

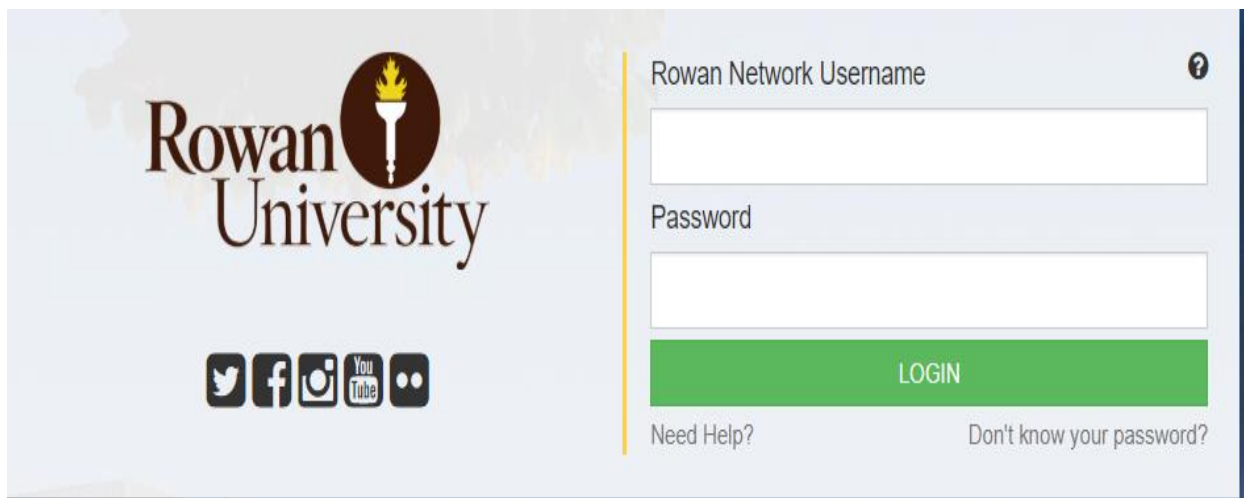
How to Submit a Request for a Temporary Pass – Student, Faculty/Staff

(sign-in requires your Rowan Network Credentials)

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



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



Step 3: Once you have successfully signed in, the screen will read Welcome (your name). In the "BUY PERMITS" box, click on <Click Here> and a menu of RU permits will appear. Choose the "Request for Temp Pass" by clicking on "Add Item":


The screenshot shows the Rowan University website interface. At the top left is the Rowan University logo. A navigation bar contains links for Home, Open Orders, Permits, Notices, and Account. A user is logged in, with a "Welcome John Doe Sign out" notification. Below the navigation are two main sections: "BUY PERMITS" and "PAY OR APPEAL". The "BUY PERMITS" section features a "<Click Here>" button and a sample permit image for a 2021 permit with the number 6986. The "PAY OR APPEAL" section includes an "Enforcement Services" header and search fields for License Plate and Notice Number. A blue banner at the bottom reads "ROWAN UNIVERSITY PERMITS". Below this banner, a dashed-line box contains the "Request for Temp Pass 2020-2021" section. This section includes an information icon, a note that the request is issued after administrative review and is pending approval, a price of \$ 0.00, and valid dates from Sep 1, 2020 to Jul 31, 2021. An "Add Item" button is located at the bottom of this section.

Step 4: Proceed by clicking on the “Vehicle” drop down arrow to either select a vehicle already listed under your account or add a new vehicle. Then, enter your requested “Start Date” and “End Date” for the temp pass (i.e. 10/1/2021). Click on “Continue” to proceed to the next screen:

Checkout

1. Shopping Cart 2. Additional Info 3. Shipping / Billing 4. Review 5. Complete

Permit information.
Please select a vehicle for each permit.
If you do not have any vehicles on record, you will need to select "Add New Vehicle" to link one to your permit.

Request for Temp Pass - 2020-2021 Vehicle: [SELECT] 

[Add New Vehicle]
2021 Blue Honda Accord (123456, AL)
2021 Black Acura RDX (123456, NJ)
2019 Black Acura RDX (TEST, NJ)

Additional information is required.
Please complete the **required** fields below. The other data is optional.

Start Date:
End Date:

[Go Back to Shopping Cart](#) [Continue](#)

Step 5: The “Checkout” screen will appear. Just click on “Continue” to proceed:


Checkout

1. Shopping Cart 2. Additional Info 3. Shipping / Billing 4. Review 5. Complete

Delivery Options

1. Delivery method:

Permit Type	Qty
Request for Temp Pass 2020-2021	1

E-Permit Service Fee - Free! 

Permit will not be mailed.

[Go Back to Shopping Cart](#) [Continue](#)

Step 6: Your order is now “awaiting approval”. Review your order and scroll down to read and familiarize yourself with the Parking Rules and Regulations. If your request is correct and you agree with the Parking Rules and Regulations, click on “I Agree” and sign out.

Please review your order.

Request for Temp Pass - 2020-2021	Awaiting Approval!	\$0.00
2021 Blue Honda Accord 123456 AL		
** (Deferred) Shipping and Handling:		\$0.00
** Deferred Total:		\$0.00

Your order contains permits which must be approved by an administrator.

** You will only be charged for those permits (and their shipping fees) when and if they are approved.

Information * Start Date: 10/1/2021 ** End Date: 10/1/2021 Attachments: No files uploaded	Shipping E-Permit Service Fee Permit will not be mailed. to: Rowan University ATTN: Parking Office 201 Mullica Hill Rd. Glassboro, NJ 08080 USA	Payment No payment necessary.
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Terms and Conditions

Rowan University Parking Rules and Regulations
Glassboro Campus
General Information
2021-2022
-
General Information

By clicking the "I Agree" button you agree to the terms above.

I Agree

Step 7: 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. Parking staff must know why you are requesting a temp pass to determine whether your request can be approved or denied. 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.