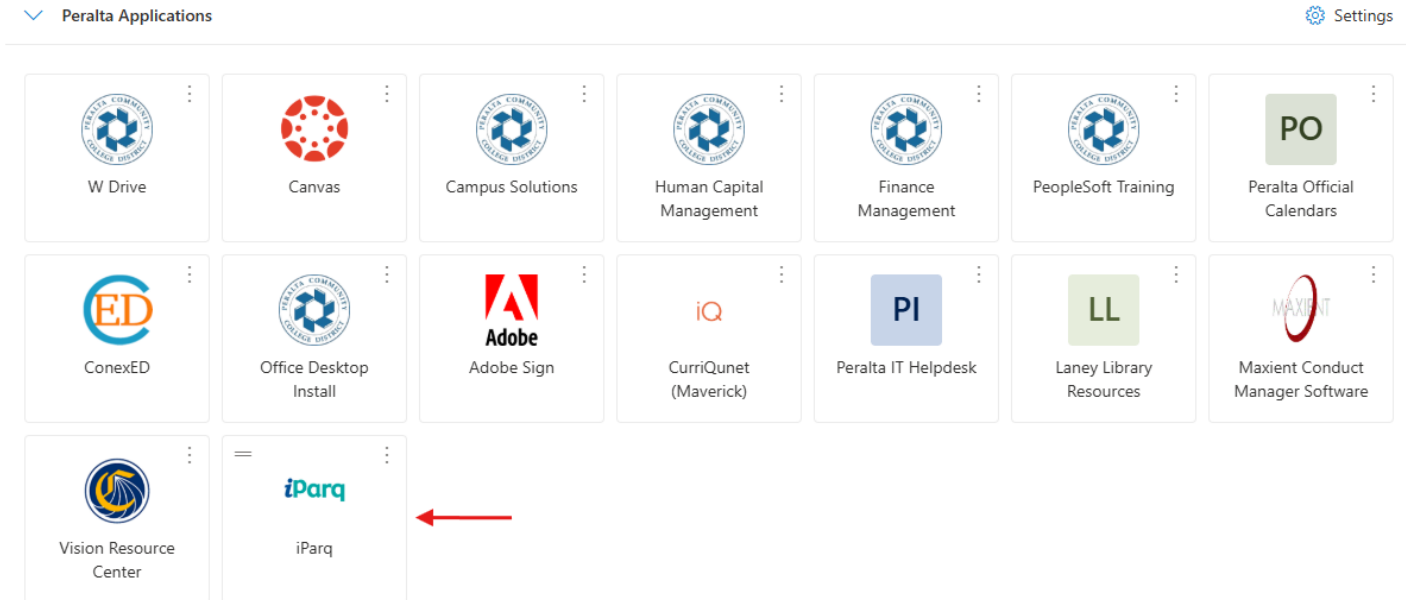


# How to Order an Employee Parking Permit

1. Access the new parking permit website
  - a. Log in to your Peralta Portal and click “iParq” under Peralta Applications



2. Select “Employee Login”



3. Select "Buy Permits"

The screenshot shows the Peralta Community College District iParq website. At the top left is the Peralta Community College District logo. At the top right is the iParq logo with the tagline "Intelligent Parking". Below the logos are navigation links: Home | Payment Plans | Permits | Notices | Account. There are also buttons for Student Login and Employee Login. A central message box says "PERALTA COMMUNITY COLLEGE DISTRICT" and "Please make sure to login to see what permits you able to purchase" with a link "Click HERE to purchase Visitor and Guest Permits.". Below this are two main sections: "BUY PERMITS" and "PAY NOTICES". The "BUY PERMITS" section has a red arrow pointing to a button labeled "<Click Here>" above a sample permit image. The "PAY NOTICES" section has a button for "Enforcement Services" and two search fields for "License Plate" and "Notice Number". At the bottom, there are logos for VIKINGCLOUD TRUSTED COMMERCE, VIKINGCLOUD ASSURANCE CARD, globalpayments, and AuthorizeNet. The text "Powered by iParq" is in the bottom right corner.

4. Select "Click HERE to purchase a Semester Permit"

The screenshot shows the Peralta Community College District iParq website. At the top left is the Peralta Community College District logo. At the top right is the iParq logo with the tagline "Intelligent Parking". Below the logos are navigation links: Home | Permits | Account. There are also fields for User Name and Password with a Sign in button and a link for "Forgot your password? Click Here". A central message box says "PERALTA AFFILIATES AND GUESTS" and "Custom information can be input here including links, maps, social media feeds, etc." with a red arrow pointing to a link "Click HERE to purchase a Semester Permit.". Below this is another section "PERALTA AFFILIATES & VISITORS PERMITS" with the text "There are currently no permits available." in red. At the bottom, there are logos for VIKINGCLOUD TRUSTED COMMERCE, VIKINGCLOUD ASSURANCE CARD, globalpayments, and AuthorizeNet. The text "Powered by iParq" is in the bottom right corner.

5. Select "Add Item" tab at the bottom of the "Pre-Approved Employee 26/27"

Peralta Community College District

iParq Intelligent Parking

Home | Payment Plans | Open Orders | Permits | Notices | Account

Welcome Abdul Pridgen Sign out

**PERALTA COMMUNITY COLLEGE DISTRICT PERMITS**

**Pre-Approval Search**  
Peralta Community College District offers Pre-Approved Permits.  
To see if you've been pre-approved, please enter all applicable data below.

Search

**Pre-Approved**  
**Employee 26/27**  
Park in designated stalls  
Valid Dates: Apr 14, 2026 to Jun 30, 2027  
Price: \$ 0.00

Add Item

Powered by iParq

VIKINGCLOUD TRUSTED COMMERCER CLICK TO VALIDATE ✓  
VIKINGCLOUD ASSURANCE CARD  
Secured by globalpayments  
Authorize.Net Click & Buy

6. Select the "Continue" tab

Peralta Community College District

iParq Intelligent Parking

Home | Payment Plans | Open Orders | Permits | Notices | Account

Welcome Abdul Pridgen Sign out

**Shopping Cart**

**Permits**

Permits	QTY	Total Amount	Remove
Employee - 26/27	1	0.00	<input type="checkbox"/>
<b>Permit Total:</b>	<b>1</b>	<b>\$ 0.00</b>	
<b>Grand Total:</b>	<b>1</b>	<b>\$ 0.00</b>	

Add More Items

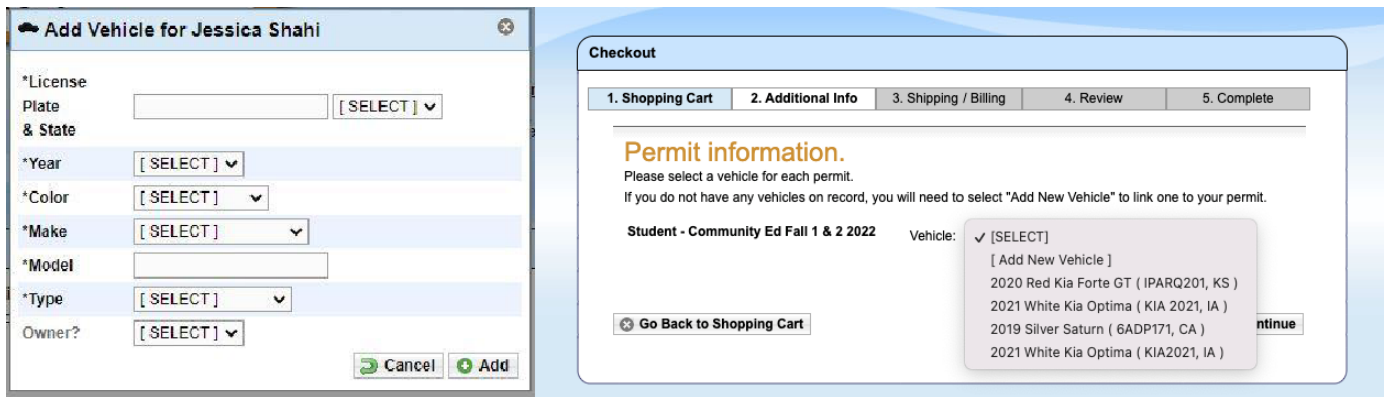
Update Order Continue

Powered by iParq

VIKINGCLOUD TRUSTED COMMERCER CLICK TO VALIDATE ✓  
VIKINGCLOUD ASSURANCE CARD  
Secured by globalpayments  
Authorize.Net Click & Buy

7. Enter your vehicle information

- a. There is no limit to how many vehicles can be saved in your account, but only one vehicle can be active at once. If you drive more than one vehicle, you need to remember to change your account to reflect that vehicle as active.



8. Review your order – staff parking permits will remain free of charge
9. Confirm your order – you will receive a confirmation number. You will not receive a printout or physical parking permit. Your permit will be virtual and is associated with your vehicle license plate. This virtual parking permit will be valid until June 30, 2027.