How to Pay for Parking Online
Through PeopleSoft (SIS) Self-Service Portal

First
Log-in to mycollege.laccd.edu

Step 1
Select “Student Account.”

Step 2
Select the “Account Services” tab,
Step 3

Select **Parking & Transportation Tab. Choose LASC** for the term you want to Purchase. Enter the quantity of (1) in the “Quantity Field.”

Click “Calculate Total” and then Click “Next”
Step 4
Confirm Order and Select Next.

**Confirm Order**

Verify the amount and total of the items you have selected for purchase. If correct, click the NEXT push button. If you wish to make changes, click the PREVIOUS push button.

<table>
<thead>
<tr>
<th>Selected Items</th>
<th>Term</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Item Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking LASC</td>
<td>2018 FALL</td>
<td>20.00</td>
<td>1</td>
<td>20.00</td>
</tr>
</tbody>
</table>

Currency used is US Dollar. Total 20.00

Step 5
Input Credit Card Account number and click “Continue”

Payment amount: $4.00
Payment method: Credit or Debit Card

Account Information
*Indicates required fields
*Card account number:

Step 6
Enter Account Information

- For Visa/ MC it is the 3 digits on the back of card
- For AMEX, it is the 4 digits on the front of card
- Enter the Billing Information of the Card Holder
- After all fields are entered, Click on “Continue”
Step 7

Click Submit
Step 8

PeopleSoft will attempt to process payment. The Results will be a GREEN (✓) for Successful or a RED (!) for Fail.

The most common reason for fail is:

- Incorrect Card Number
- Incorrect CVV Code
- Incorrect Expiration Date
- Incorrect Cardholder Address Information
- Insufficient Funds or Credit

*Please allow 24 hours for the Business Office to process Online Parking Permit sales*

Stop By the Business Office, during Regular Business Hours, to Pick Up Your Parking Permit 😊

Congratulations, You Are Done!!!