

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](https://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 2022-2023” by clicking on “Add Item”.
- Review item(s) in the “Shopping Cart” and if correct click on “Continue”.
- 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 10/1/2022 – 10/5/2022) 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 so that parking staff understands the reason for the request to determine whether the 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. Otherwise, see the guard at the Welcome Gate – located on Rt. 322 across from the Student Center, Parking lot H. A guard is available at the booth Monday through Thursday from 7:00 a.m. – 9:00 p.m. and on Friday from 7:00 a.m. – 6:30 p.m.
- 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.