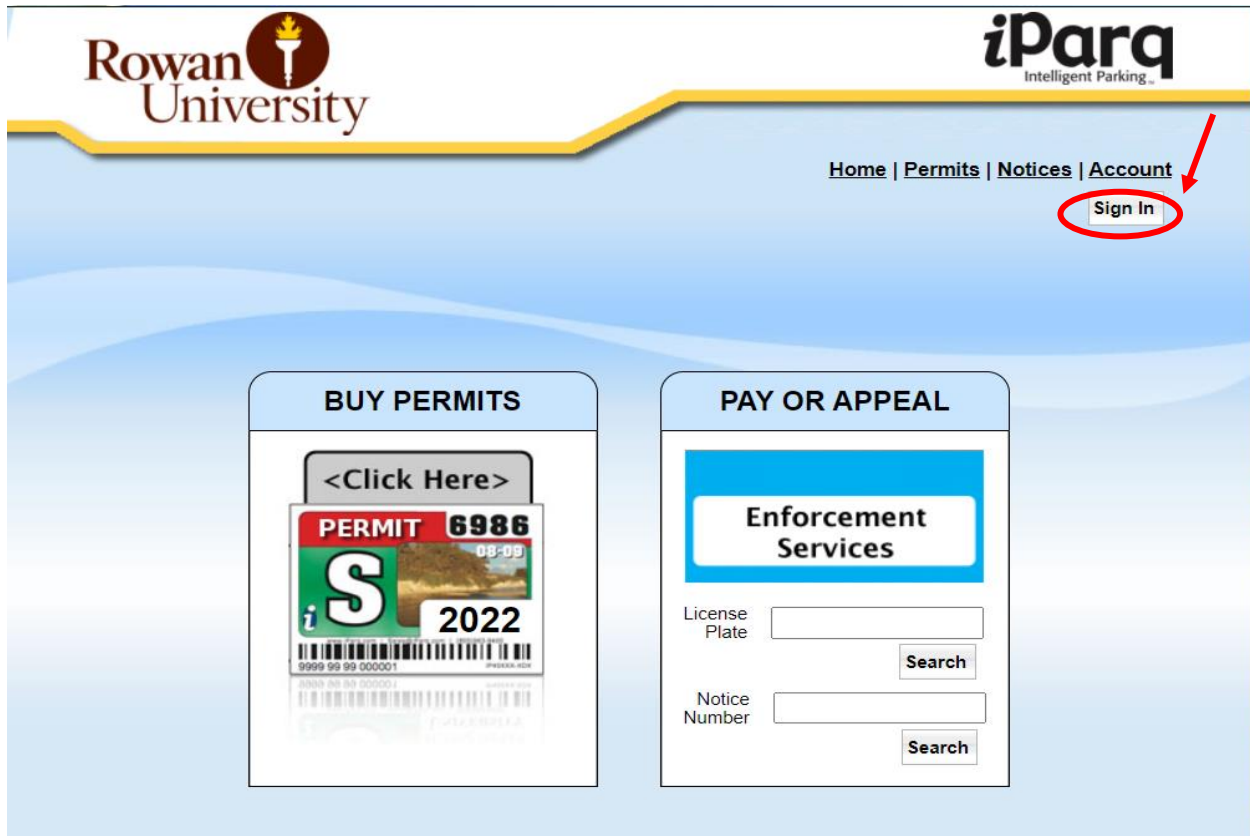
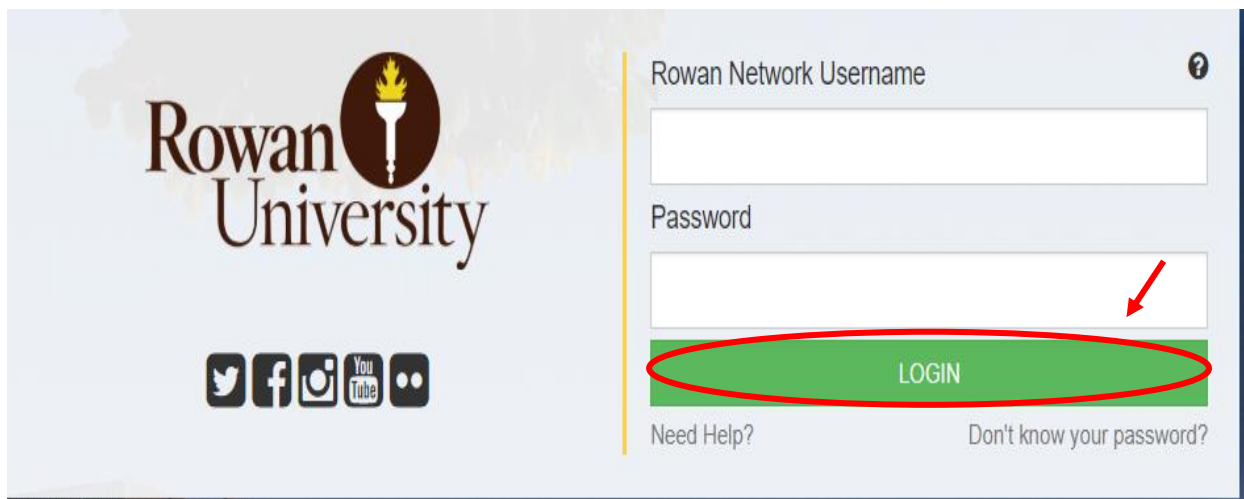


How to Order a Parking Permit – Student, Faculty/Staff

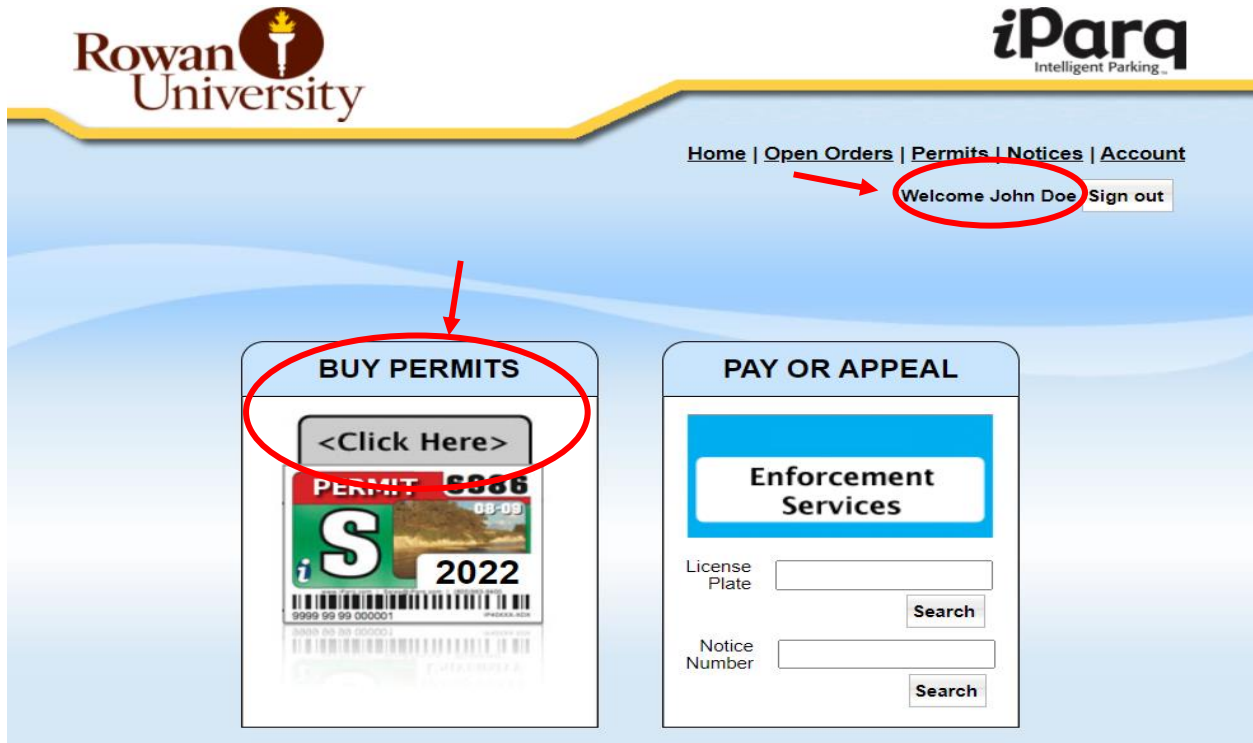
Step 1: Visit Rowan.thepermitstore.com and click on “Sign In”:



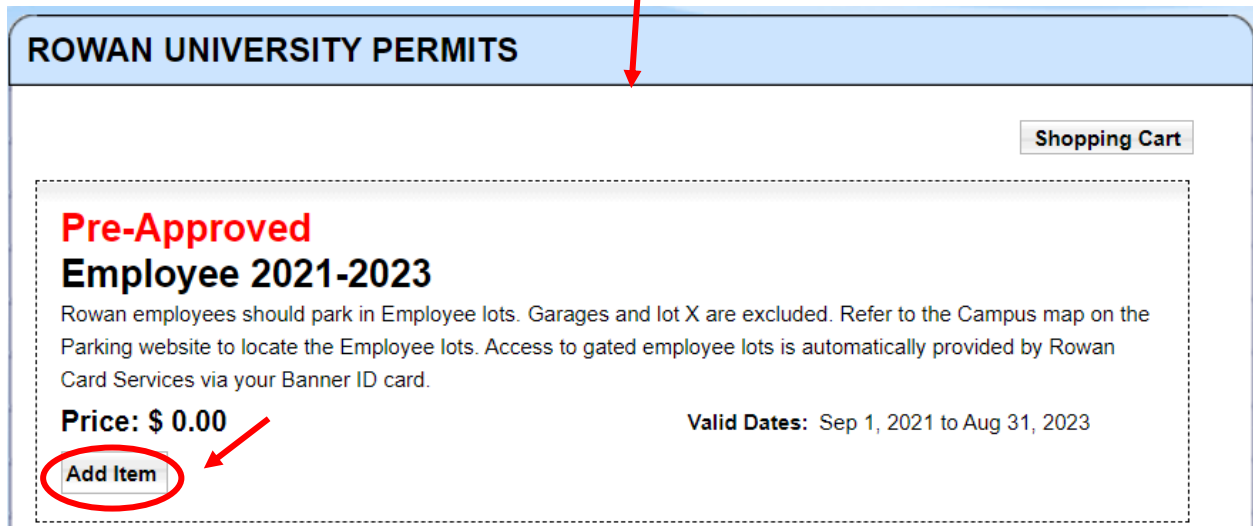
Step 2: If necessary, key your Rowan Network Username and Password and then click on “LOGIN”. Enrollment in Duo security may be required to sign in:



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.

The screenshot shows a web interface for a shopping cart. At the top, a blue header bar contains the text "Shopping Cart", which is circled in red with a red arrow pointing to it from the left. Below the header, the main content area is titled "Permits" in orange. It features a table with the following data:

Permits	QTY	Total Amount	Remove
Employee - 2021-2023	1	0.00	<input type="checkbox"/>

Below the table, there is a section for "Important Permit Info" with a blue information icon and the text "(No vehicle associated yet.)". At the bottom of the table, the "Permit Total:" is shown as 1 for \$ 0.00. Below that, the "Grand Total:" is also shown as 1 for \$ 0.00. At the bottom of the interface, there are three buttons: "Add More Items" on the left, "Update Order" in the middle, and "Continue" on the right. The "Continue" button is circled in red with a red arrow pointing to it from the top right.

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 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 screenshot shows the 'Checkout' process. At the top, there are five steps: 1. Shopping Cart, 2. Additional Info, 3. Shipping / Billing, 4. Review, and 5. Complete. The current step is 'Additional Info', which is titled 'Permit information.' Below this, there is a prompt to select a vehicle for each permit. A dropdown menu is open for the 'Vehicle' field, showing options: '[SELECT]', '[SELECT]', '[Add New Vehicle]', '2022 Blue Acura RDX (123456, NJ)', '2020 Grey Acura RDX (L40MKL, NJ)', and '2019 Black Acura RDX (TEST, NJ)'. A red arrow points to the dropdown arrow, and another red circle highlights the 'Continue' button at the bottom right. A 'Go Back to Shopping Cart' button is also visible on the left.

The screenshot shows the 'Upload Attachments' section. It prompts the user to upload required attachments. Below this, there is a table of attachment types with 'Choose File' buttons and 'No file chosen' status. The attachment types are: Affidavit, Letter from Employer, Medical Note, Other, and Pay Stub. A red arrow points to the 'Continue' button at the bottom right, which is circled in red. A 'Go Back to Shopping Cart' button is also visible on the left.

*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:

Checkout

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

Delivery Options

1. Delivery method:

Permit Type	Qty
Employee 2021-2023	1

US Postal Service - Free! ▾

2. Delivery address:

Rowan University
ATTN: Parking Office
201 Mullica Hill Rd.
Glassboro, NJ 08080

Additional Address:

Payment Options

The order total comes to \$0.00 plus shipping. What payment method do you want to use?

New Method

Payment Method: [SELECT] ▾

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”:

Checkout

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

Please review your order.

TEST - PERMIT	Awaiting Approval!	\$1.00
2022 Blue Acura RDX 123456 NJ		
** (Deferred) Shipping and Handling:		\$0.00
** Deferred Total:		\$1.00

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.

IMPORTANT INFORMATION

Payment will appear as PERMIT/CITATION PRKGSV SAN DIEGO CA on your statement.

Information
* Start Date:
**End Date:
Attachments:
No files uploaded

Shipping
US Postal Service
to:
Rowan University
ATTN: Parking Office
201 Mullica Hill Rd.
Glassboro, NJ 08080
USA

Payment
No payment necessary.

Terms and Conditions

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

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

Go Back to Shopping Cart | **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.

Thank you for your order!

Please print this page for your records.

Your order number is **5891425**.

Employee - 2021-2023	\$0.00
 2022 Blue Acura RDX 123456 NJ	Print a temporary permit.
Shipping and Handling:	\$0.00
Total:	\$0.00

IMPORTANT INFORMATION

Payment will appear as PERMIT/CITATION PRKGSV SAN DIEGO CA on your statement.

- 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.