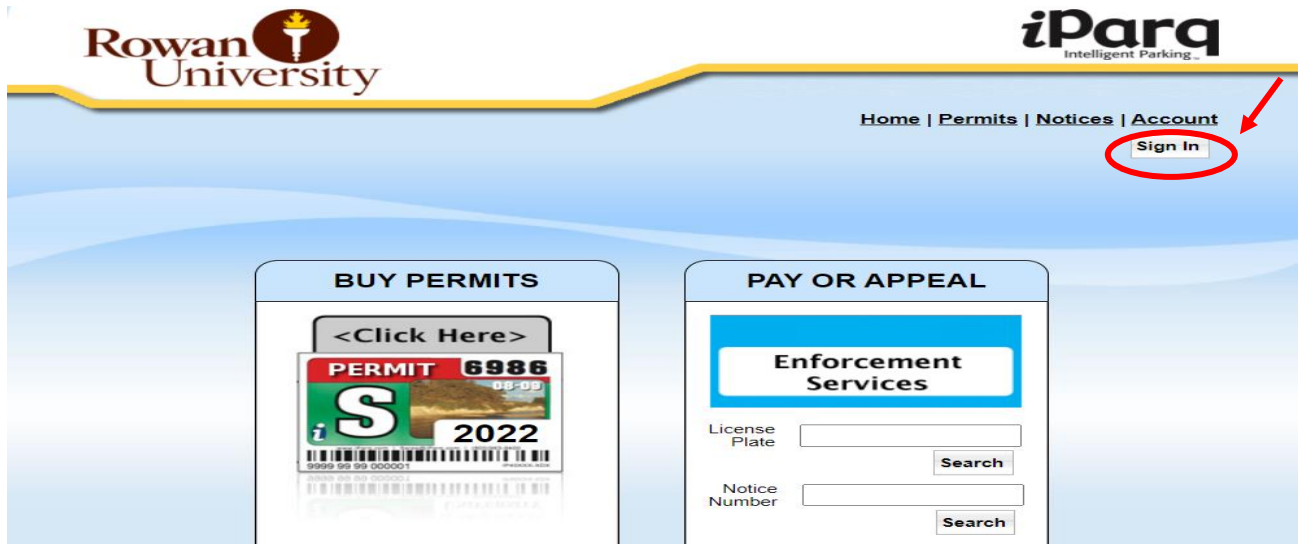


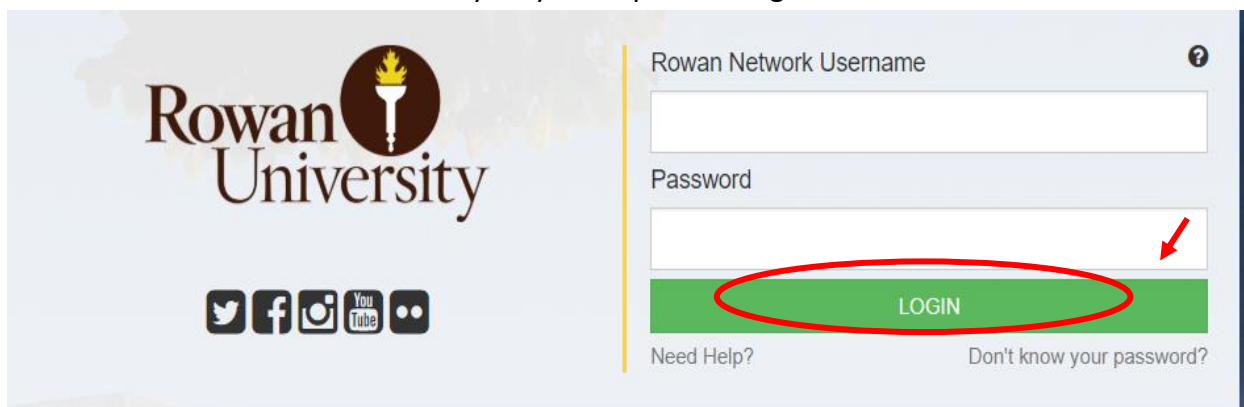
How to Print a Temporary Parking Pass – Student, Faculty/Staff

NOTE: A Temporary parking permit 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.

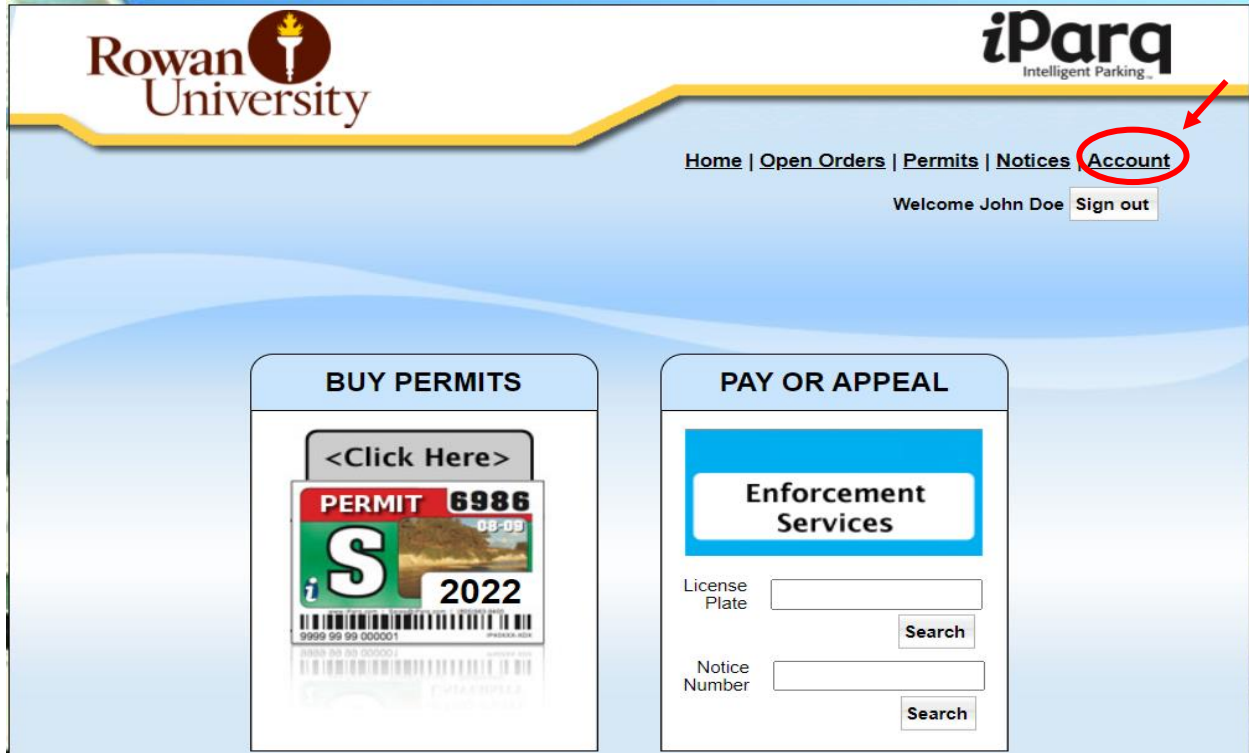
Step 1: Visit Rowan.thepermitstore.com and click on “Sign In”:



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



Step 4: Click on “View Permits”:

Account & Billing Info

- [Manage Addresses](#)
- [Phone Numbers](#)
- [Email Addresses](#)
- [Edit Security Settings](#)
- [Manage Documents](#)

Parking Permits

- [Register Vehicle](#)
- [View Permits](#)
- [Manage Vehicles](#)
- [Manage Orders](#)

Notices

- [No Open Notices](#)
- [1 Closed Notices](#)

Messages

- [View Inbox \(0 new\)](#)

Step 5: 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 | Barcode | Vehicle | Status | Print Temp | |
| 5561042 | Employee - 2021-2023 | 43372107001260 | L40MKL | Active | Print | |

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

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.