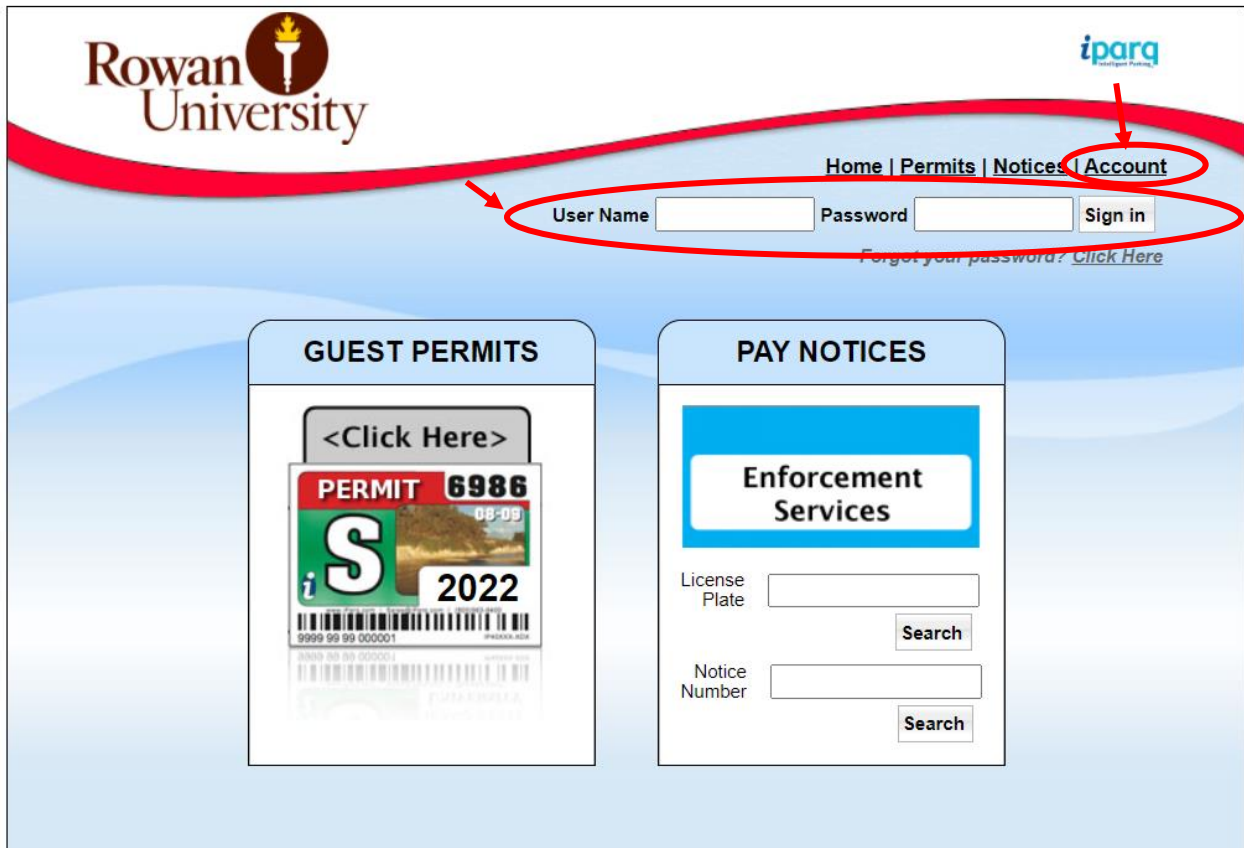
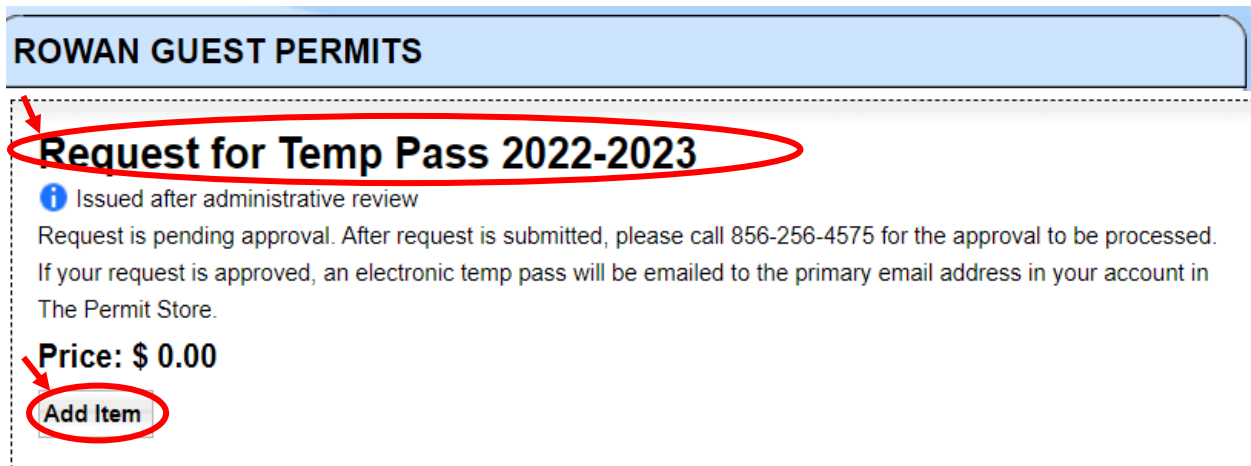
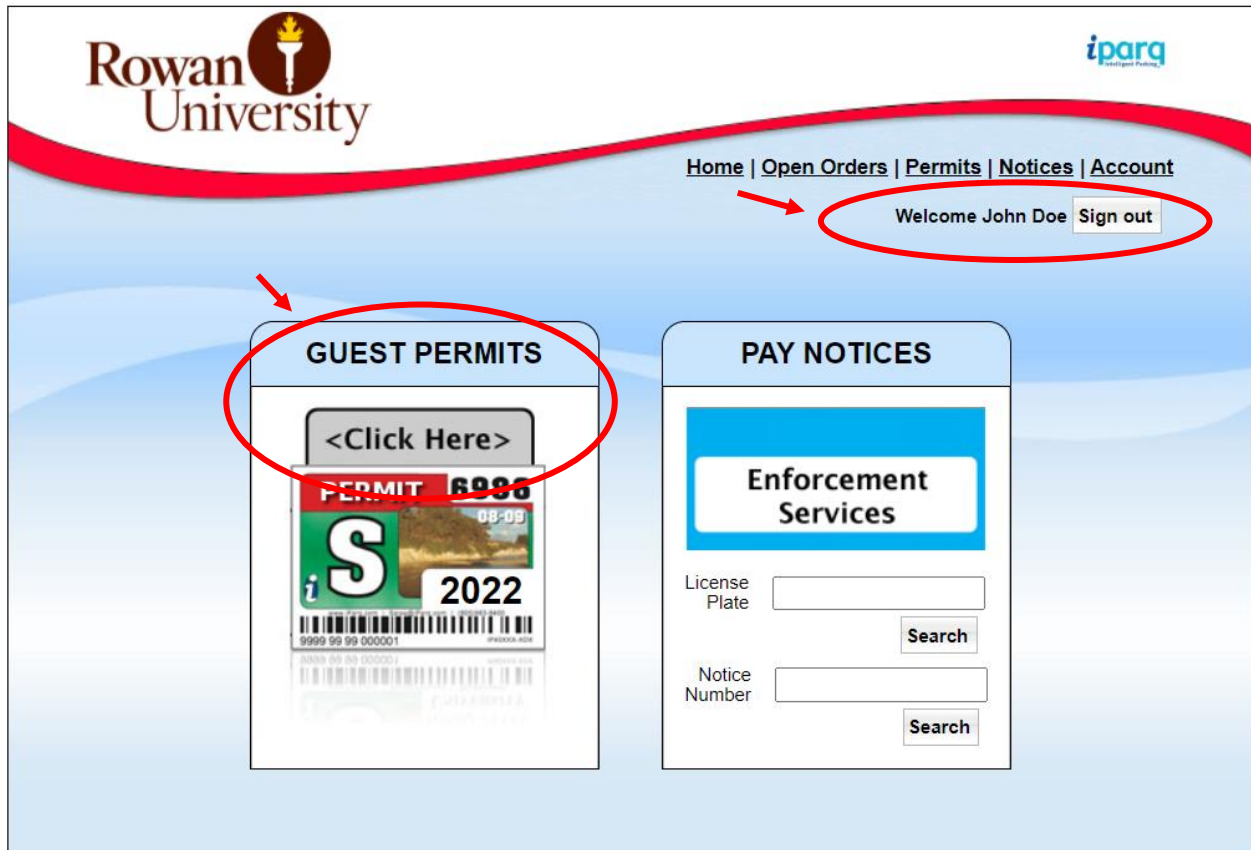


How to Submit a Request for a Temporary Day Pass – Guest/Visitor

Step 1: Visit RowanU.thepermitstore.com. If you have an existing account, enter your “User Name” and “Password” and click on “Sign in”. If you are a new customer, click on “Account” in the upper right hand corner. Click on “create a new account” and complete the required information:





Step 2: Once you have successfully signed in, the screen will read Welcome (your name). In the “GUEST 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”:



Step 3: Review your order and click on “Continue” to proceed to the next page:

Shopping Cart

Permits

Permits	QTY	Total Amount	Remove
Request for Temp Pass - 2022-2023  Important Permit Info  (No vehicle associated yet.)	1	0.00	<input type="checkbox"/>
Permit Total:	1	\$ 0.00	
Grand Total:	1	\$ 0.00	

[Add More Items](#) [Update Order](#) [Continue](#)

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 pass (for example 10/1/2022 and 10/1/2022). **Your request can be submitted for one day ONLY. If request is approved, the pass is valid from 8:00 a.m. to 10:00 p.m.** The “Banner ID” and “Last Name of Visitor” fields are optional. Click on “Continue” to proceed:

Rowan University iPARA

Home | Open Orders | Permits | Notices | Account

Welcome John Doe Sign out

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 - 2022-2023 Vehicle: [SELECT]

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

Banner ID: 999999999

Last Name of Visitor: Doe

** Start Date: 10/1/2022

*** End Date: 10/1/2022

Go Back to Shopping Cart Continue

Step 5: Click on “Continue” at the bottom of the screen:

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 2022-2023	1

E-Permit Service Fee - Free! ▾

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:

Checkout

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

Please review your order.

Request for Temp Pass - 2022-2023	Awaiting Approval!	\$0.00
2018 Red Acura RDX 123456 NJ		
** (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.

IMPORTANT INFORMATION

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

Information Banner ID: 999999999 Last Name of Visitor: Doe * Start Date: 10/1/2022 **End Date: 10/1/2022	Shipping E-Permit Service Fee to: Rowan University ATTN: Parking Office 201 Mullica Hill Road Sewell, NJ 08080-08080 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.

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, 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.

If you require a pass for overnight, refer to the “Visitor Overnight Pass” tab on the Parking website.

- Fold the temporary pass in half and place on the dashboard of the registered vehicle with the information visible.
- This temporary day pass is for parking in **lot B only**. For lot location, refer to the map on the Parking website.