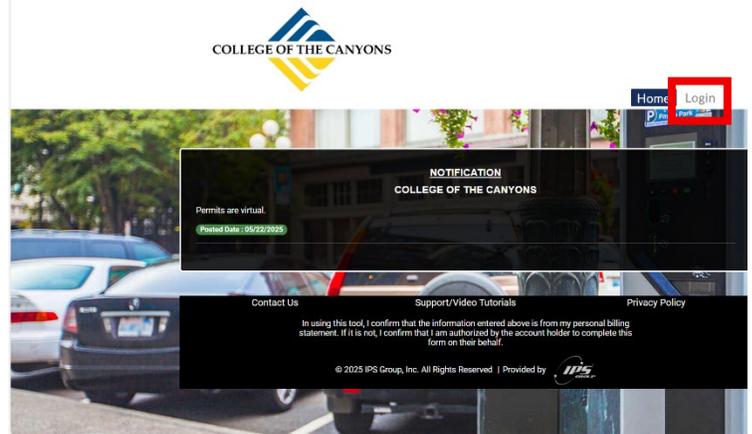




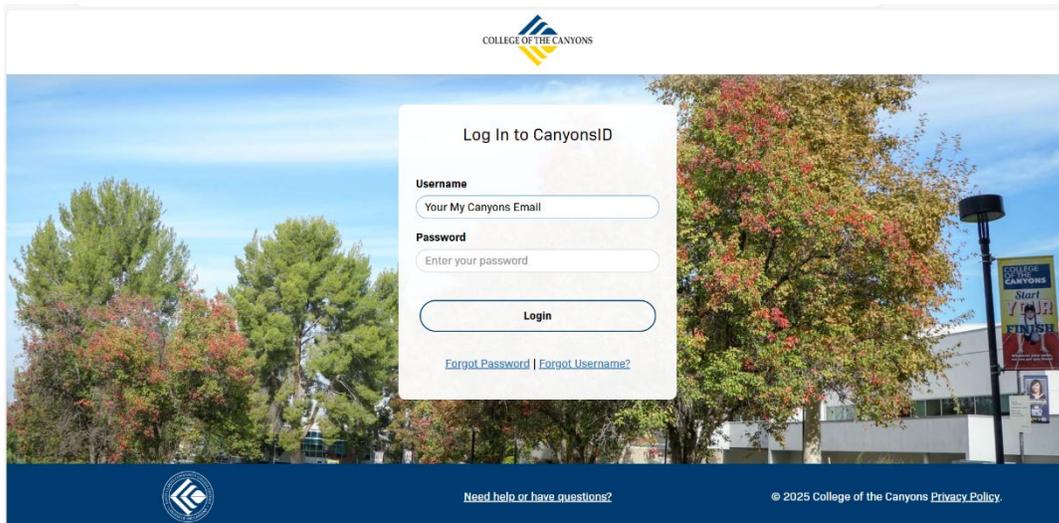
## How to Purchase Semester Parking Pass

*(Students must know their MyCanyons login in order to access parking portal)*

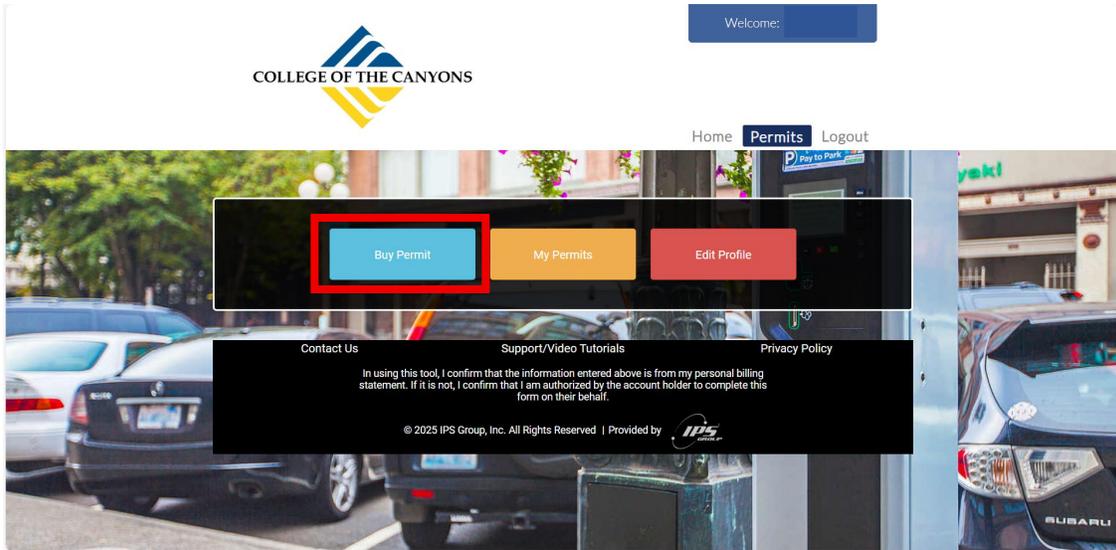
### Step 1: Scan the QR code or log into your MyCanyons account and click on the parking icon



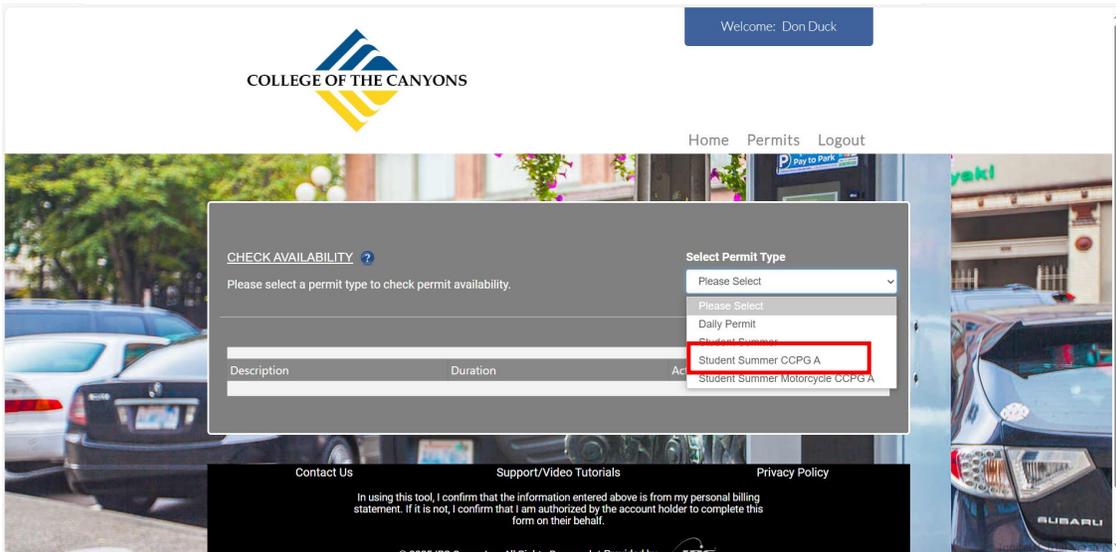
### Step 2: You will need to login using your Canyons email address and password



### Step 3: Select “Buy Permit”



### Step 4: Select Permit Type



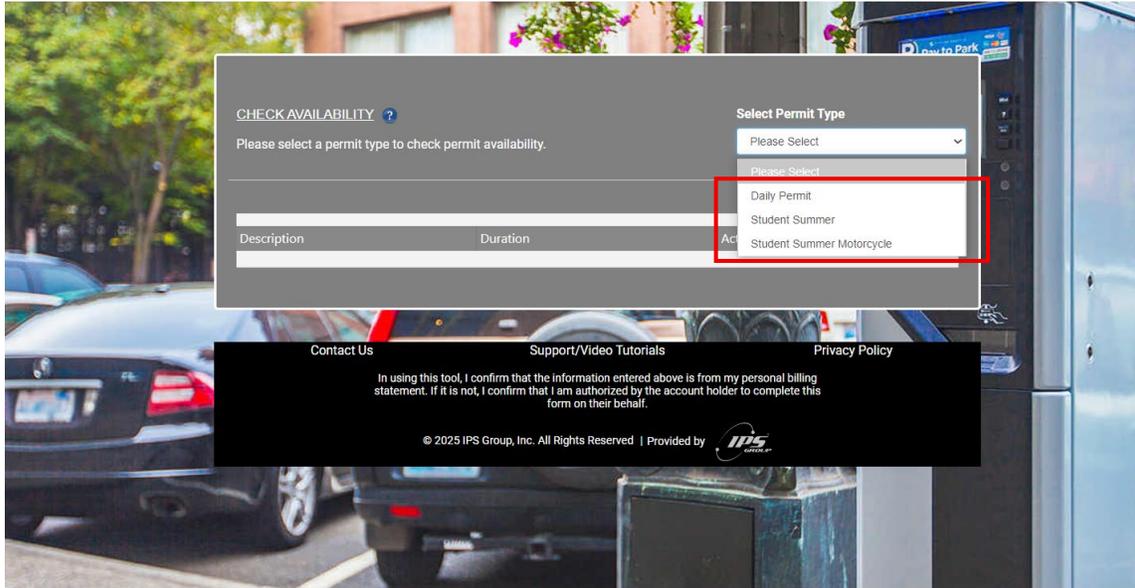
### Eligible for Discount

All available permit types will be displayed. If you have a discounted pass, please select the discounted pass to receive a discount. Students eligible for a discounted pass may receive one pass at the discounted rate. All other passes are at full price.

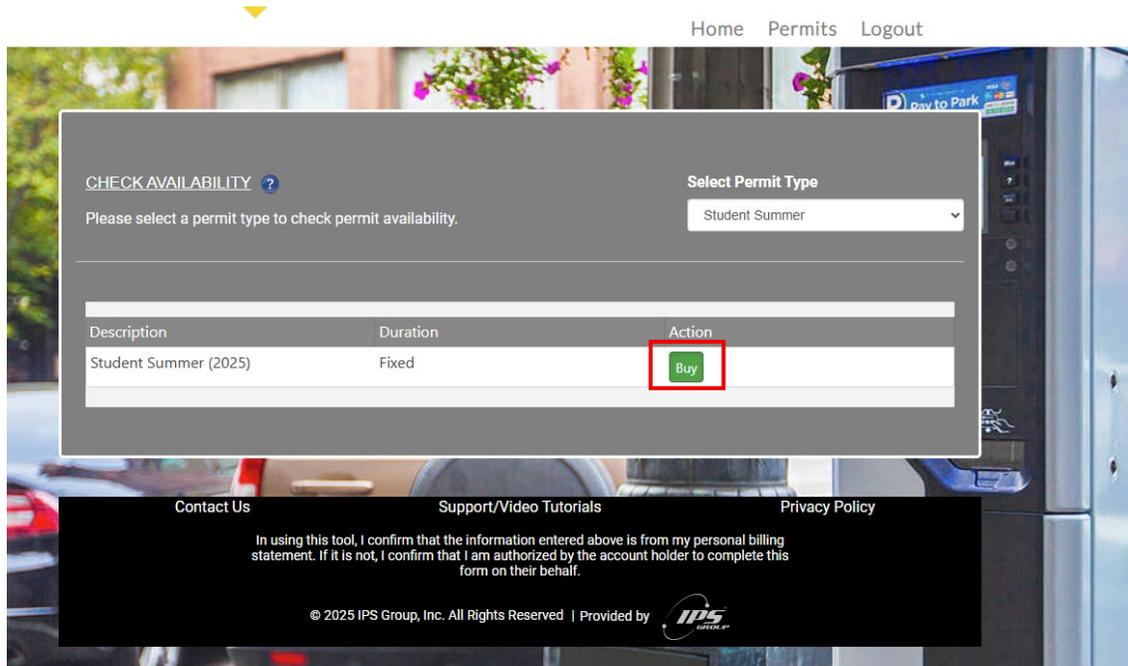
# Regular Parking Fees



[Home](#) [Permits](#) [Logout](#)



Select the desired parking permit



Select "Buy"

## Step 5: Select or add new vehicle

**PURCHASE NEW PERMIT** ?

**Permit Type** Student Summer

**Location** Student Vehicle

**Permit Sub Type** Student Summer (2025)

**Tentative Start Date** 06/6/2025

**Actual Cost** \$25.00

**Payment Option**

Credit Card

**ADDRESS** - Select/Add an Address

Select	Address	Phone Number	Type	Action
<input checked="" type="radio"/>	1234 Home Legal Address , Mission Hills, CA, USA 91345	(661) 259-7800	Home Address	

**+** ADD ADDRESS - select plus sign to add address

**VEHICLE INFORMATION** ?

Select Record	Primary	License	Make	Model	Color	Year	State	Decal Number
<input type="checkbox"/>	<input checked="" type="checkbox"/>	test	Accurate Cycle Engineering	Badger	Gray	1990	California	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	123Test	Ford	Explorer	Gray	2000	California	

**+** ADD VEHICLE - select plus sign to add vehicle

Select or add new vehicle

**+** VEHICLE INFORMATION x

Select if using Plate or VIN Number

Plate Number  VIN Number

Plate Number

Make

Model

Color

Year

State / Province

Enter Vehicle Information, then click "Save"

**VEHICLE INFORMATION ?**

Select Record	Primary	License	Make	Model	Color	Year	State	Decal Number
<input type="checkbox"/>	<input checked="" type="checkbox"/>	test	Accurate Cycle Engineering	Badger	Gray	1990	California	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	123Test	Ford	Explorer	Gray	2000	California	

➕ ADD VEHICLE - select plus sign to add vehicle

**Submit** Cancel

Select the desired vehicle and click “Submit”

## Step 6: Payment

Pay Now Back To List

**PERMIT DETAILS**

Permit No : STU-12980172093

Location : Student Motorcycle

Status : Approved

Permit Type : Student Summer Motorcycle

Permit Sub Type : Student Summer Motorcycle (2025)

Quantity : 1

Applied Date : 6/6/2025

Tentative Start Date : 6/6/2025

Email : tdevil@my.canyons.edu

Permit Price (Each) \$ 15.00

Total Cost \$ 15.00

AutoPayment : No

Payment Type : Credit Card

Application Type : Individual

At this point, students have an active application. If you would like to pay cash, select “Back to list” and visit the Student Business office to make cash payment. Otherwise, to complete payment with a credit card select Pay Now.

## Step 7: Submit Credit Card Payment



### Check Out Summary

Description	Agency	Amount Due
Student Summer (2025)	College of the Canyons, CA	\$25.00

Subtotal	\$25.00
Processing Fee	\$0.00
<b>Total</b>	<b>\$25.00</b>

### Payment Information

**Amount**  
 \$

**First Name**

**Last Name**

**Card Number**

**Card Expiry**  
MM  YYYY

**Card CVV**

[Submit Payment](#)

## EMAIL NOTIFICATION

To:

Subject:

Hello

Your permit application was Approved. Please click on this [link](#) to pay.  
Permits aren't valid until payment is made.

<b>Permit Number:</b>	STU-12980172093
<b>Plate Number:</b>	
<b>Permit Type:</b>	Student Summer Motorcycle (2025) - Student Summer Motorcycle
<b>Location:</b>	Student Motorcycle - College of the Canyons, Rockwell Canyon Road, Santa Clarita, CA, USA
<b>Quantity:</b>	1
<b>Permit Price Each:</b>	\$15.00
<b>Total Price:</b>	\$15.00
<b>Status:</b>	Approved
<b>Tentative Start Date:</b>	6/6/2025 12:00 AM

Thank You!



College of the Canyons, CA  
26455 Rockwell Canyon Road  
Santa Clarita, California, 91355

PH: 661-259-7800  
EM: [permits@thepermitportal.com](mailto:permits@thepermitportal.com)