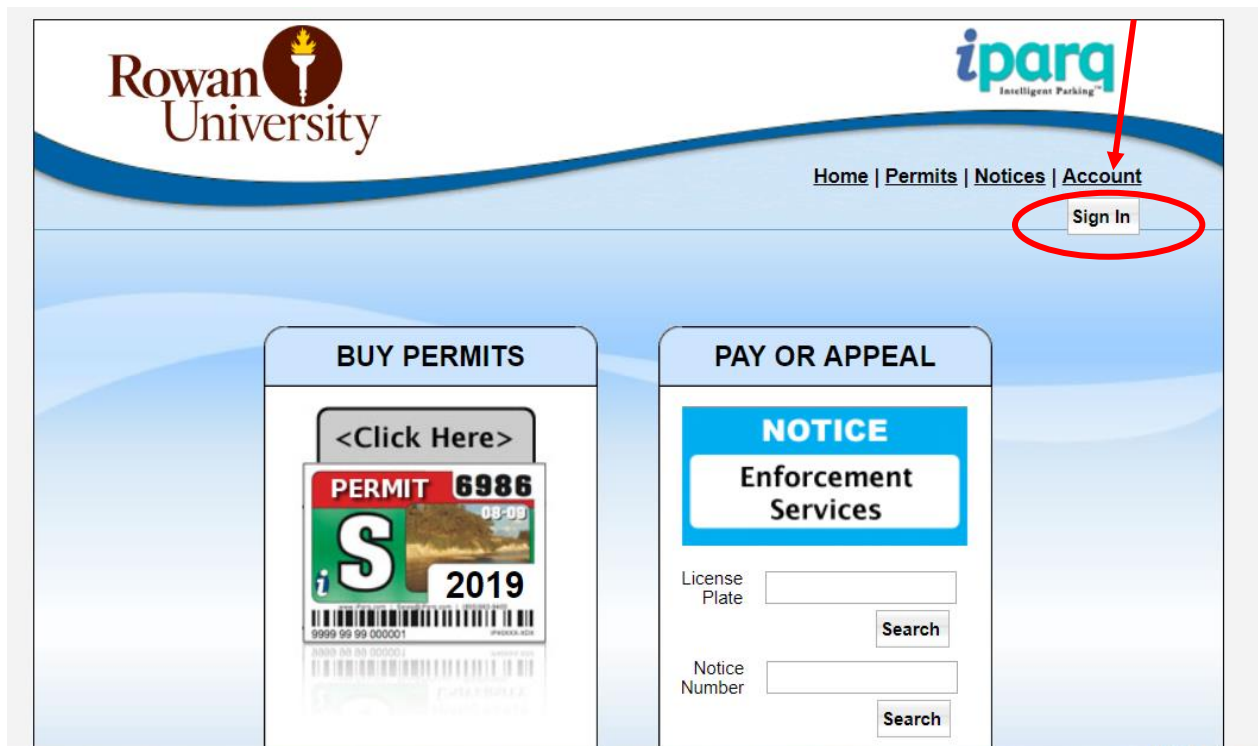


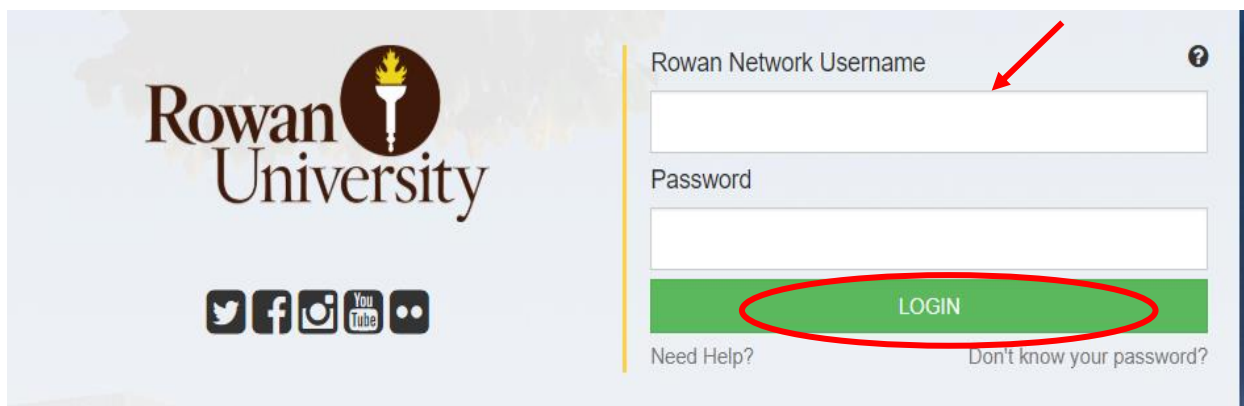
How to Print a Temporary Parking Pass – Student, Faculty/Staff

NOTE: A Temporary parking permit can only be printed AFTER the permit application is approved.

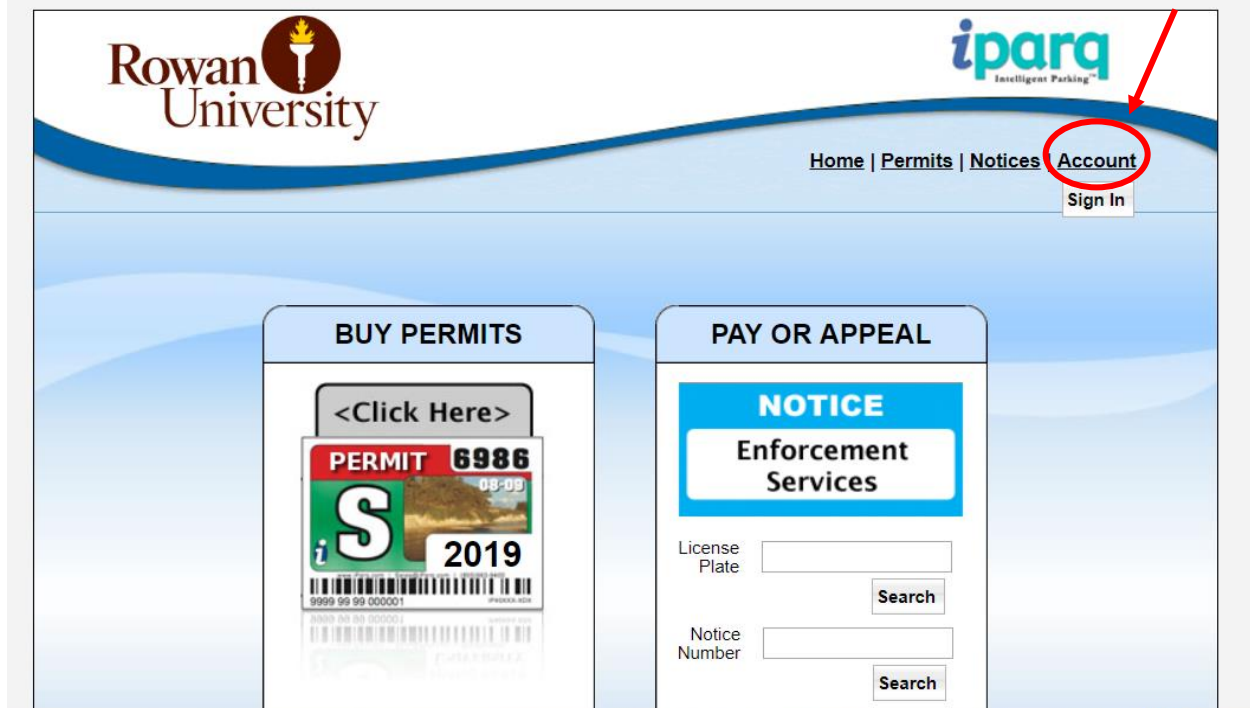
Step 1: Visit Rowan.thepermitstore.com and click on “Sign In”



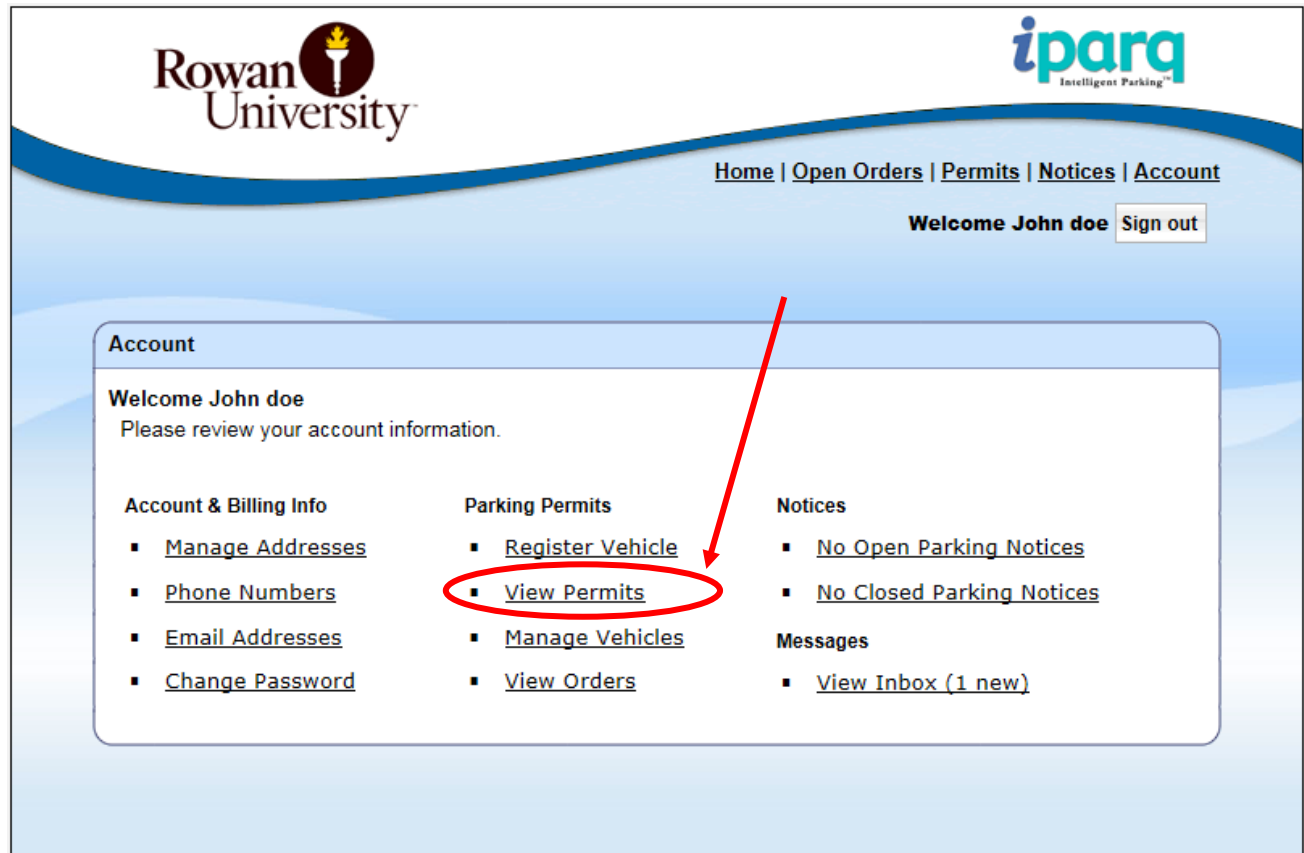
Step 2: Key your Rowan Network Username and Password and LOGIN”. Enrollment in Duo security is required to sign in. Follow instructions if necessary.



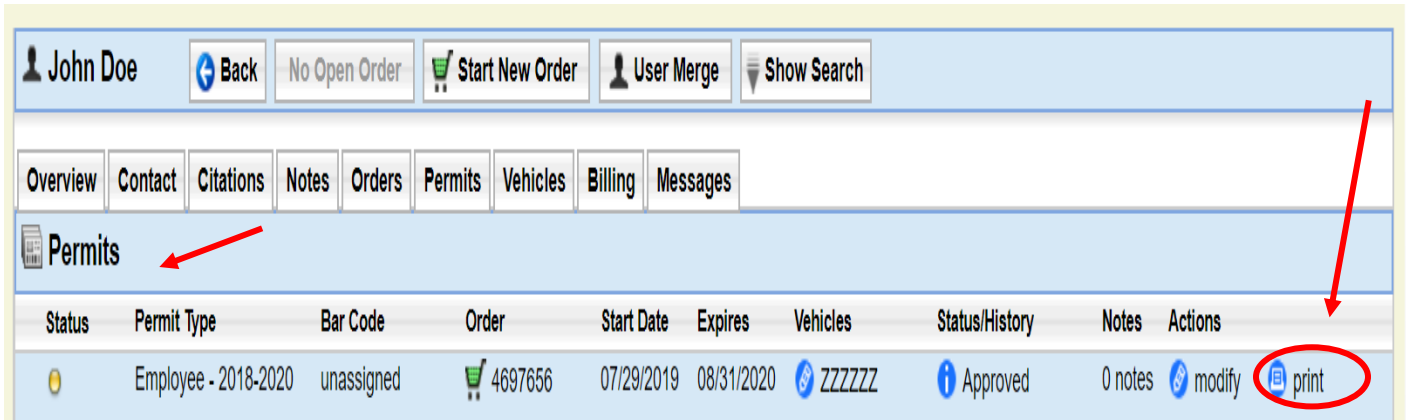
Step 3: Click on “Account” at the top right hand corner of the screen



Step 4: Click on “View Permits”



Step 5: You should now see a history of your permits. Click the “Print” button next to the permit ordered



The screenshot shows a user interface for a permit management system. At the top, there is a header bar with the user's name "John Doe" and several action buttons: "Back", "No Open Order", "Start New Order", "User Merge", and "Show Search". Below the header is a navigation bar with tabs for "Overview", "Contact", "Citations", "Notes", "Orders", "Permits", "Vehicles", "Billing", and "Messages". The "Permits" tab is currently selected. Below the navigation bar is a table with the following columns: "Status", "Permit Type", "Bar Code", "Order", "Start Date", "Expires", "Vehicles", "Status/History", "Notes", and "Actions". The table contains one row of data for a permit. The "print" button in the "Actions" column is circled in red. A red arrow points to the "Permits" tab, and another red arrow points to the "print" button.

Status	Permit Type	Bar Code	Order	Start Date	Expires	Vehicles	Status/History	Notes	Actions
	Employee - 2018-2020	unassigned	4697656	07/29/2019	08/31/2020	ZZZZZZ	Approved	0 notes	modify print

Step 6: The temporary pass will print with an expiration date extended to ten days past the ordered date since the “stickered” permit should arrive in the mail within ten days. Fold the temporary pass in half and place on the dashboard of your registered vehicle to avoid a citation.

NOTE: *If you ordered a Rowan Blvd. Garage permit, you will not receive a “stickered” permit in the mail since it is not required to park in this garage. This garage is owned by Nexus and has License Plate Recognition software. If necessary, you can show the attendant in the office located on the first level your temporary pass. Otherwise, your name, banner ID and vehicle information will be provided to the Manager of this garage by Rowan’s parking staff to allow parking access.*