

Establishing Your VC-DTC Account

Valencia College Downtown Students

UCF DOWNTOWN

VALENCIA COLLEGE

To access systems on the Downtown Campus, you must **establish a Downtown Campus (VC-DTC) account** and password using the Account Password Reset tool. This is *in addition* to your regular Valencia credentials for logging into MyVC and Canvas.

Determining Your VC-DTC Account

1. Find your VC email
2. Use the first part of your email (before the @ sign)
3. Add @ucf.edu to the end and you have your VC-DTC account!

Example:

purracy@mail.valenciacollege.edu



purracy @mail.valenciacollege.edu



purracy@ucf.edu

Resetting Your VC-DTC Password

1. Navigate to mynid.ucf.edu.
You should see the **Get back into your account** page
2. Within the **Email or Username** field, type the VC-DTC account identified above.
purracy@ucf.edu
3. Complete the captcha field as prompted and then click **Next**.
4. Follow the remaining prompts to create your VC-DTC account password.



Get back into your account

Who are you?

To recover your account, begin by entering your email or username and the characters in the picture or audio below.

Email or Username: *

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio. *

[Next](#) [Cancel](#)

Need more help? Visit First Stop located on the first floor of UnionWest at the Downtown Campus.



These credentials will be used anytime you are asked for your **VC-DTC ID**.

Buying a Commuter Parking Permit

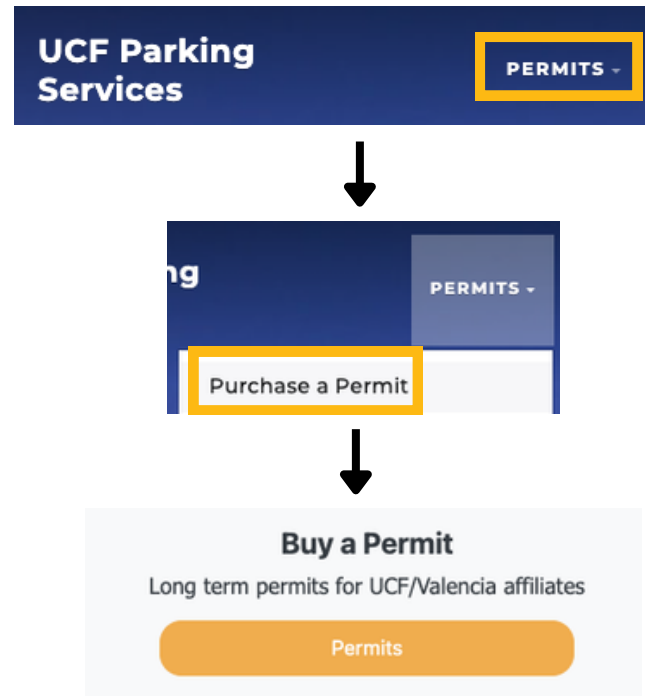
Valencia College Downtown Students

UCF DOWNTOWN

VALENCIA COLLEGE

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. The DTC parking permit is only valid on the Downtown Campus in specified parking locations. Parking on campus requires a valid DTC permit at all times.

1. Navigate to parking.ucf.edu.
2. Select **Permits** from the menu bar at the top of the page.
3. Select **Purchase a Permit** from the drop down.
4. Under **Buy a Permit**, select **Permits**.
5. Select the **Start Your Order** option at the bottom of the page.
6. Log in using your established Downtown Campus (**VC-DTC**) account and password.
7. Select either a 365 or 150 day permit and click Next.
8. If no known vehicles are listed, select "Add New Vehicle" and fill in the requested information. Once done, make sure your vehicle is selected and click Next.
9. Fill in your contact information, select your delivery method, and provide your payment information.
10. Review and verify all provided information is correct. Once done, click Next.



Please note: there are **NO REFUNDS**. A confirmation will be sent to the email or phone number provided.

Need more help? Please call 407-823-3650 or email parking@ucf.edu.



Residents living in UnionWest housing who need a parking permit should purchase through Platinum Parking for the UnionWest garage. For more information, email UnionWest@platinumparking.us.

Requesting a Downtown ID Card

Valencia College Downtown Students

UCF DOWNTOWN

VALENCIA COLLEGE

As a Valencia College Downtown Campus (**VC-DTC**) student, you will need a Downtown Campus student ID card. A VC ID card from other Valencia campuses is not valid on the Downtown campus. However, the Downtown Campus ID card is valid at all VC campuses.

Valencia College Downtown students requesting a card must be enrolled in the current semester **and** have their tuition paid in full.

Requesting your Downtown ID Card

1. Navigate to ucfcard.ucf.edu
2. Select **Submit a Mailing or Pickup Request**
3. Scroll to the bottom of the page and select **Valencia Downtown ID Card & Pickup Request**
4. Log in using your established VC-DTC account and password.
5. Select **First Valencia ID Card** and hit next.
6. Select **Yes** and hit next.

Note: Valencia College Downtown students, faculty, and staff are **required** to pickup their ID card in person and **must** have a valid government form of ID **physically present** at the time of pickup.

7. Fill in your contact information and hit submit.

Note: Use your @mail.valenciacollege.edu for your contact email. You may elect to receive an email copy of your responses by clicking the "Send me an email receipt of my responses" box before hitting submit.

Your request will be reviewed shortly, and if approved, you will be sent a link from UCF@onlinephotosubmission.com to submit a digital photograph, as well as a government-issued ID.

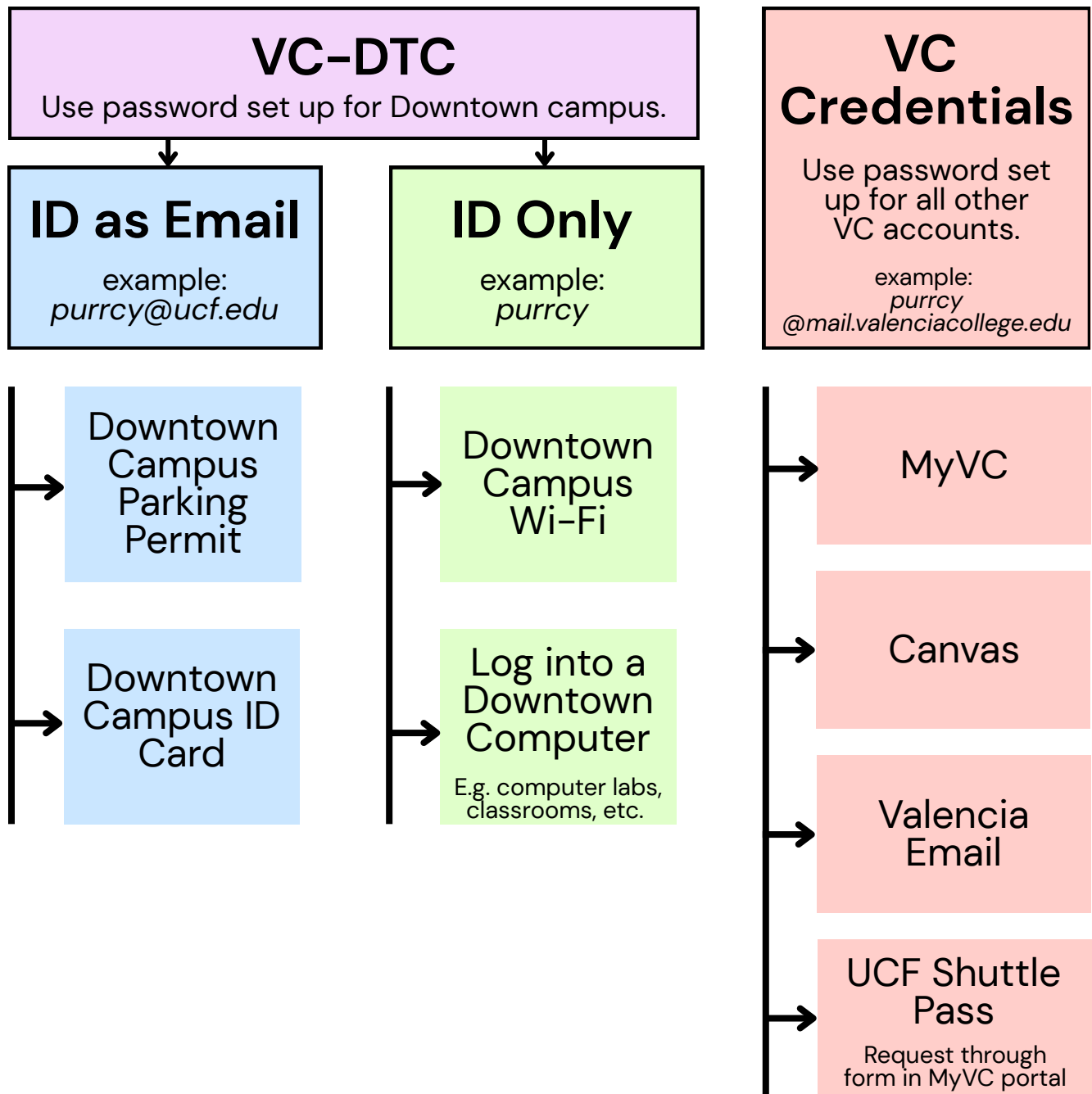
- **If you are not eligible for your requested ID card or badge**, you will receive an email with the cancellation reason shortly after your submission.
- After your submission is approved, you will be notified via email that your ID card is ready for pickup.

Please **do not come to the pickup location** until you receive the confirmation email stating your ID is ready for pickup.

Need more help? Please call 407-823-2100 or email cardsrvc@ucf.edu.

Which Account Do I Use?

Confused about which account you need to use? Use the chart below to help guide you!



Use the same password for both your VC Credentials and your VC-DTC ID to reduce confusion when logging into each account.

Also, when one password expires, change both your password on MyVC and for VC-DTC at the same time.