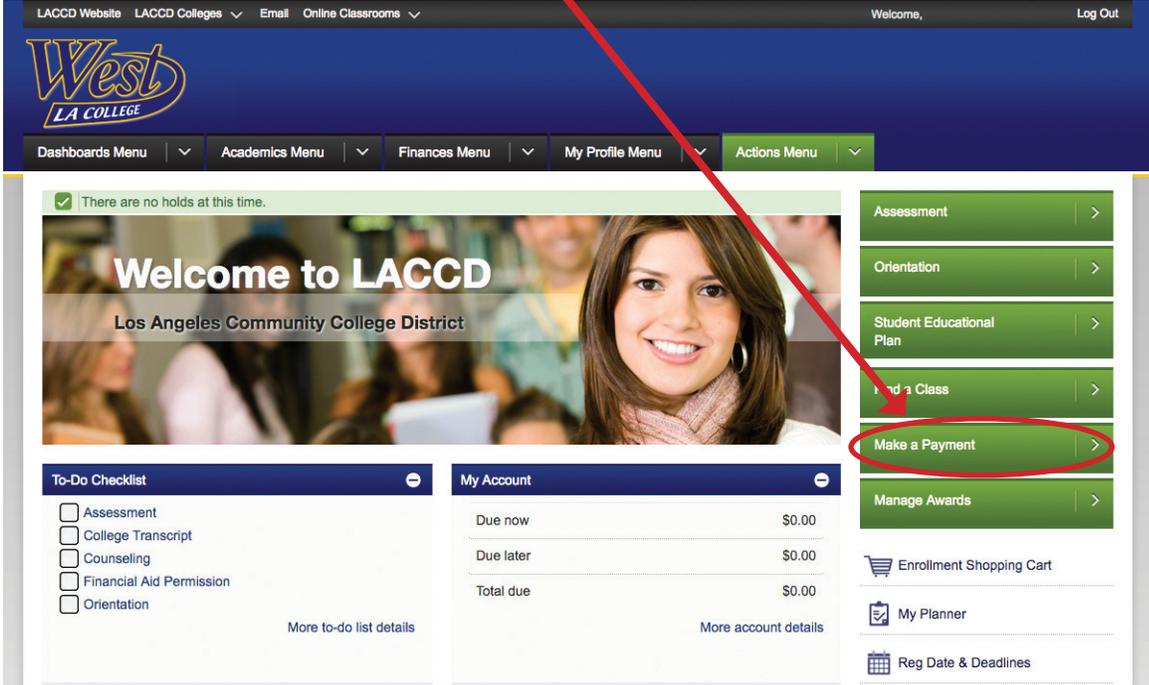


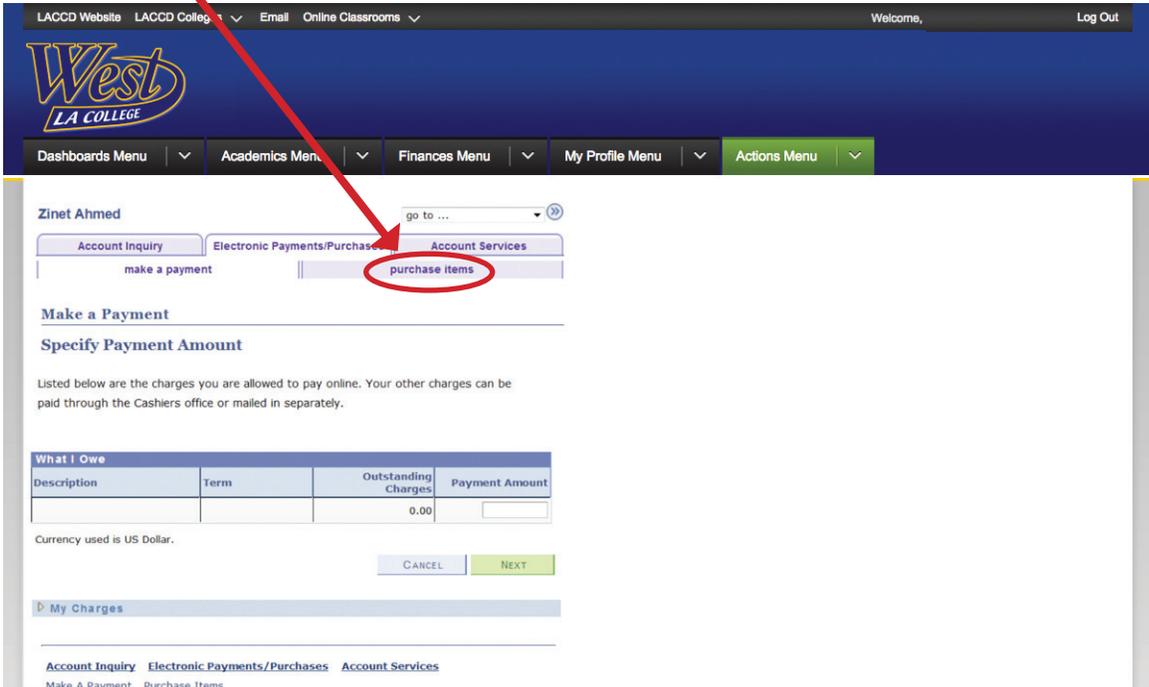
How to Buy Parking Permit via SIS PeopleSoft

STEP 1: Log-In to SIS PeopleSoft. CLICK **“Make a Payment”**



The screenshot shows the LACCD SIS PeopleSoft dashboard. At the top, there is a navigation bar with "LACCD Website", "LACCD Colleges", "Email", and "Online Classrooms". Below this is the "West LA COLLEGE" logo and a "Dashboards Menu" bar with "Academics Menu", "Finances Menu", "My Profile Menu", and "Actions Menu". The main content area features a "Welcome to LACCD" banner for the Los Angeles Community College District. On the right side, there is a vertical menu with options: "Assessment", "Orientation", "Student Educational Plan", "Find a Class", "Make a Payment", and "Manage Awards". The "Make a Payment" option is circled in red. Below the banner, there are sections for "To-Do Checklist" and "My Account".

STEP 2: CLICK **“Purchase Items”**



The screenshot shows the "Make a Payment" page in the SIS PeopleSoft system. At the top, there is a navigation bar with "LACCD Website", "LACCD Colleges", "Email", and "Online Classrooms". Below this is the "West LA COLLEGE" logo and a "Dashboards Menu" bar with "Academics Menu", "Finances Menu", "My Profile Menu", and "Actions Menu". The main content area features a "Make a Payment" section with a "Specify Payment Amount" sub-section. Below this, there is a "What I Owe" table with columns for "Description", "Term", "Outstanding Charges", and "Payment Amount". The "Outstanding Charges" column shows a value of "0.00". Below the table, there is a "Currency used is US Dollar." message and "CANCEL" and "NEXT" buttons. At the bottom, there is a "My Charges" section and a navigation bar with "Account Inquiry", "Electronic Payments/Purchases", and "Account Services". The "purchase items" button is circled in red.

Description	Term	Outstanding Charges	Payment Amount
		0.00	

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STEP 3: Enter quantity under “**PARKING WLAC**”

Purchase Items

Select Items

Enter the quantity for the items you wish to purchase. Use the calculate total push button to calculate the total amount of your purchase. Click NEXT to confirm your purchases.

Available Items	Term	Unit Price	Quantity	Item Total
Parking_LACC	2017 FALL	20.00	<input type="text"/>	0.00
Parking_ELAC	2017 FALL	20.00	<input type="text"/>	0.00
Parking_LAHC	2017 FALL	20.00	<input type="text"/>	0.00
Parking_LAMC	2017 FALL	20.00	<input type="text"/>	0.00
Parking_LAPC	2017 FALL	20.00	<input type="text"/>	0.00
Parking_LASC	2017 FALL	20.00	<input type="text"/>	0.00
Parking_LATTC	2017 FALL	20.00	<input type="text"/>	0.00
Parking_LAWC	2017 FALL	20.00	<input type="text"/>	0.00
Parking_WLAC	2017 FALL	20.00	<input type="text"/>	0.00
Parking Total				0.00

Currency used is US Dollar. **Total** 0.00

STEP 4: Then, pay with a credit card.

NOTE

If paying through SIS PeopleSoft, you **MUST** pick up the parking pass in the Business Office. IT WILL NOT BE MAILED.

To receive a Parking Pass in the mail, please pay through the Business Office (www.wlac.edu/business-office), and **CLICK:**

BUY PARKING PASS