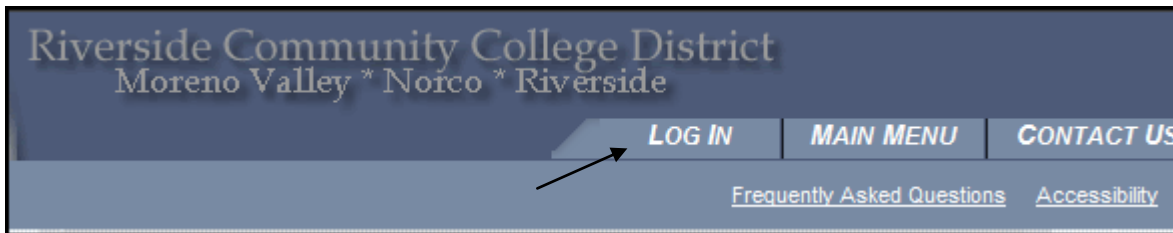


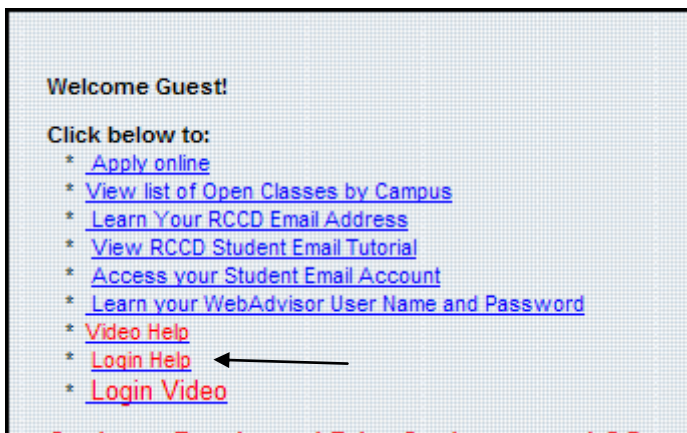
EMPLOYEE PARKING PERMIT INSTRUCTIONS

Access WebAdvisor at <https://was02.rcc.edu/RCCD/RCCD?>

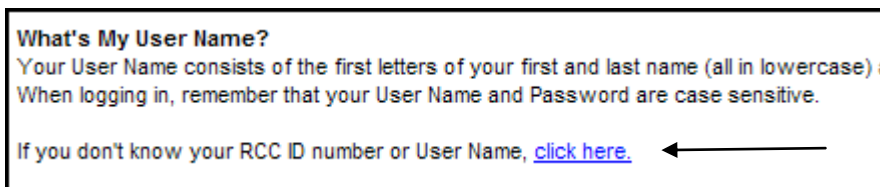
You will need to provide your username and password in order to log in to WebAdvisor. If you know your username and password click on the LOG IN tab at the top of the main menu and follow the instructions for either Faculty or Non-faculty Employees located on the following page.



If you do not know your user name or password click on the Login Help link located at the left of your screen:



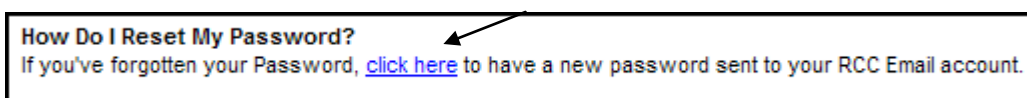
If you do not know your username, click on the “What’s My User Name” link.



Fill out the appropriate information on the form that will display and click Submit. This will give you your username which is a combination of the first initials of your first and last name and your student ID (example: ab1234567).

If you have not accessed WebAdvisor before, your password will be your six digit birth date (example: June 01, 1970 will be entered as 060170). When you log in you will be asked to change your password.

If you have accessed WebAdvisor before but do not remember your password please click on the “How Do I Reset My Password?” link located on the Login Help page.



Fill out the appropriate information on the forms that display and a new password will be sent to the email account you select on the second screen of the “How Do I Reset My Password?” workflow. After receiving your new password and logging in you will be asked to change your password.

Once you have successfully logged in, follow the instructions below for your employee type.

FACULTY EMPLOYEE PARKING INSTRUCTIONS

1. Log in (see directions on previous page)
2. Choose the Faculty menu bar
3. Click on the Purchase Staff Parking link located under the Other Services submenu
4. Choose your location from the drop down box (Riverside, Moreno Valley or Norco)
5. Click Submit – this will take you to the Credentials website
6. If you are not enrolled in the payroll deduction program choose the appropriate permit type (term or the annual) and follow the instructions
7. If you are enrolled in payroll deduction choose the C.O.D. option and follow the instructions

NON-FACULTY EMPLOYEE INSTRUCTIONS (classified, confidential and managers)

1. Log in (see directions on previous page)
2. Choose the Employee menu bar
3. Click on the Purchase Staff Parking link located under the Other Services submenu
4. Choose your location from the drop down box (Riverside, Moreno Valley, Norco or District)
5. Click Submit – this will take you to the Credentials website
6. If you are not enrolled in the payroll deduction program choose the appropriate permit type (term or the annual) and follow the instructions
7. If you are enrolled in payroll deduction choose the C.O.D. option and follow the instructions