

## How to submit a Request for a Temporary Pass at RowanU.thepermitstore.com – Guest/Visitor – Quick Guide

- Visit [RowanU.thepermitstore.com](http://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.
- In the “GUEST PERMITS” box, click on <Click Here> and select “Request for Temp pass 2022-2023” by clicking on “Add Item”.
- Review your order and 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 and 10/1/2022). The request can be requested for one day only. The valid times are 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.
- 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](mailto: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.
- This temporary day pass is for parking in lot B only. For lot location, refer to the map on the Parking website.