

Changing a License Plate in the Parking System (even if temporary)

Directions on how to change vehicle (students)

Go to the CBU citizen connect at: <https://www.tocite.net/calbaptist/Portal>

1. Log in at the top right.
2. After you log in click on the 'Hello *your name*', on the top right where you logged in.
3. Click on Manage Account
4. Go to the box titled "Your Vehicles."
5. Click on the pencil (edit)
6. Change your vehicle information.
7. Click save.

Directions on how to change a vehicle (faculty/staff)

Go to the CBU citizen connect at: <https://www.tocite.net/calbaptist/Portal>

1. Log in at the top right.
2. After you log in, click on the 'Hello *your name*', on the top right where you logged in.
3. Click on "Your Permits"
4. Click on the Permit Name
5. Under Vehicles, go to the pencil box to edit/change vehicle, or + Add Vehicle button if adding vehicle.
6. Change your vehicle information.
7. Click save.