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

**Step 1:** Visit [Rowan.thepermitstore.com](https://www.rowan.thepermitstore.com) and click on “Sign In”:

![Rowan University iParq Parking Management System](image1.png)

**Step 2:** If necessary, key your Rowan Network Username and Password and then click on “LOGIN”. Enrollment in Duo security may be required to sign in:

![Rowan Network Login](image2.png)
**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 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 website:

MENU OF PERMIT TYPES for the current academic school year will appear. Select the permit type required by clicking on “Add Item”:
**Step 4:** The “Shopping Cart” screen will appear. Review your order and if correct, click on “Continue”. If the selection is incorrect, check the box “Remove” and click on “Update order”. Then, click on “Add More Items” to select the correct permit type.
Step 5: Proceed by clicking on the “Vehicle” drop down arrow to select either a vehicle already listed under your account in the vehicle selection menu or add a new vehicle that does not already exist in the vehicle selection menu under your account.

To add a new vehicle that does not already exist in your vehicle selection menu:
- click on “Add Another Vehicle”
- click on drop down arrow and select (Add new Vehicle), key the information and click on “Add”
- click on the drop down arrow again and select the new vehicle that you just added.

To add another vehicle that already exists in your vehicle selection menu:
- Click on “Add Another Vehicle”
- Click on the other vehicle to add it.

Most permit types will allow up to (3) vehicles to be registered to the permit type selected (exceptions are Rowan Blvd., Mick Drive Garage and Townhouse Garage and X-Holly Pointe permit types). However, a vehicle can only be registered to one valid permit (in other words, the same vehicle cannot be registered to a Commuter valid permit under one account and an Employee valid permit under another account).

Then, click “Continue” at the bottom of the screen:

*The “Upload Attachments” section of the screen pertains to Freshman/Sophomore Residents only. For further information, refer to the Freshman/Sophomore Resident tab on the Parking website.*
**Step 6:** Select the “Delivery address” or add the “Delivery address” by clicking on the circle next to “Additional Address”. Next, click on the drop down arrow to select the “Payment Method” and complete the required payment information if necessary. Click on “Continue” at the bottom of the page:
Step 7: If the permit type you selected was NOT pre-approved, your order will read “Awaiting Approval”. 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”:

*if payment for your permit order is required, you will not be charged until your permit application is approved.
If the status of your order is “awaiting approval” your permit application is reviewed by an administrator, and you will receive an automated email whether the permit application is approved or denied. If approved, a temp pass will also be automatically emailed to the primary email address listed under your account. Otherwise, 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.

If your permit selection was pre-approved, meaning the order does not require administrator review and approval, you will also have the option to click on “Print a temporary permit” at the checkout screen (as shown in the snapshot below). However, a temp pass will be automatically emailed to the primary email address listed under your account.

Fold the temporary pass in half and place on the dashboard of the registered vehicle with the information visible to avoid a citation. Depending on the permit type ordered, 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.

If you ordered a Rowan Blvd. or Mick Dr. Garage permit type, you will NOT receive a “stickered” permit in the mail.

The Rowan Blvd. Garage is owned by Nexus and Rowan’s parking office will provide them with your information after your permit application is approved. However, when you arrive on campus, print and show the temp pass to the attendant in the office on the first level of this garage as proof of permit purchase through Rowan University. Nexus will provide you with an access card for the Rowan Blvd. Garage.
The Mick Drive Garage is also owned by Nexus. Your information will be submitted to Nexus and Nexus will email you a QR code which will provide you access to the Mick Drive Garage. Print the temp pass so that if you do encounter a problem accessing the Mick Drive Garage, show the temp pass to the attendant located in the office on the first level of the Rowan Blvd. Garage as proof of permit purchase through Rowan University.

Access to the gated Employee lots and the Townhouse Garage are provided by the RowanCard Services Department via your Rowan ID card. Hold your Rowan ID card close to the gate readers for access.