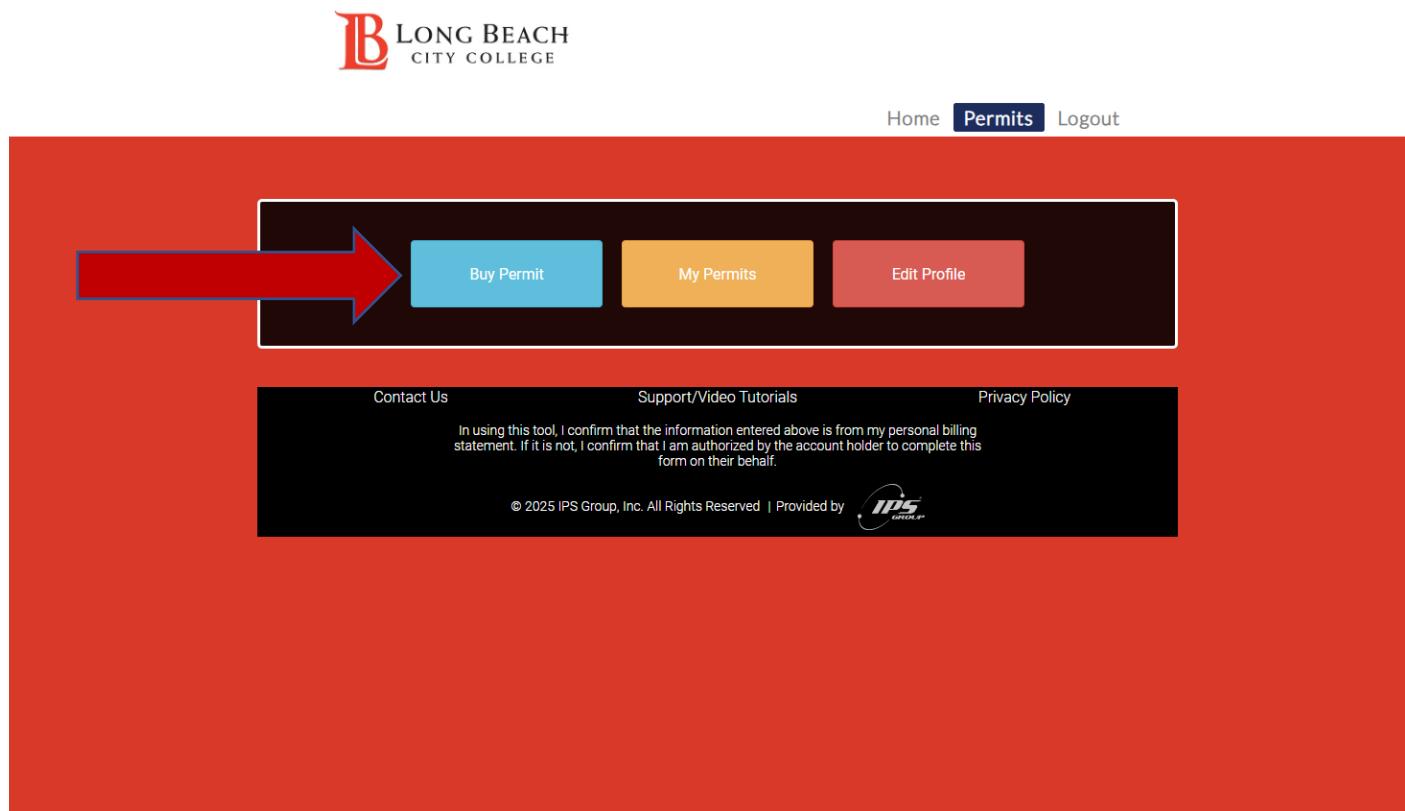
- Go to [LBCC Parking Permit Portal](#) (highlighted with a red arrow)
- Click Buy Permit
- Select Permit Type: Student Semester Permit or Motorcycle Semester
- Click Buy
- Add Vehicle Information
- Add Home Address
- Click Pay Now
- Enter in your Credit Card information
- Click Submit Payment
- Verify your permit is active by viewing the My Permits button

Important Reminders:

- Your permit must be in "Paid" status to be valid. Permits in "Approved" status are not valid until full payment is confirmed.
- Semester permits are only valid for one vehicle. Separate permits are required for additional vehicles.
- Double-check that the license plate number entered is correct.

Need help?
Visit LBCC Parking Services in Building X: Public Safety on [Clark Ave. and Lew Davis St.](#), or call [\(562\)938-5085](#) or [\(562\)938-4460](#). For more information, visit the [LBCC Parking website](#).

Step 5: Click on **Buy Permit**



Step 6: **Select permit type:** choose Student Semester or Student Spring Motorcycle from the drop down menu. Once you select the type, your choice will populate in the chart and indicate the type of permit, duration as fixed, and the green action button that says **BUY**. Click on BUY.

Home Permits Logout

Home Permits Logout

CHECK AVAILABILITY ?

Please select a permit type to check permit availability.

Select Permit Type

Please Select

Please Select

Student Spring

Student Spring Motorcycle

Description	Duration	Action

Home Permits Logout

CHECK AVAILABILITY ?

Please select a permit type to check permit availability.

Select Permit Type

Student Spring

Description	Duration	Action
Student Spring (2025)	Fixed	Buy



Step 7: Add your home address by clicking on **+ADD ADDRESS**. Enter your address, then click **SAVE**.

ADDRESS - Select/Add an Address

Select	Address	Phone Number	Type	Action
<input checked="" type="radio"/>	123, USA		Home Address	

+ ADD ADDRESS - select plus sign to add address



Address

Address Type	<input type="text" value="--Select--"/>
Street Address	<input type="text" value="Street Address"/> Apartment, Unit, Suite, Building, Floor, etc.
City	<input type="text" value="City"/>
State	<input type="text" value="--Select--"/>
Country	<input type="text" value="Country"/>
Zip Code	<input type="text" value="Zip Code"/>
Phone Number	<input type="text" value="Phone Number"/>

 **Save**

Step 8: Next, add your vehicle information by clicking **+ADD VEHICLE**. Enter your vehicle information and click **SAVE**.



VEHICLE INFORMATION ?

+ ADD VEHICLE - select plus sign to add vehicle

VEHICLE INFORMATION

Plate Number

Make

Model

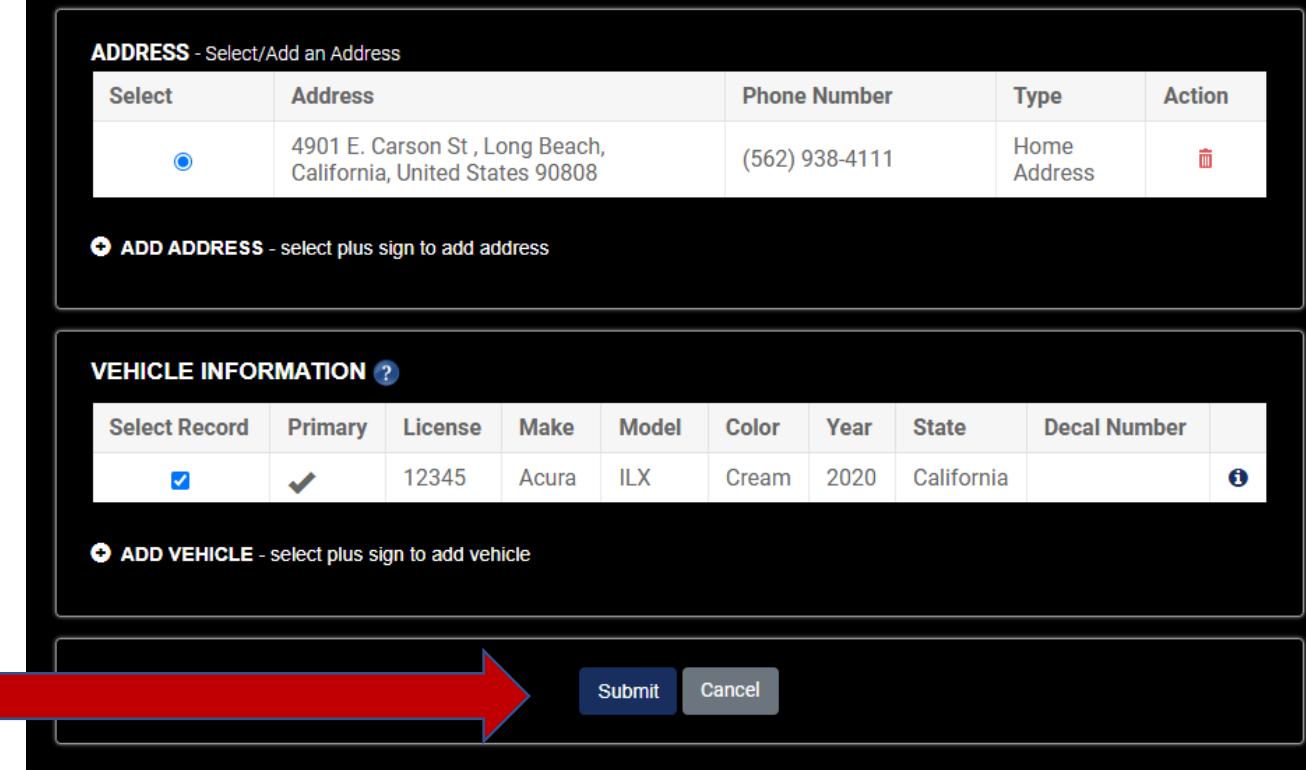
Color

Year

State / Province

Close **Save**

Step 9: After entering your address and vehicle information, click Submit at the bottom.



ADDRESS - Select/Add an Address

Select	Address	Phone Number	Type	Action
<input checked="" type="radio"/>	4901 E. Carson St , Long Beach, California, United States 90808	(562) 938-4111	Home Address	

ADD ADDRESS - select plus sign to add address

VEHICLE INFORMATION 

Select Record	Primary	License	Make	Model	Color	Year	State	Decal Number
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	12345	Acura	ILX	Cream	2020	California	

ADD VEHICLE - select plus sign to add vehicle

 **Submit** **Cancel**

Step 10: Click PAY NOW and enter your card information. Then click Submit Payment at the bottom.



Pay Now **Back To List**

PERMIT DETAILS

Permit No : STU-11640212086

Location : Student Spring - Valid at LAC and TTO Campus

Status : Approved

Permit Type : Student Spring

Permit Sub Type : Student Spring (2025)

Quantity : 1

Applied Date : 2/13/2025

Tentative Start Date : 2/13/2025

Email : jpena@lbcc.edu

Permit Price (Each) : \$ 30.00

Total Cost : \$ 30.00

AutoPayment : No

Payment Type : Credit Card

Application Type : Individual

Check Out Summary

Description	Agency	Amount Due
Student Spring (2025)	Long Beach City College	\$30.00

Subtotal \$30.00
Processing Fee \$0.00
Total \$30.00

Payment Information

Amount \$

First Name

Last Name

Card Number

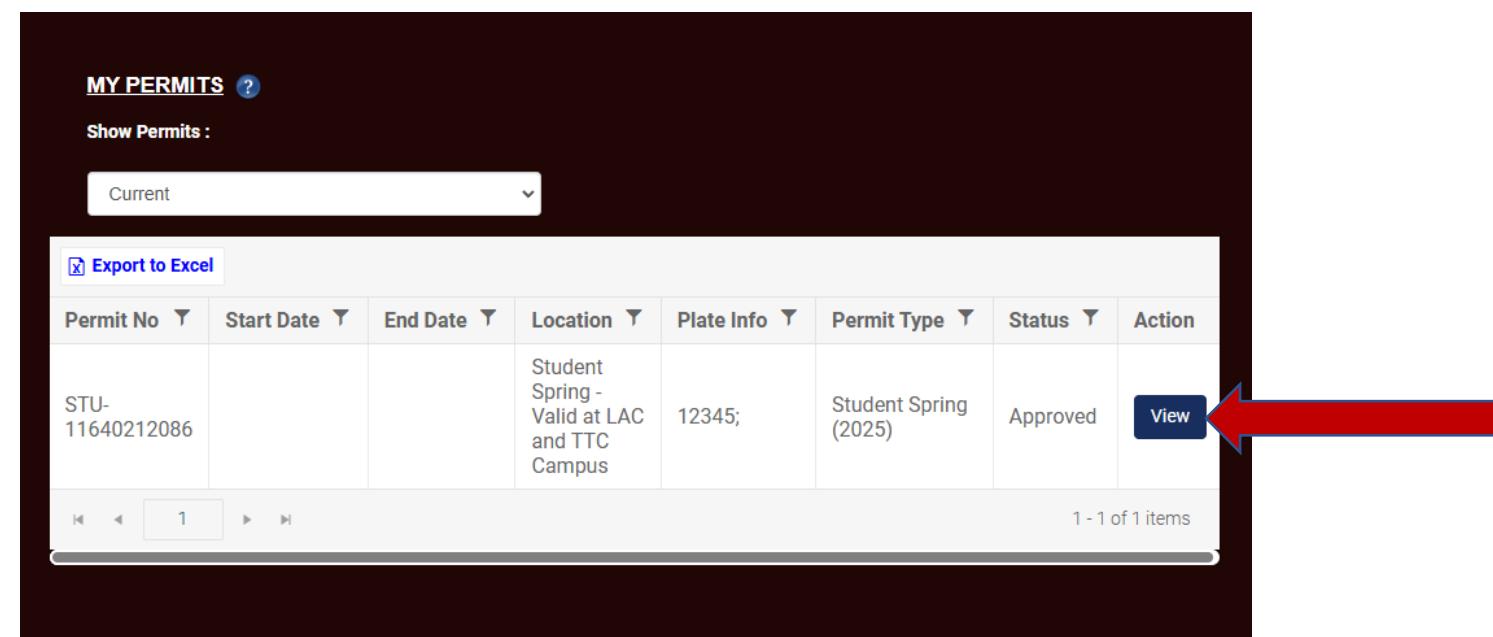
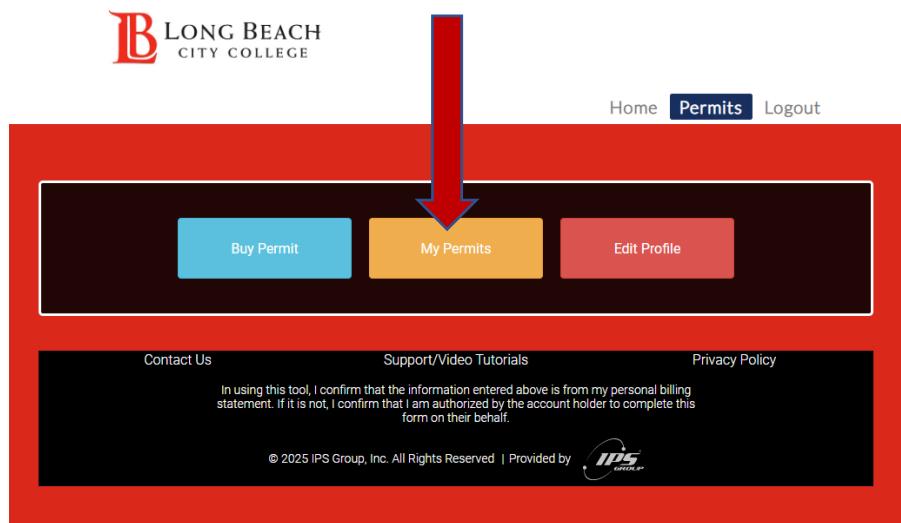
Card Expiry MM YYYY

Card CVV



Submit Payment

Step 11: Click on My Permits to verify that your permit is in paid status. Approved status is not an active permit until it shows paid. If it says Approved, click on View to proceed to the payment step. If you accidentally add a second one by accident, you can click on View to delete the extra one.



The screenshot shows the 'My Permits' page. The title is 'MY PERMITS'. Below it is a dropdown menu 'Show Permits' set to 'Current'. There is a 'Export to Excel' button. The main table has columns: Permit No, Start Date, End Date, Location, Plate Info, Permit Type, Status, and Action. One row is shown: Permit No: STU-11640212086, Start Date: (empty), End Date: (empty), Location: Student Spring - Valid at LAC and TTC Campus, Plate Info: 12345, Permit Type: Student Spring (2025), Status: Approved, Action: View (with a red arrow pointing to it). At the bottom, it says '1 - 1 of 1 items'.

Permit No	Start Date	End Date	Location	Plate Info	Permit Type	Status	Action
STU-11640212086			Student Spring - Valid at LAC and TTC Campus	12345;	Student Spring (2025)	Approved	View

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[How to Purchase a Virtual One-Day Parking Permit](#)

On-Site: Scan the QR codes on signs posted in throughout the lots

Text Message: Text “**PAY**” to **77447** to receive a link for purchasing a permit.

Mobile App: Download the **Park Smarter App** to buy a one-day permit before arriving on campus.



Need help?

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Public Safety on Clark Ave. and Lew Davis St., or call **(562)938-5085** or **(562)938-4460**.

For more information, visit the **LBCC
Parking website.**