

# HOW TO REGISTER FOR A PARKING PERMIT

Please go online to [smcexternal.thepermitstore.com](http://smcexternal.thepermitstore.com) to set up your account.

In place of Phone Number, input your **Learner ID**, which can be found at the top section of your Confirmation email received after registering for your class. It is just under your address info. You can also find it in the "My Profile" section of your Community Ed online account at [comm.ed.smc.edu](http://comm.ed.smc.edu) where it is referred to as Student ID.

**SANTA MONICA COLLEGE EXTERNAL PERMITS**

**Pre-Approval Search**  
Santa Monica College External offers Pre-Approved Permits.  
To see if you've been pre-approved, please enter all applicable data below.

Register As: [ SELECT ]

Phone Number [ Do not enter - or () ]: [ ]

Search

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Please use the 1<sup>st</sup> drop down menu and select your department.

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Register As: [ SELECT ]

Phone Number [ Do not enter - or () ]: [ ]

- [ SELECT ]
- Not Applicable
- Cafeteria
- KCRW
- Board Member
- Applied Music Instructors
- Continuing Education
- Contractors, Vendors and Consultants
- Citizens' Bond Oversight Committee
- Health Services Volunteers
- SMC Athletics
- SMC Foundation
- Community Education

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Next, instead of inputting your Phone Number, you will enter your **Learner ID** number that you had been sent previously in your class Confirmation Email, then click “Search”.

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User Name  Password

Forgot your password? [Click Here](#)

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Next, select “Add Item” for the pre-approved permit.

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User Name  Password

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Register As:

Phone Number [ Do not enter - or () ]:

**Pre-Approved**  
**Community Education Students Parking Permit Fall 2019**

- May ONLY park in student lots/spots.
- May ONLY park from 6:00am until 11:00pm Monday Thru Friday
- May ONLY park during Fall semester

NO HOLIDAY PARKING

Price: \$ 0.00      Valid Dates: Aug 19, 2019 to Dec 24, 2019

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Here you will see the permit you have chosen. Click “continue”.

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User Name  Password

*Forgot your password? [Click Here](#)*

Shopping Cart

**Permits**

Permits	QTY	Total Amount	Remove
Community Education Students Parking Permit - Fall 2019 (No vehicle associated yet.)	1	0.00	<input type="checkbox"/>
<b>Permit Total:</b>	<b>1</b>	<b>\$ 0.00</b>	
<b>Grand Total:</b>	<b>1</b>	<b>\$ 0.00</b>	

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Please click on “create a new account”.

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User Name  Password

*Forgot your password? [Click Here](#)*

Sign In / Create Account

**ACCOUNT**

Sign Into Your Account

User Name

Password

*[Need help signing in?](#)*

You are required to **Sign In** to register your vehicle. If you do not already have an account, you can:

Creating an account allows you to view previous orders, update registered vehicles or manage your contact information.

Once you have created your new account, you will be able to enter your car details and register for your permit.

**THERE ARE NO DECALS FOR THE PERMIT, YOUR LICENSE PLATE IS NOW YOUR DECAL!**

Questions: email [parking@smc.edu](mailto:parking@smc.edu), or go to the Cashier’s Office.