

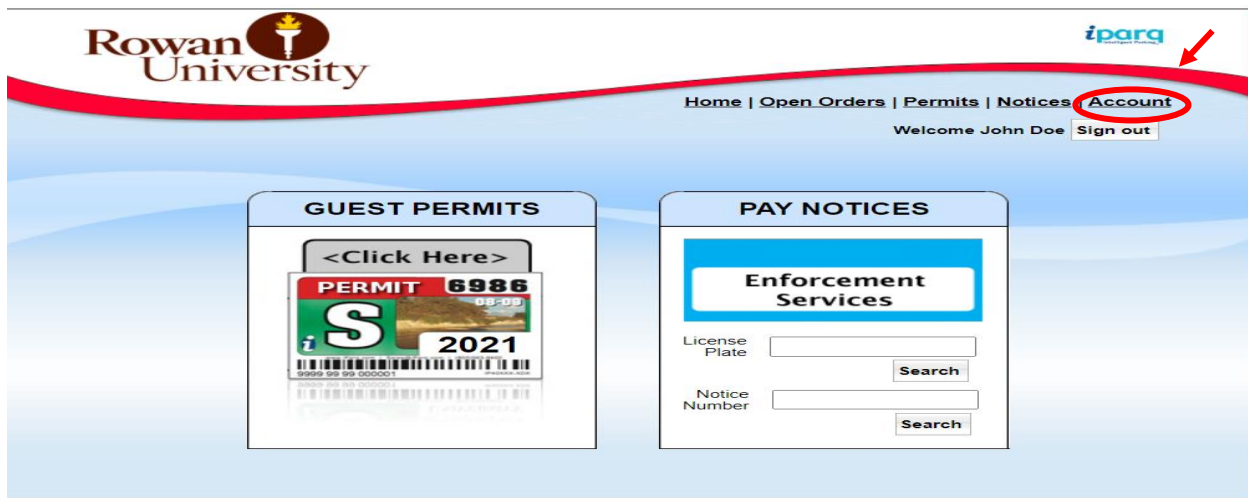
How to Print a Temporary Parking Pass – Vendor/Service (Guest Account)

NOTE: A Temporary Parking Pass can only be printed *AFTER* the permit application is approved. Also, once your permit application is approved, the system will automatically email a temp pass to the primary email address listed under your account in The Permit Store.

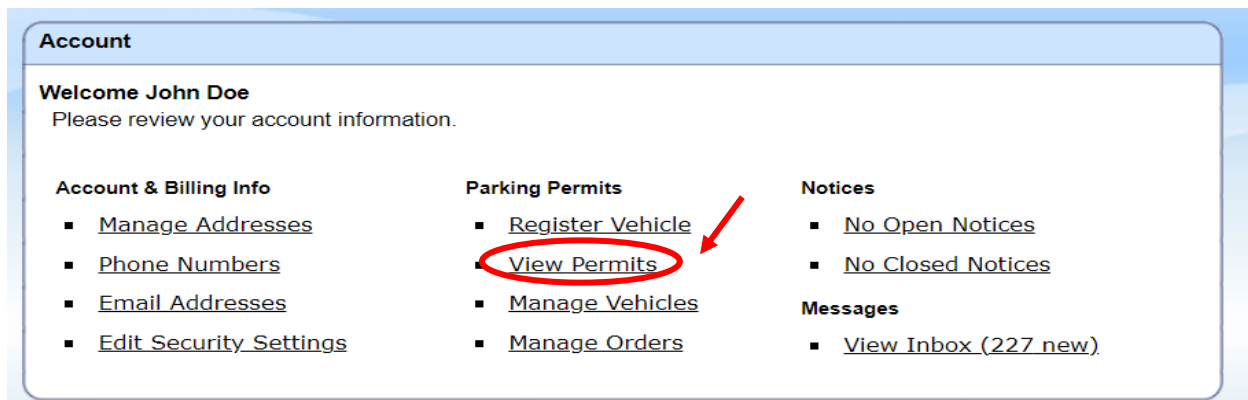
Step 1: Visit Rowanu.thepermitstore.com and enter your “User Name” and “Password” and then click on “Sign In”.

The screenshot shows the Rowan University iPARQ website. At the top left is the Rowan University logo. At the top right is the iPARQ logo. Below the logos is a navigation bar with links: Home | Permits | Notices | Account. Below the navigation bar is a login section with fields for User Name and Password, and a Sign in button. The login section is circled in red. Below the login section is a link: Forgot your password? Click Here. Below the login section are two main sections: GUEST PERMITS and PAY NOTICES. The GUEST PERMITS section has a button labeled <Click Here> and a sample permit image. The PAY NOTICES section has a button labeled Enforcement Services and two search forms: one for License Plate and one for Notice Number, each with a Search button.

Step 2: Click on “Account”, at the top right hand corner of the screen:



Step 3: Click on “View Permits”:



Step 4: You should now see a history of your permits. Click the “Print” button next to the permit ordered:

Permits						
Click your license plate to change or add vehicles on Valid permits.						
Order	Permit	Valid End Date	Barcode	Vehicle	Status	Print Temp
5411090	Unlimited - 2020-2022	08/31/22	43372008000005	123456	Active	Print

The temporary pass will print with an expiration date extended to ten days past the order date. 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.

If you have not received the “stickered” permit in the mail before the temp pass expires, contact the Parking office at 856-256-4575 or email Parking@rowan.edu to email an extended temp pass. If thirty days have passed and you still have not received the “stickered” permit in the mail, contact the Parking office again and the Parking office staff will reorder the permit for you. The “stickered” permits are mailed by Rowan’s parking vendor to the primary address listed under your account in The Permit Store or the address keyed during the ordering process.