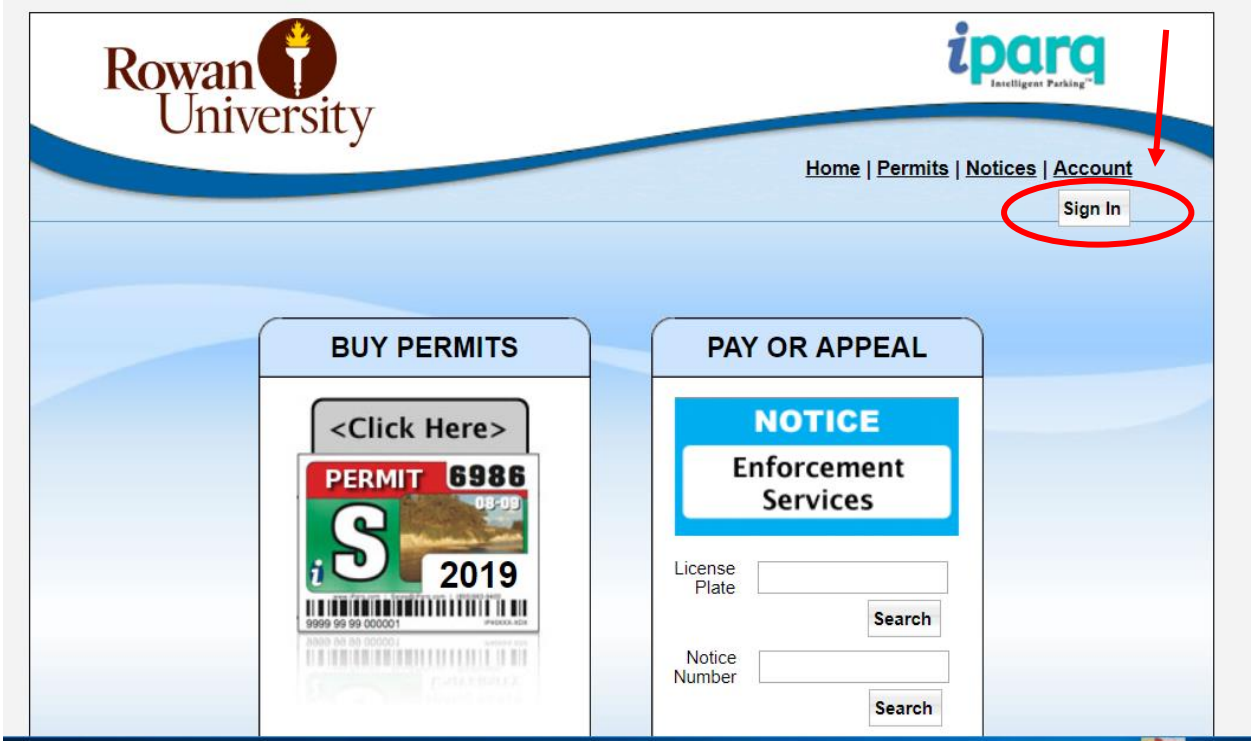
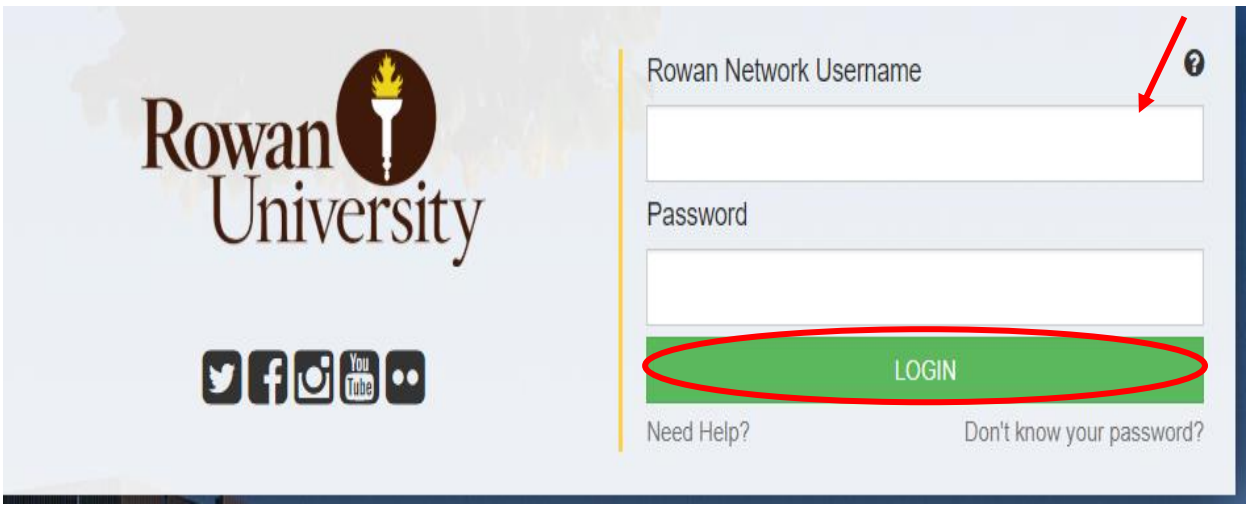
How to Order a Parking Permit – Student, Faculty/Staff

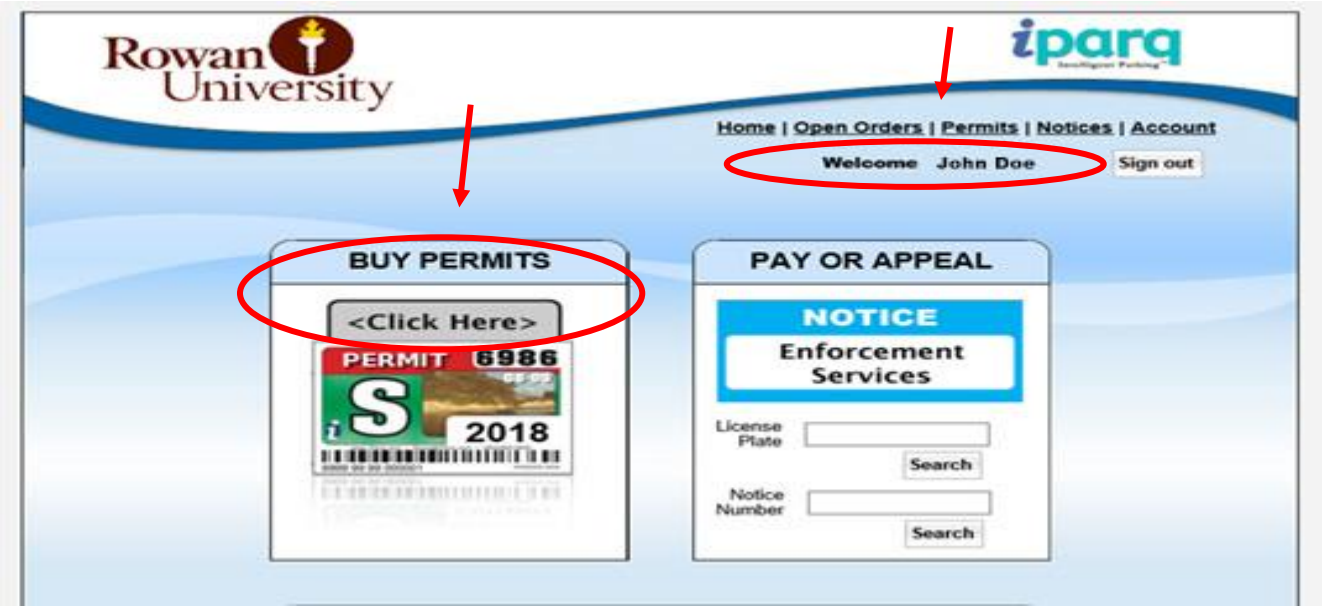
Step 1: Visit Rowan.thepermitstore.com and click on "Sign In"



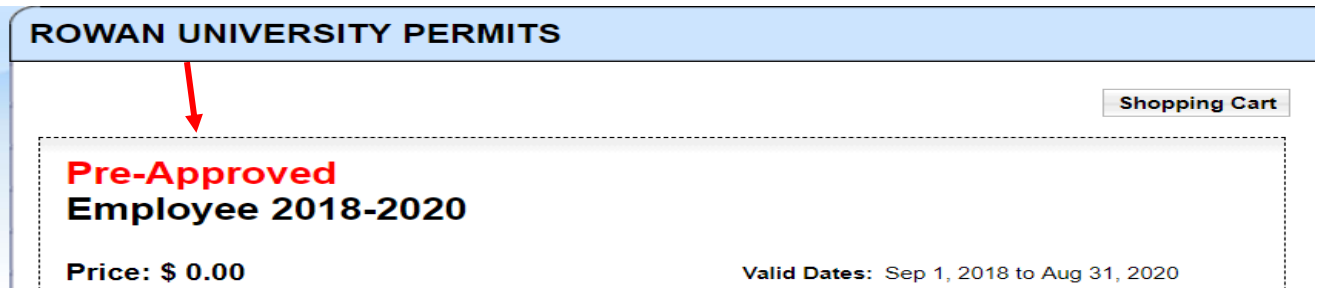
Step 2: Key your Rowan Network Username and Password and LOGIN". Enrollment in Duo security is required to sign in. Follow instructions if necessary.



<u>Step 3:</u> Once you have successfully signed in, the screen will read Welcome (your name). In the "BUY PERMITS" box, Click on <Click Here> and choose the permit type you need listed in the menu. You may already be preapproved for a permit type. If you do not know which permit type to select, contact the Parking office at 856-256-4575 or view the Parking Rules and Regulations tab on the Parking webpage

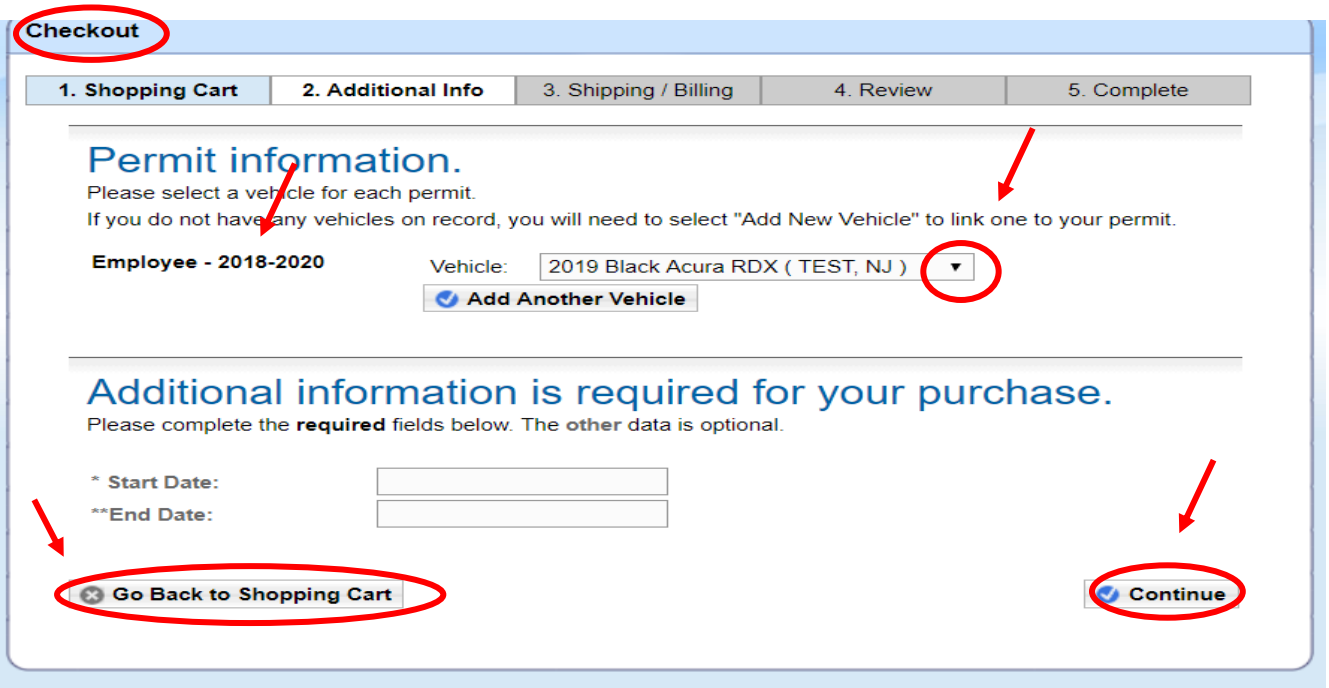


<u>MENU OF PERMIT TYPES for the current academic school year will appear</u>

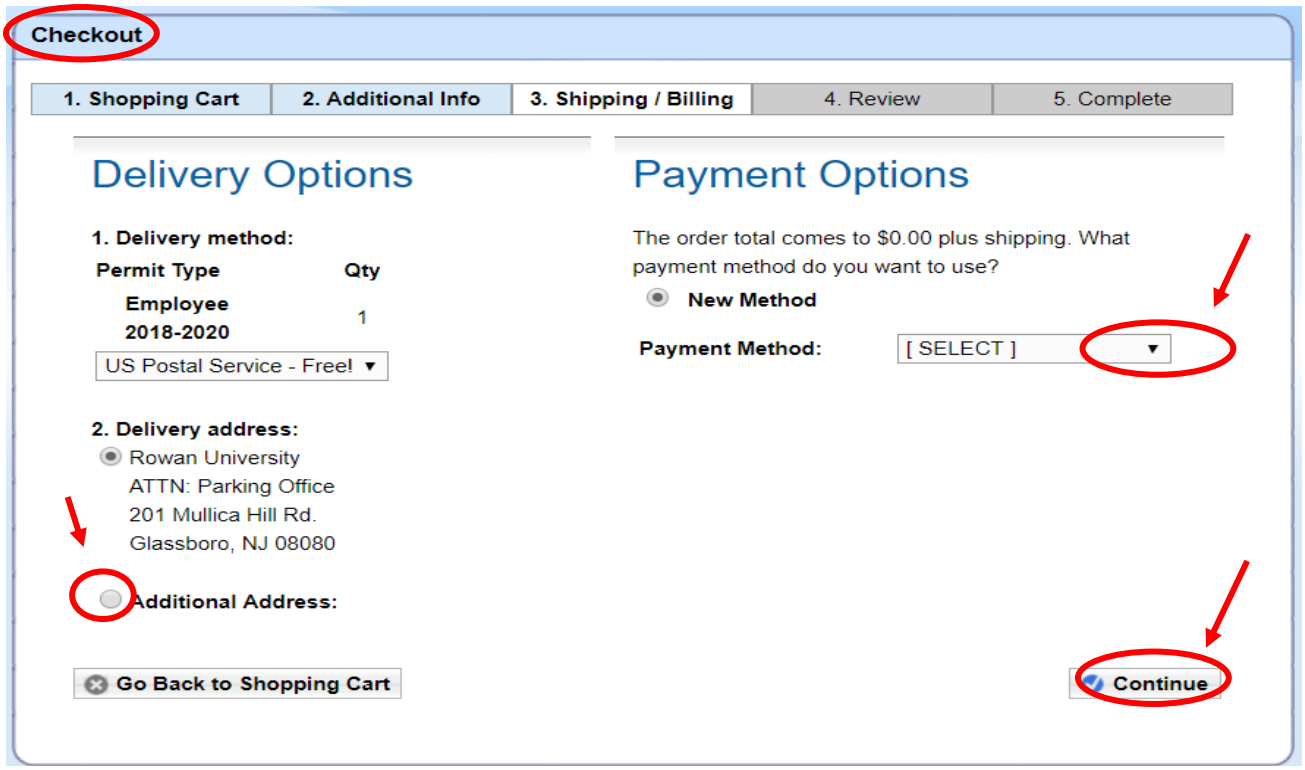


<u>Step 4:</u> The "Checkout" screen below will appear. Verify that the permit type you selected is correct. *If the selection is incorrect, click on "Go Back to Shopping Cart" at the bottom of the screen. Check the box "Remove" and click on "Update order". Then, click on "Add More Items" to select the correct permit type.*

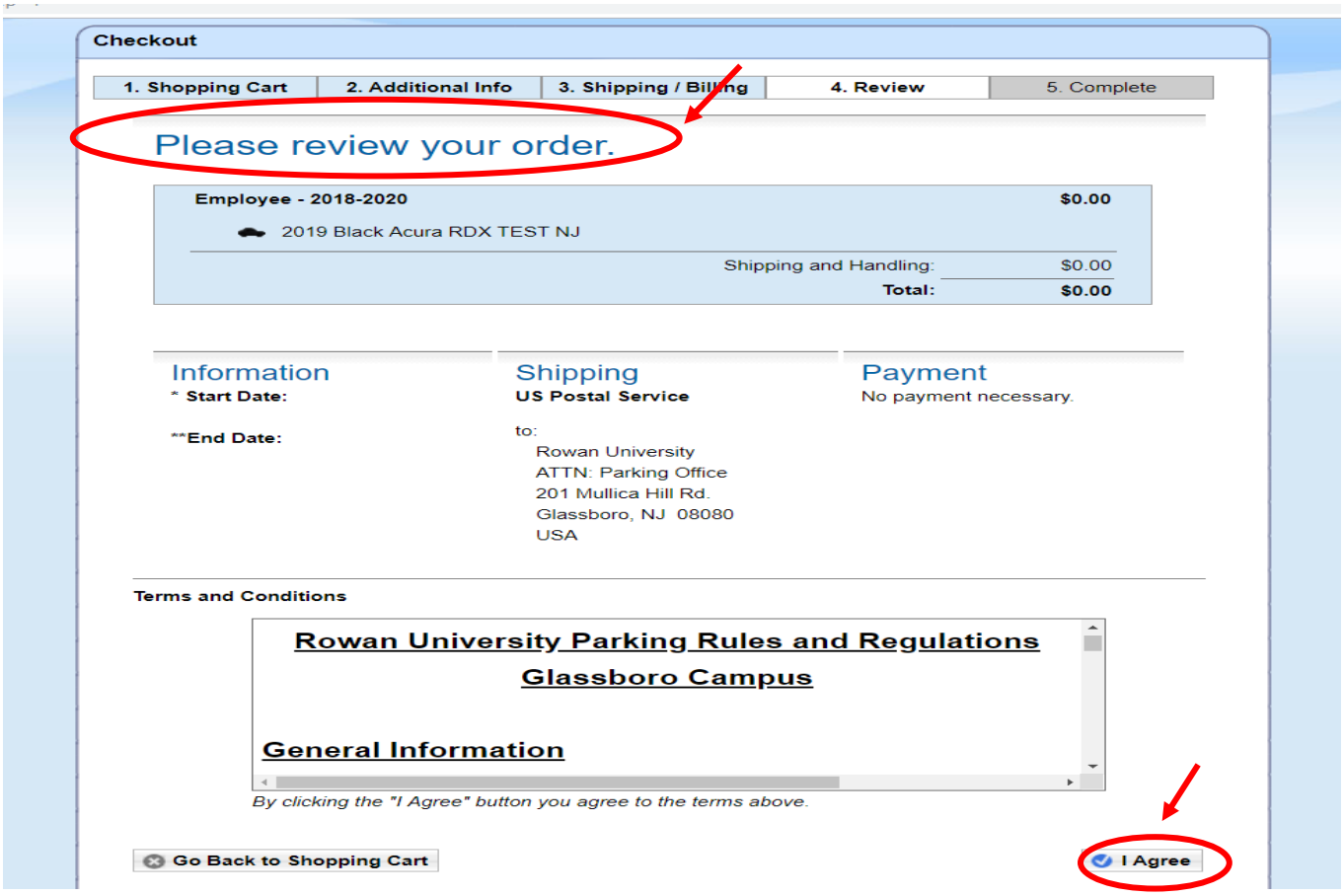
Proceed by clicking on the "Vehicle" drop down arrow to select either a vehicle already listed under your account or add a new vehicle. Then, click "Continue" at the bottom of the screen.



Step 5: Select the “Delivery address” or add the “Delivery address” by clicking on the circle next to “Additional Address”. Then, click on the drop down arrow to select the “Payment Method” and complete the required payment information. Click on “Continue” at the bottom of the page.

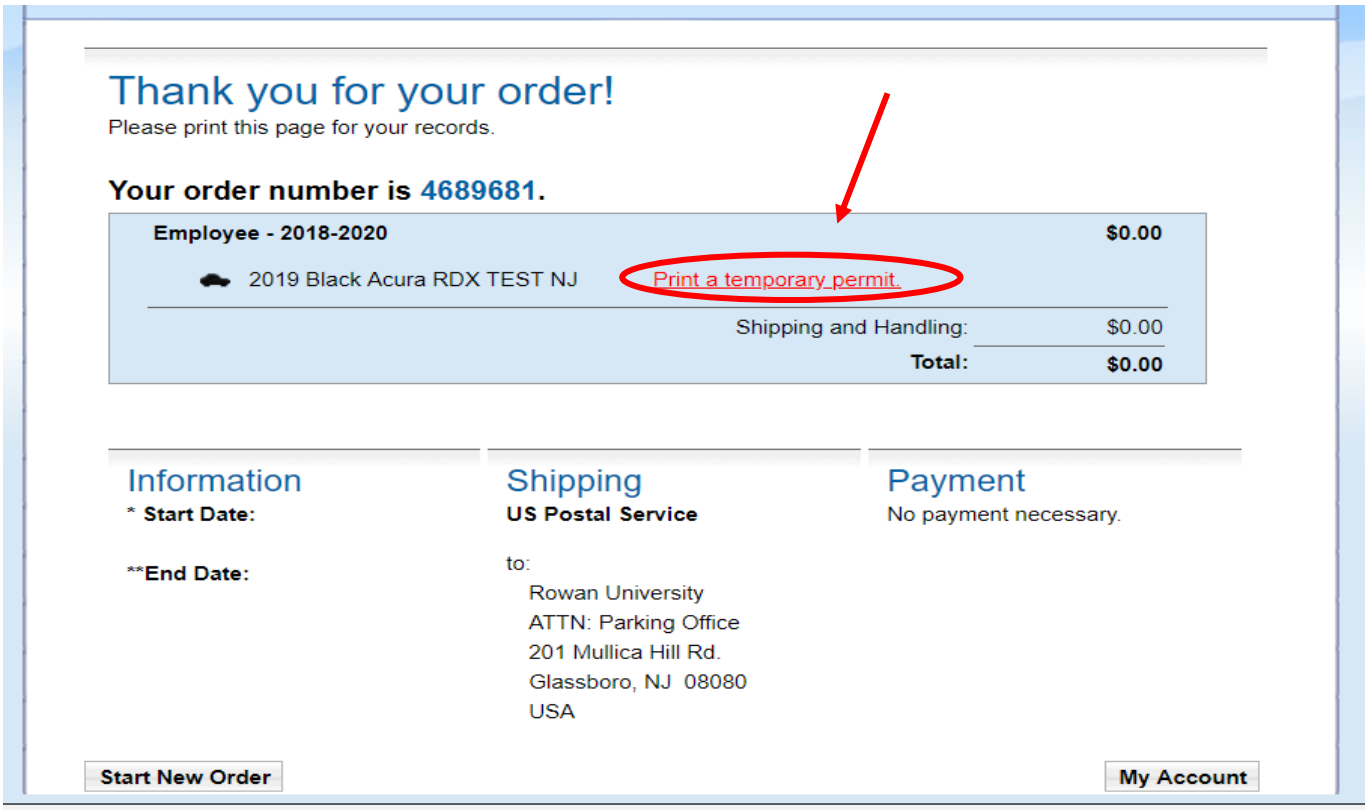


Step 6: Review your order and scroll down to read and familiarize yourself with the Parking Rules and Regulations. If your order is correct and you agree with the Parking Rules and Regulations, click on "I Agree".



Step 7: If pre-approved, you will have the option to "Print a temporary permit". Click on "Print a Temporary permit". Otherwise, once your permit application is approved, you will receive an automated email that the permit is approved or denied. If approved, you can re-access your account and follow the instructions named "Print a Temporary Parking Permit after the Permit is Ordered and Approved" which can be located on the "Parking Permits" tab on the Parking website.

Fold the temporary pass in half and place on the dashboard of the registered vehicle with the information visible to avoid a citation. When the "stickered" parking permit arrives in the mail (within ten days), instructions to "Activate" your permit will be included. Otherwise, follow the "Activate your Parking Permit" instructions on the "Parking Permits" tab on the Parking website.



<u>NOTES:</u> *if payment for your permit order is required, you will not be charged until your permit application is approved.*

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.

Access to the gated Employee lots and the Townhouse Garage are provided by the RowanCard Services Department via your Rowan ID card