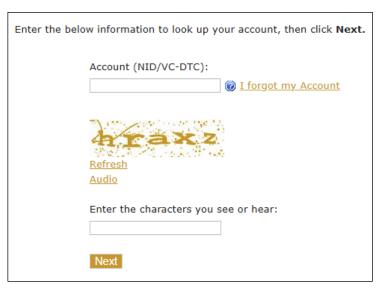## STEP 1: Establish your Downtown Campus password

To access systems on the Downtown campus, you must establish a Downtown campus password using the **Account Password Reset** tool. This is in addition to your regular VC-DTC ID password.

- Navigate to **mynid.ucf.edu**
- Within the **"Account"** field, type your MyVC username.
- Complete the captcha field as prompted and select **"Next".**
- Follow the remaining prompts to create your Downtown campus password.

Enter the below information to look up your account, then click **Next.**

Account (NID/VC-DTC):

[   ] ⓘ I forgot my Account

h/raxz

Refresh
Audio

Enter the characters you see or hear:

[   ]

Next

TIP: We recommend using the same password for your VC-DTC ID accounts. When you change your MyVC password, you should also change your Downtown campus password following the steps listed above.

STEP 2: Purchase your Downtown Campus Parking Permit

Parking is no free on the downtown campus. Students need to purchase a virtual parking permit from UCF Parking and Transportation Services to park in student spaces on campus.

- Navigate to **parking.ucf.edu**
- Select **"Permits"** from the menu bar at the top and then select **"Purchase a Permit."**
- Once you **"Start Your Order",** use your **MyVC Username @ucf.edu** and your Downtown Campus password to sign in.
  - Ex. A Valencia student, John Smith, whose email is jsmith1@mail.valenciacollege.edu would use **jsmith1@ucf.edu** to sign in.
- Then, provide your contact, vehicle, and payment information.

Need more help? Please call 407-235-3650, or visit Parking Services (inside the Campus Store) in Room 151 of Dr. Phillips Academic Commons, or the Tech Lending desk on the second floor East Wing of Dr. Phillips Academic Commons at UCF Downtown. Visit our website for the most updated hours of operation.