

# BASIC INSTRUCTIONS TO EDIT/DELETE/SWITCH PERMIT IN PARKING PORTAL

These instructions are for those who have a current GVSU parking permit, but need to associate their permit with a different vehicle before parking on campus. **This is a two-step process.**

As a reminder, you can list up to five vehicles (on the Manage Account page), but need to ensure your permit is updated as well. You can only have one vehicle on campus at any given time.

STEP 1 is for editing existing vehicles, adding new vehicles or deleting vehicles in your parking portal.

STEP 2 is for switching your permit to a different vehicle in your parking portal.

## Logging In:

Please visit the parking portal here:

<https://www.tocite.net/gvsu/portal>

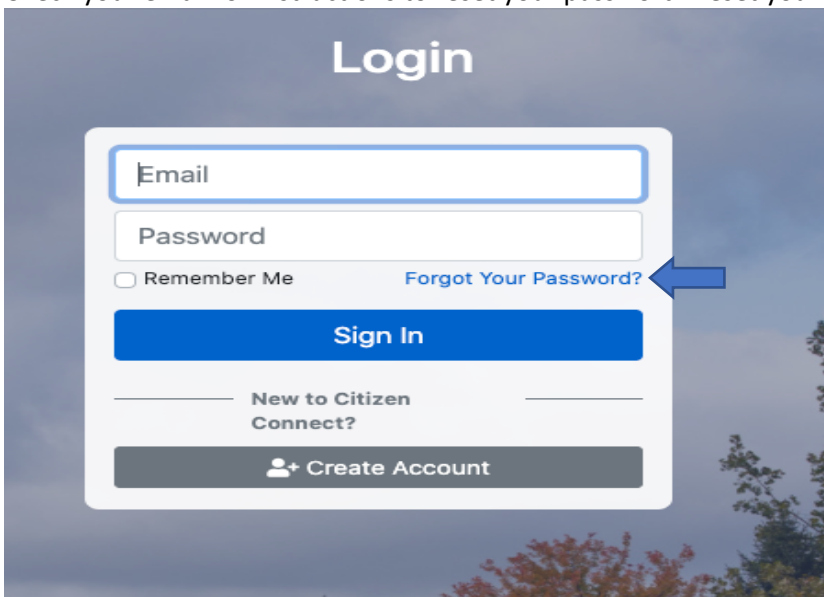
Click on Login in the upper right corner.



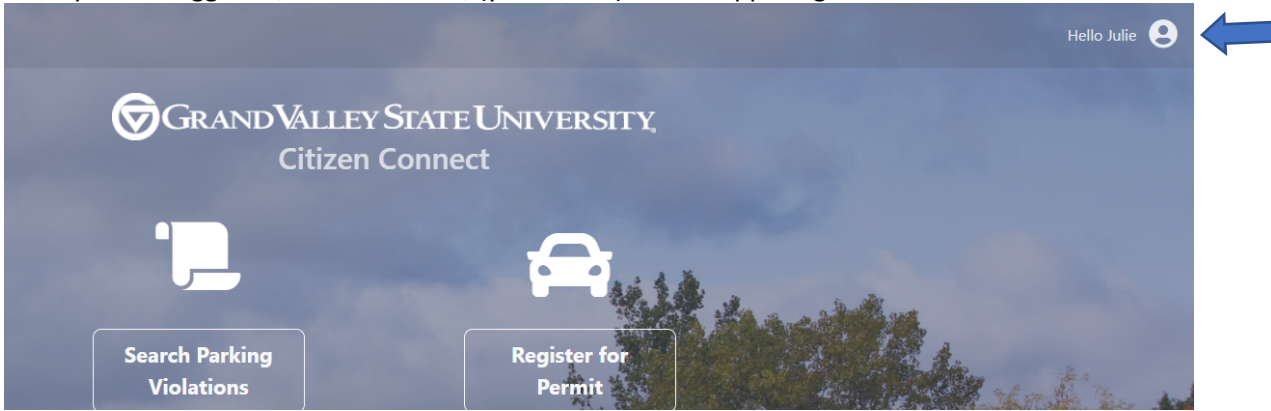
*Login using the email and the password you used when creating your account.*

If you have forgotten your password, click on **Forgot Your Password?**

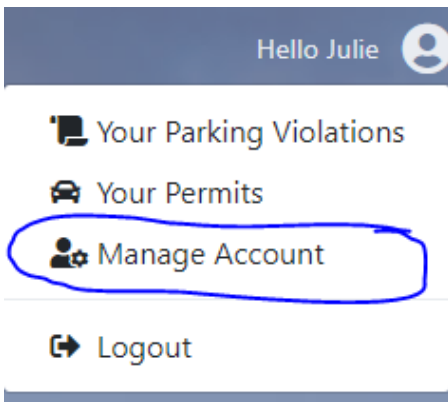
Check your email for instructions to reset your password. Reset your password and then proceed.



Once you are logged in, Click on “Hello, (your name)” in the upper right corner.

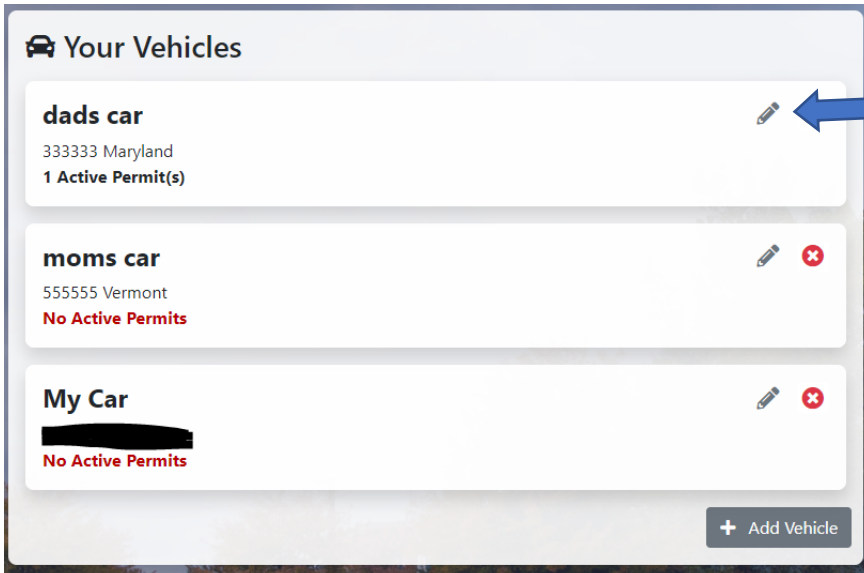


**STEP 1: Click on “Manage Account”**



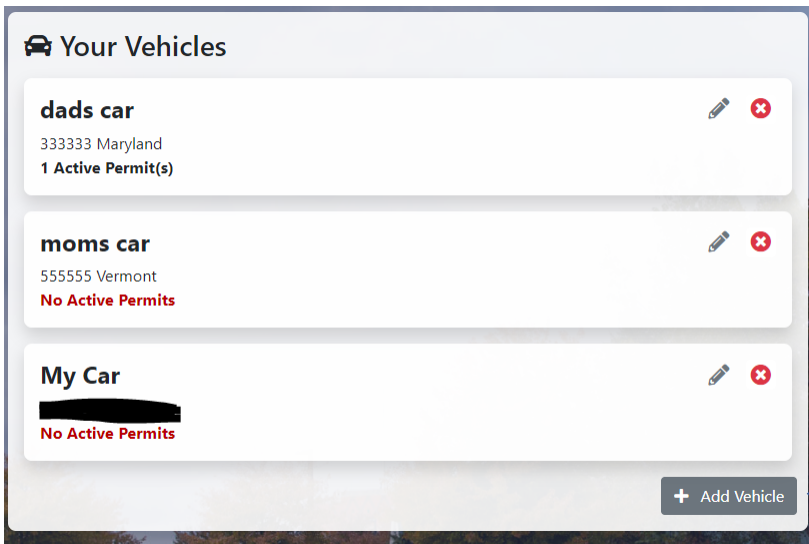
**To Edit an existing vehicle:**

In the Your Vehicles section, click on the pencil next to the vehicle you want to edit. Edit the information and click on SAVE. **You are not finished - Proceed to STEP 2!**



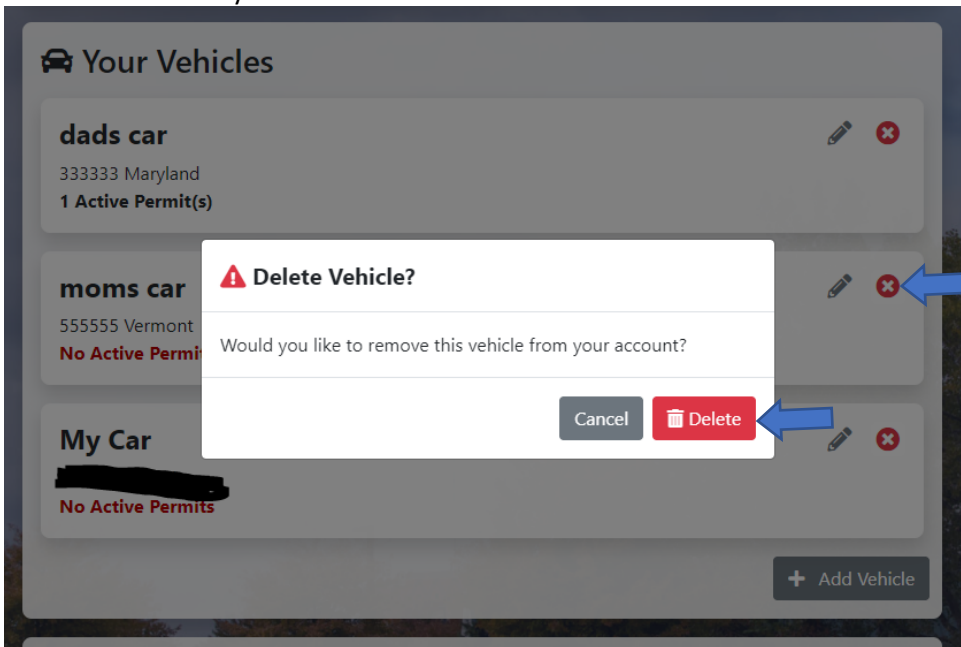
## To Add a new vehicle:

In the Your Vehicles section, click on Add Vehicle and enter the new vehicle information. Click on SAVE.  
**You are not finished - Proceed to STEP 2!**



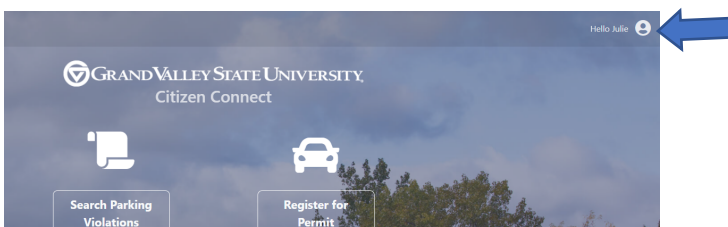
## To delete a vehicle:

Make sure that the vehicle you need to delete does not have an active permit associated with it. Click on the red "x" next to the vehicle you need to delete. **You are not finished - Proceed to STEP 2!**

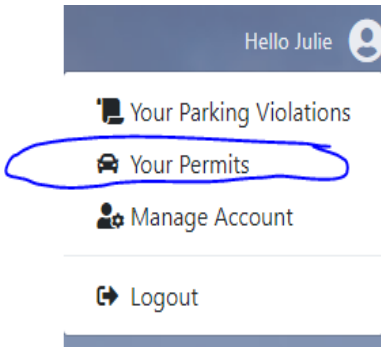


## **PLEASE REFRESH YOUR SCREEN NOW**

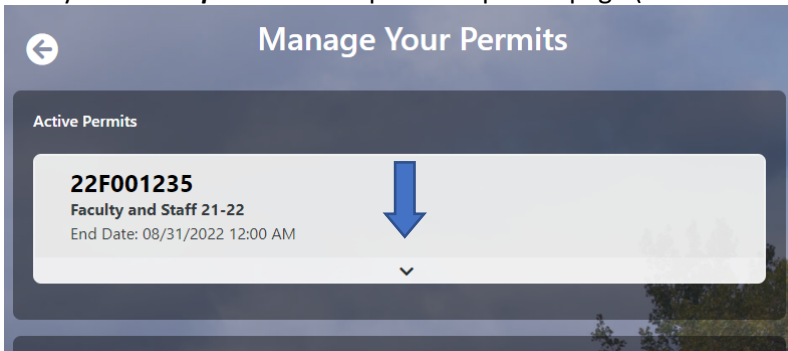
Next, please click on "Hello, (your name)" in the upper right corner to continue to Step 2.



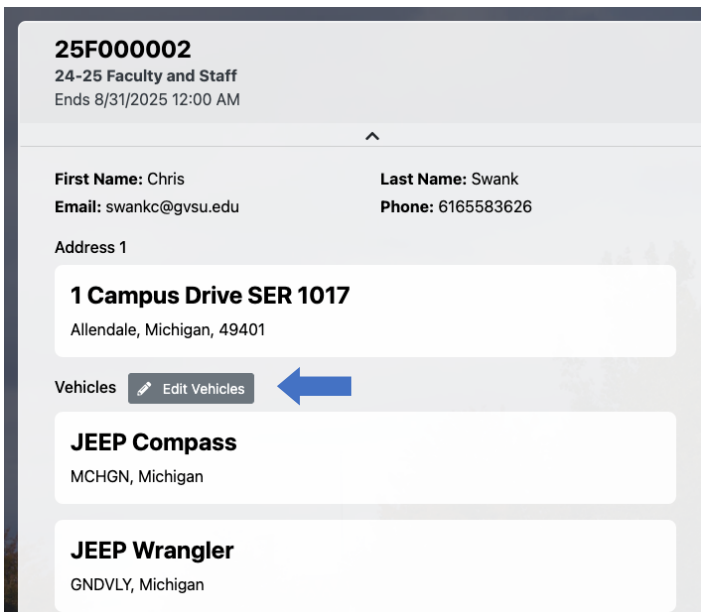
**STEP 2: Click on "Your Permits" – You MUST Complete This Step When Driving a Different Vehicle to Campus**



Find your **active permit** and expand the permit page (click on small down pointing arrow).



The vehicle showing on your permit page is the vehicle currently connected to the active permit. To switch your permit to another vehicle, click on edit vehicles.



Click on the Choose from your vehicles dropdown, and then click on the vehicle that you plan to park on campus.

**Edit Permit 25F000002**

**Vehicle 1** Choose from your vehicles ▾

License Plate Number: MCHGN

License Plate State: Michigan

Vehicle Make: JEEP

Vehicle Model: Compass

Vehicle Color: Charcoal

Vehicle Type: SUV

**Vehicle 2** Choose from your vehicles ▾

License Plate Number: GNDVLY

License Plate State: Michigan

Vehicle Make: JEEP

Vehicle Model: Wrangler

Vehicle Color: Silver

Vehicle Type: SUV

**Save**

Make sure all the fields are correct (edit if necessary) and click SAVE.

SUCCESS!! Now the corrected vehicle plate should show as being connected to your permit on Your Permit page.

## ADDING A SHORTCUT TO THE PARKING PORTAL ON YOUR SMARTPHONE

We also highly recommend adding a shortcut to the parking portal on your smartphone if you switch vehicles often.

This can be done from our website.

On your smartphone, navigate to this page:

<https://www.gvsu.edu/parking/permits-facultystaff-permits-88.htm>

Then click on one of the blue boxes depending on which kind of phone you have.

Follow the instructions and add the shortcut!

### ADD A SHORTCUT OF CITIZEN CONNECT PORTAL TO YOUR PHONE

#### iPhone/iOS

1. Navigate to the [citizen connect portal](#) and load that page
2. Tap the share button (square with arrow point up) at the bottom of the screen
3. Scroll down and tap "Add to Home Screen"
4. Adjust the bookmark name if needed and then tap "Add" at the top right

#### Android

1. Navigate to the [citizen connect portal](#) and load that page
2. Tap on the 3-dots icon from the upper-right corner to access the menu
3. Tap on the option labeled as "Add shortcut to Home screen"

Please feel free to call our office or stop by if you need further assistance with managing your parking portal.  
Thank you!!

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