

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 myid.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.

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.

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

Account (NID/VC-DTC):
 [I forgot my Account](#)



[Refresh](#)
[Audio](#)

Enter the characters you see or hear:

[Next](#)

STEP 2: Purchase your Downtown Campus Parking Permit

Parking is not 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, select “**Purchase a Permit**,” and then “**Buy 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 407-823-5812 or email parking@ucf.edu.