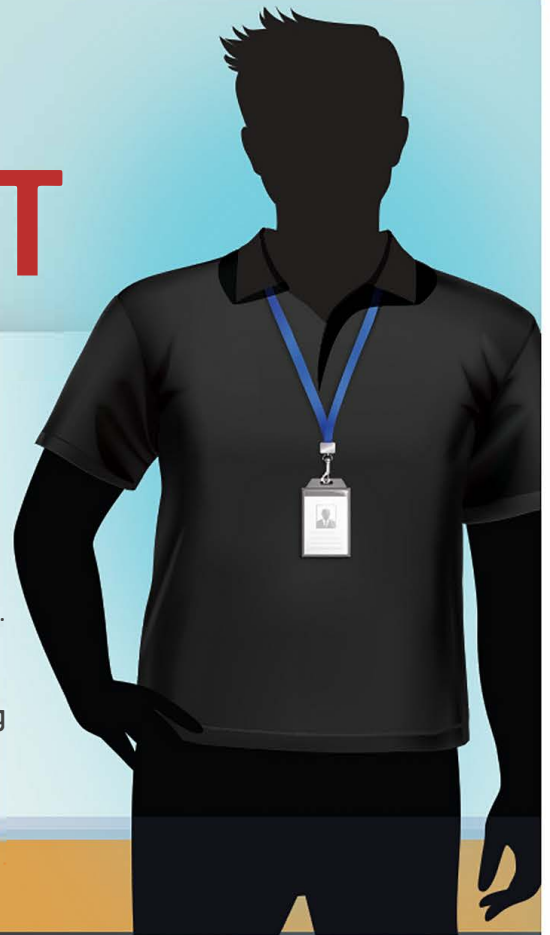


STUDENT/EMPLOYEE ID CARD AND PARKING PERMIT



ID CARD

- Scan the QR code with phone camera.
- Sign into your COM account.
- Select your student type or select employee and continue to fill out the form.
- Upload a photo that meets the listed criteria on the form.
- Your ID will be ready the next business day, but you will receive a phone call and email when it's ready.
- You will pick it up from the Doyle Administration Building at the Welcome Desk.



PARKING PERMIT

1

You will need:

- License plate number
- Driver license
- VIN (Vehicle Identification #)

Note: A "proof of VIN" can be found on your auto insurance card or take a photograph.

2

You will need to sign into your WebAdvisor account at webadvisor.com.edu

Note: Your login information will be the same as all of your COM logins.

3

Once logged in:

- If you are a student, select the blue "Students" tab
- If you are an employee, select the red "Employee" tab and then click the link "Register a vehicle".

1. Fill out the form.

2. Then bring your Driver License and proof of VIN number to the Welcome Desk at the Doyle Administration Building.

