Virtual Parking Permit Guide
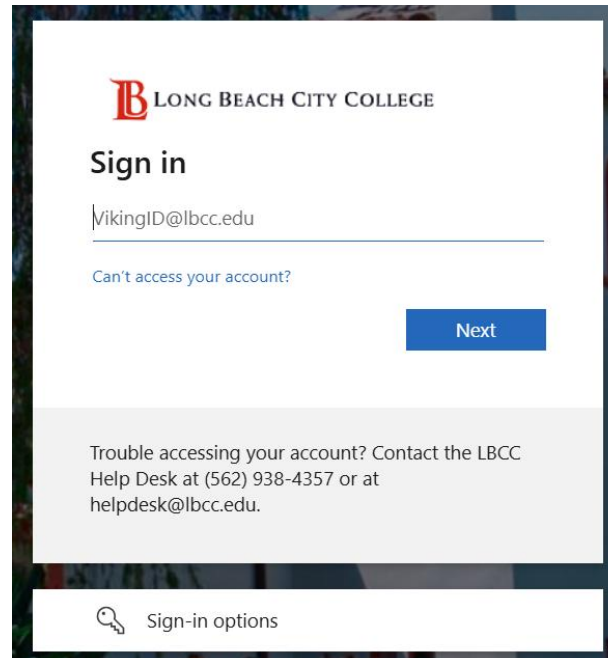
How to Purchase a Semester and One Day Virtual Parking Permit

FOR LONG BEACH CITY COLLEGE **STUDENTS**

LB LONG BEACH CITY COLLEGE

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

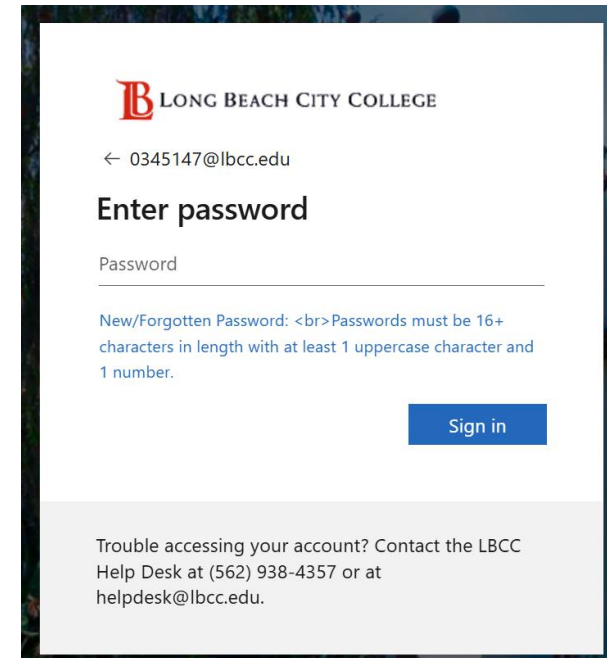Outlook Web App - OWA

LONG BEACH CITY COLLEGE

Sign in

VikingID@lbcc.edu

Can't access your account?

Next

Trouble accessing your account? Contact the LBCC Help Desk at (562) 938-4357 or at helpdesk@lbcc.edu.

Sign-in options

LONG BEACH CITY COLLEGE

← 0345147@lbcc.edu

Enter password

Password

New/Forgotten Password:
Passwords must be 16+ characters in length with at least 1 uppercase character and 1 number.

Sign in

Trouble accessing your account? Contact the LBCC Help Desk at (562) 938-4357 or at helpdesk@lbcc.edu.

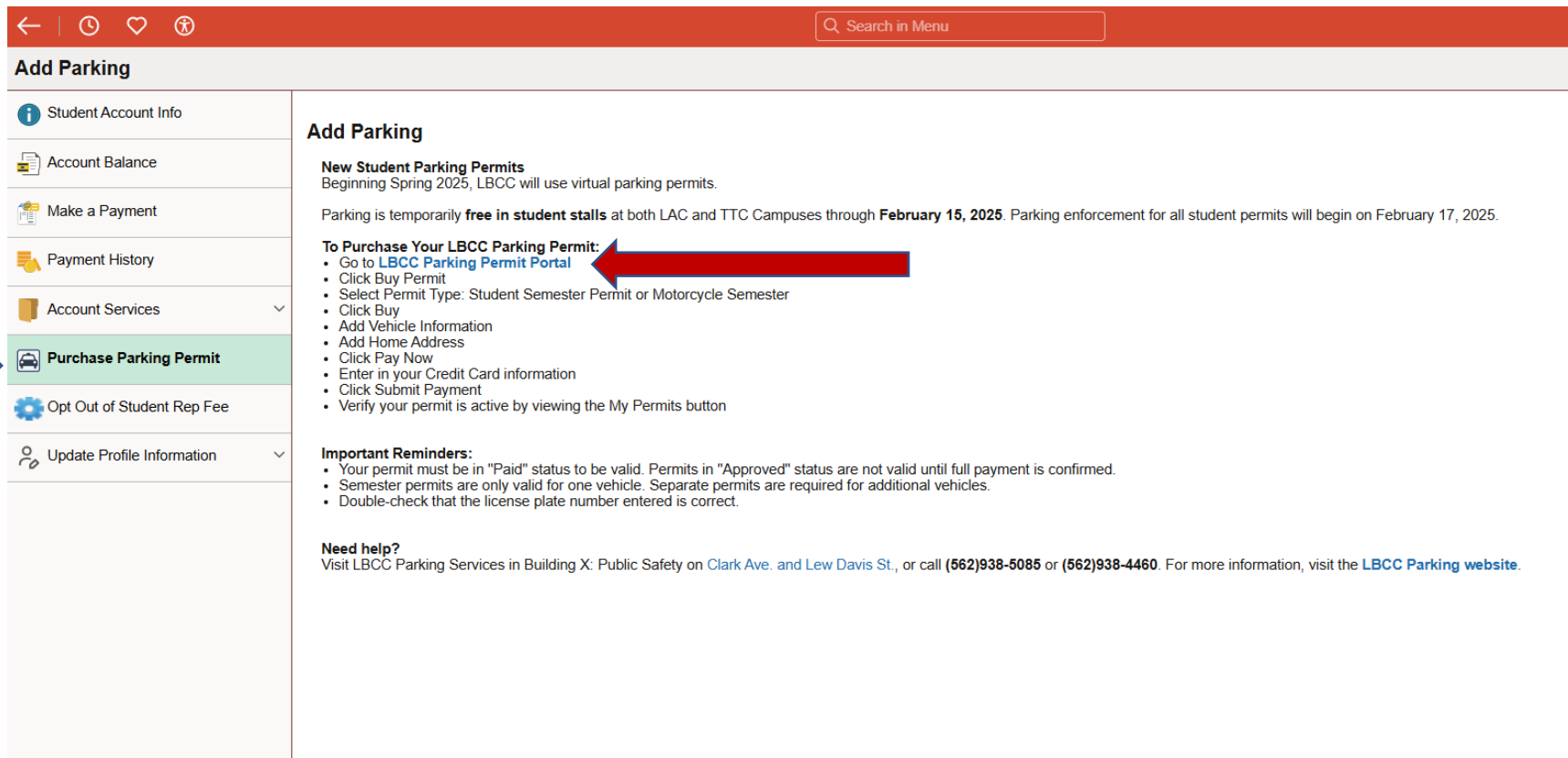Step 2: **Next** access **LBCC's Viking Student System**

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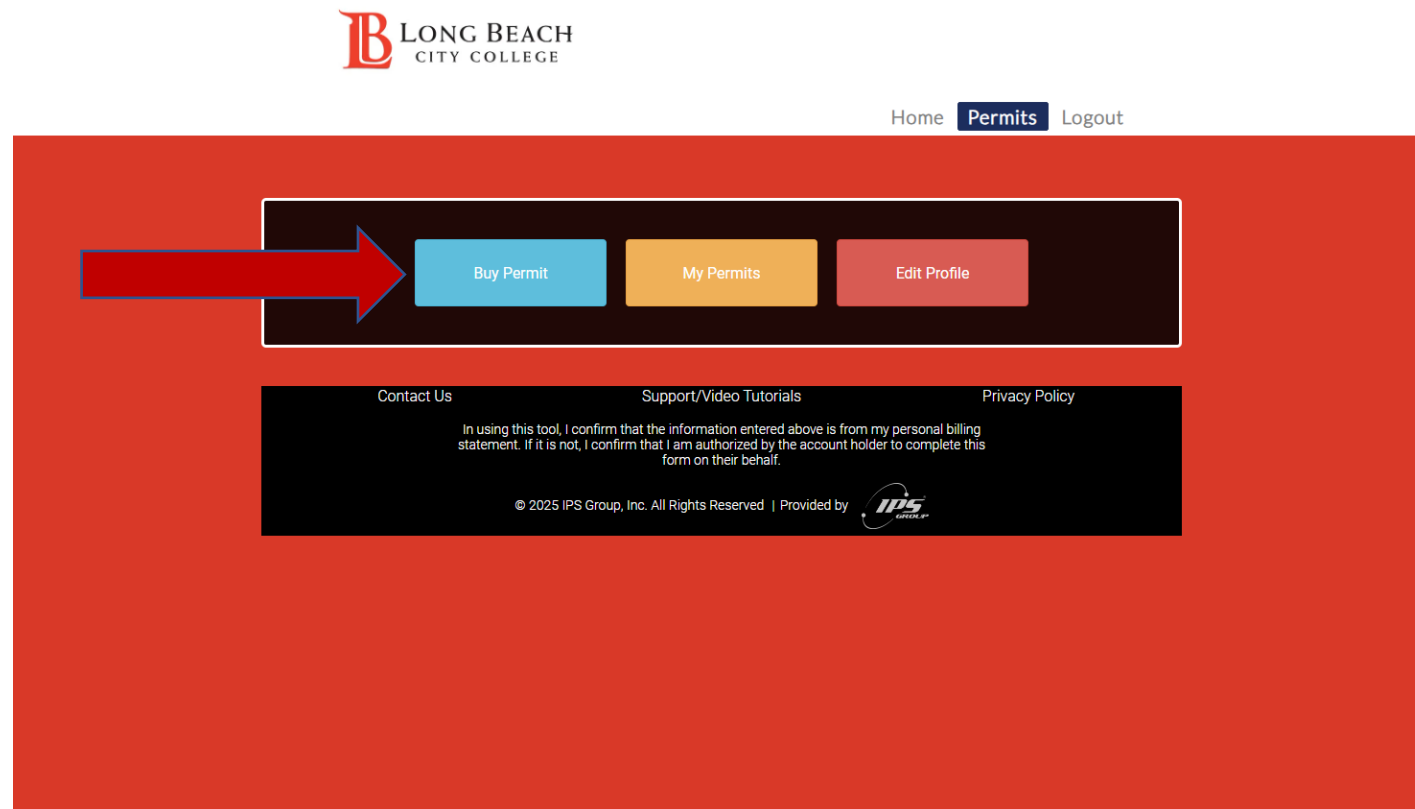Once logged in to the portal and Outlook, click on the **Viking Student System** tile.

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

Student
Technology
Help Desk

Information
Technology
Services

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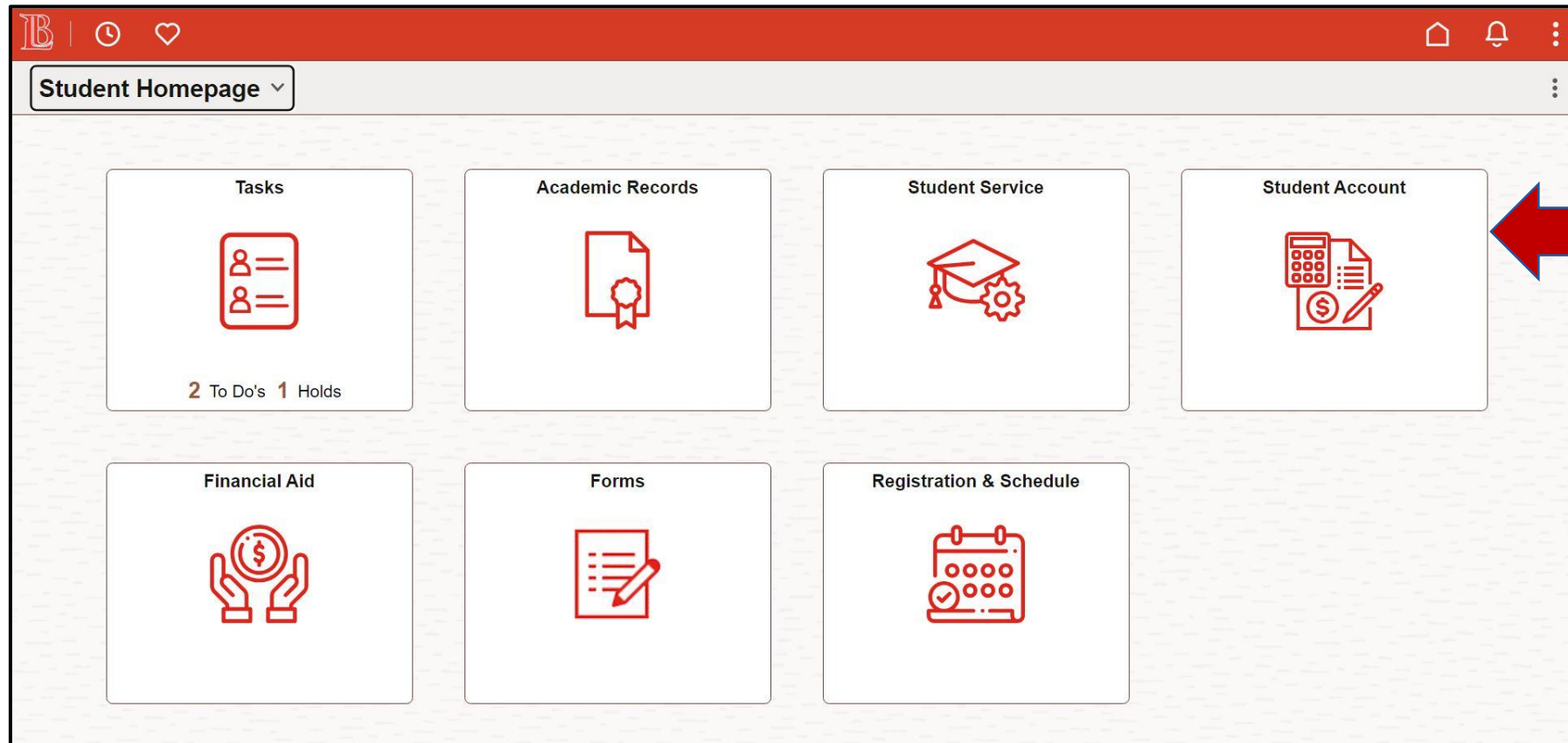
Step 4: On the left, click on **Purchase Parking Permit**. Then click on the link provided to go to the parking permit portal.

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.

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

Step 8: Next, add your vehicle information by clicking **+ADD VEHICLE**. Enter your vehicle information and click **SAVE**.
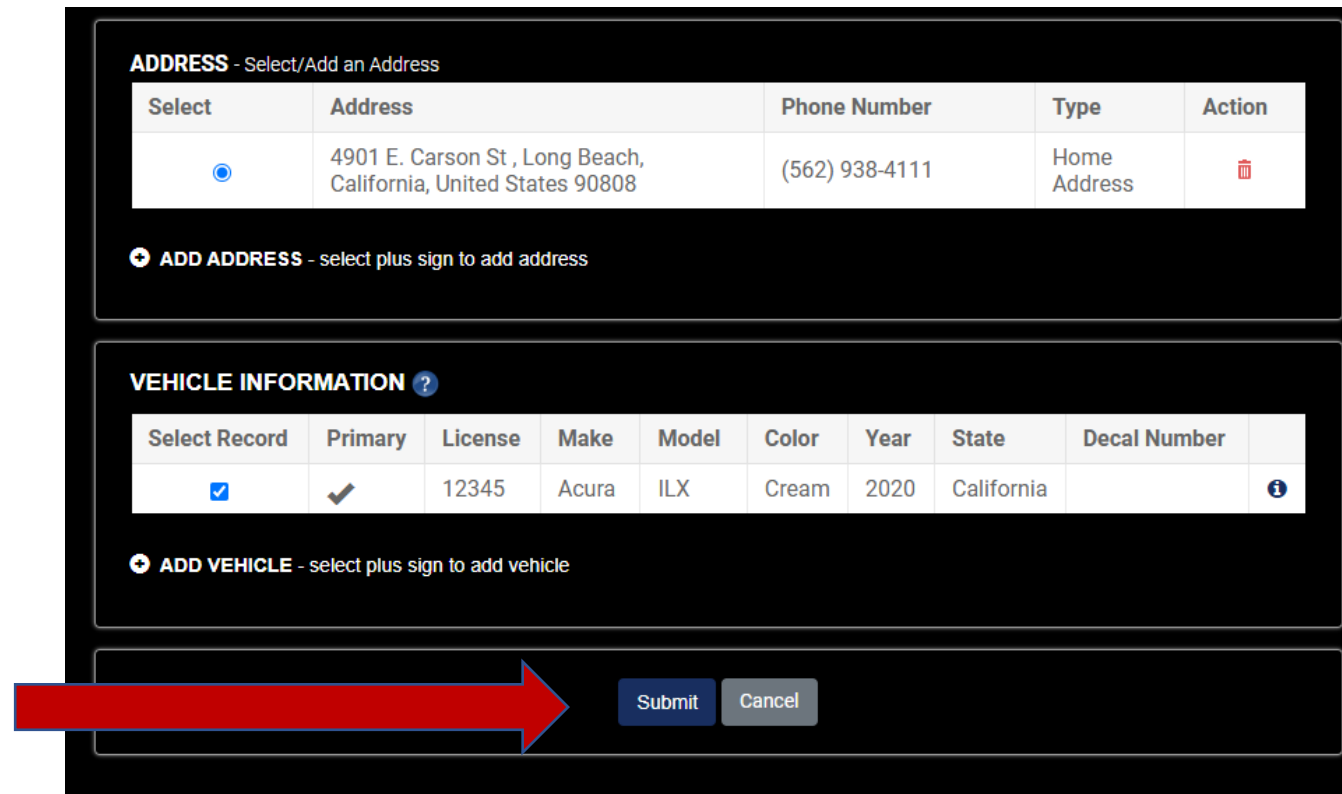
Step 9: After entering your address and vehicle information, click Submit at the bottom.

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

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.
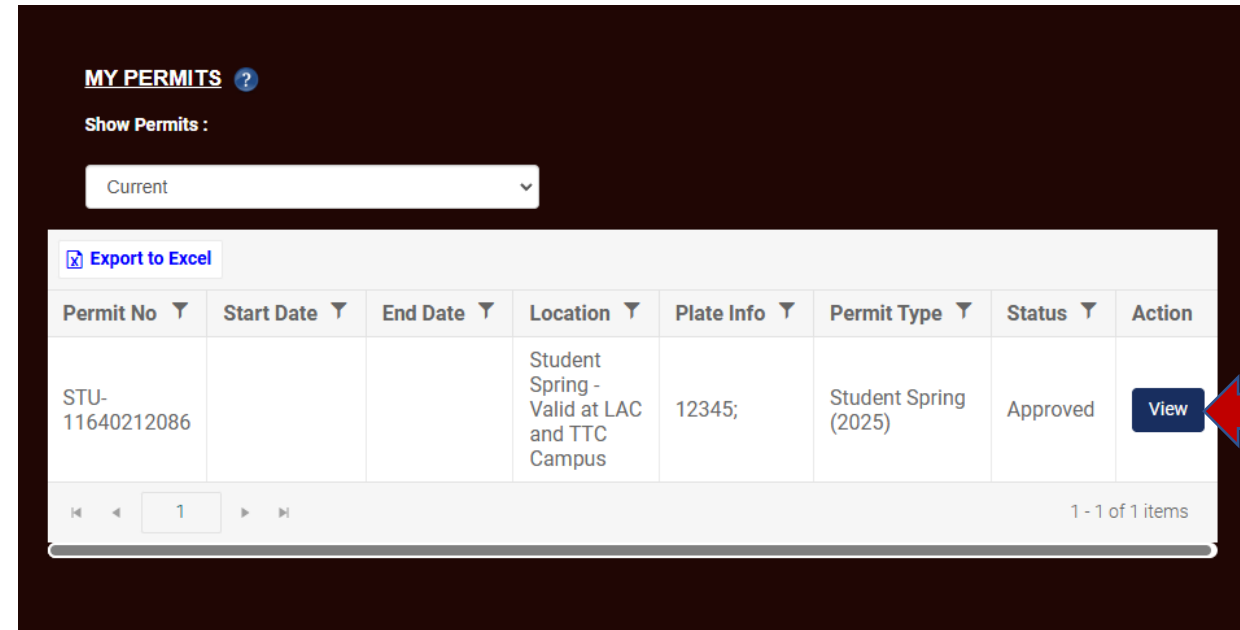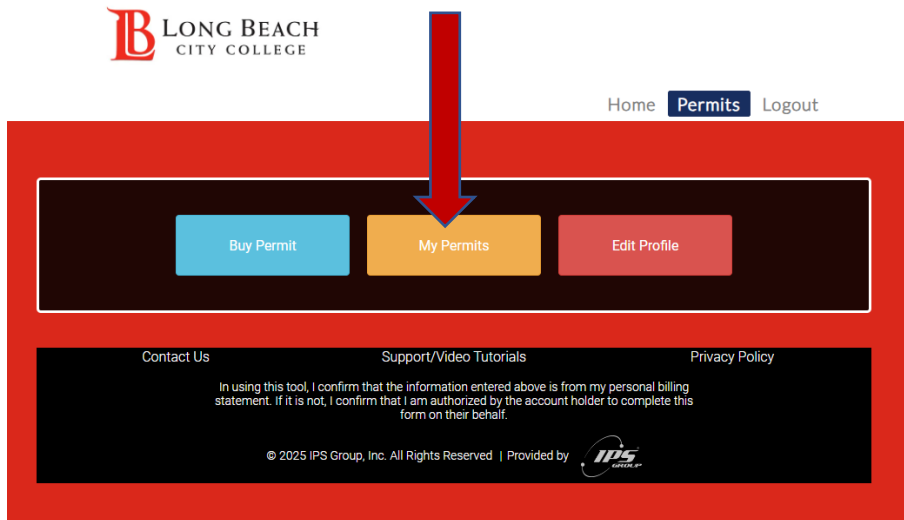
Important Reminders:

- 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**.

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.

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