UCF DOWNTOWN

VALENCIACOLLEGE

BUYING A PARKING PERMIT
Valencia College Students

STEP 1: **Establish your Downtown Campus Atlas password**
In order to access systems on the downtown campus, you must <u>establish</u> a Downtown Campus password using the UCF Password Reset tool. This is *in addition* to your regular Atlas password.

- Log in to **Atlas**.
- Navigate to the **My Atlas** tab.
- Within the **Downtown Campus Password Tools** channel, select **UCF Password Reset.**

Within the **Account** field, type your Valencia College **Atlas ID**.

Complete the captcha field as prompted, and select **Next**.

Follow the remaining prompts to **create your Downtown Campus password**.

TIP: It is recommended that use the same password for your Atlas accounts. When you change your Valencia College Atlas password, you should also change your Downtown Campus password following the steps above.

STEP 2: **Purchase your Downtown Campus Parking Permit**
Parking is not free on the downtown campus. Students will need to purchase a parking permit from UCF Parking and Transportation Services to park in student spaces on the campus.

- Order your permit online.
- Login using your **Atlas ID** and **Downtown Campus Password**.
- Provide your contact information and vehicle information.
- Choose to have your permit mailed to your home or to pick up your permit at the Parking and Transportation Services Office on the Downtown Campus.

Parking and Transportation Services is located in the lobby of the Communication and Media Building and open Monday – Friday from 8 a.m. – 5 p.m.