

## How to submit a Request for a Temporary Pass at Rowan.thepermitstore.com – Student/Faculty Staff-Quick Guide

### Sign in requires Rowan Network Credentials)

- Visit [Rowan.thepermitstore.com](http://Rowan.thepermitstore.com)
- Click on “Sign In”
- Enter your Rowan Network Username and Password and click on “LOGIN”. Enrollment in Duo security is required to sign in. Follow instructions if necessary.
- In the “BUY PERMITS” box, click on <Click Here> and select “Request for Temp pass 2021-2022” by clicking on “Add Item”
- Proceed by clicking on the “Vehicle” drop down arrow to select or add a vehicle
- Under the Additional Information section, key the “Start Date” and “End Date” you are requesting (for example 9/2/2019 – 9/15/2019) and then click on “Continue” for the next screen
- Click on “Continue”
- Your order is now “awaiting approval”. Scroll and read the Parking Rules and Regulations and if you agree, click on “I Agree” at the bottom of the page. Then, on the next screen, click on “sign out” at the top right hand corner of the page
- You ***MUST*** contact the Parking office at 856-256-4575 during normal business hours 8:30 a.m. – 4:30 p.m. Monday through Friday or email [Parking@rowan.edu](mailto:Parking@rowan.edu) so that parking staff can either accept or deny your request over the phone. If approved, parking staff will make any necessary changes to the request and a temp pass will be sent via email to the primary email address listed in your account in the Permit Store.
- Fold the temporary pass in half and place on the dashboard of the registered vehicle with the information visible
- Be sure to park in the lot or lot(s) printed on the temp pass. For lot locations, refer to the map on the Parking website