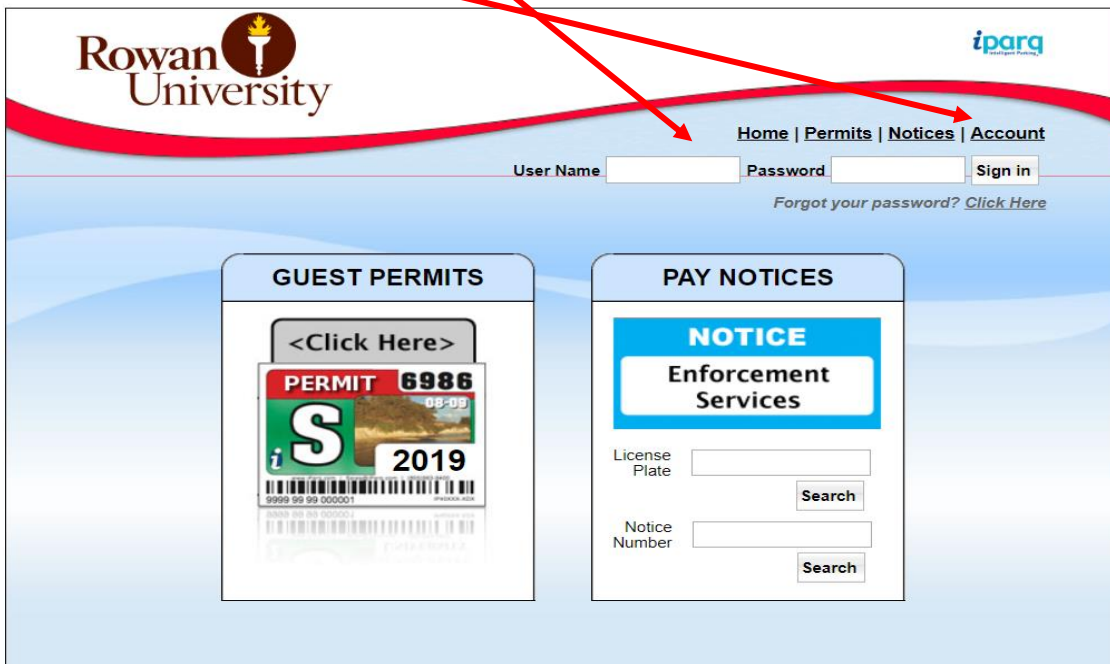


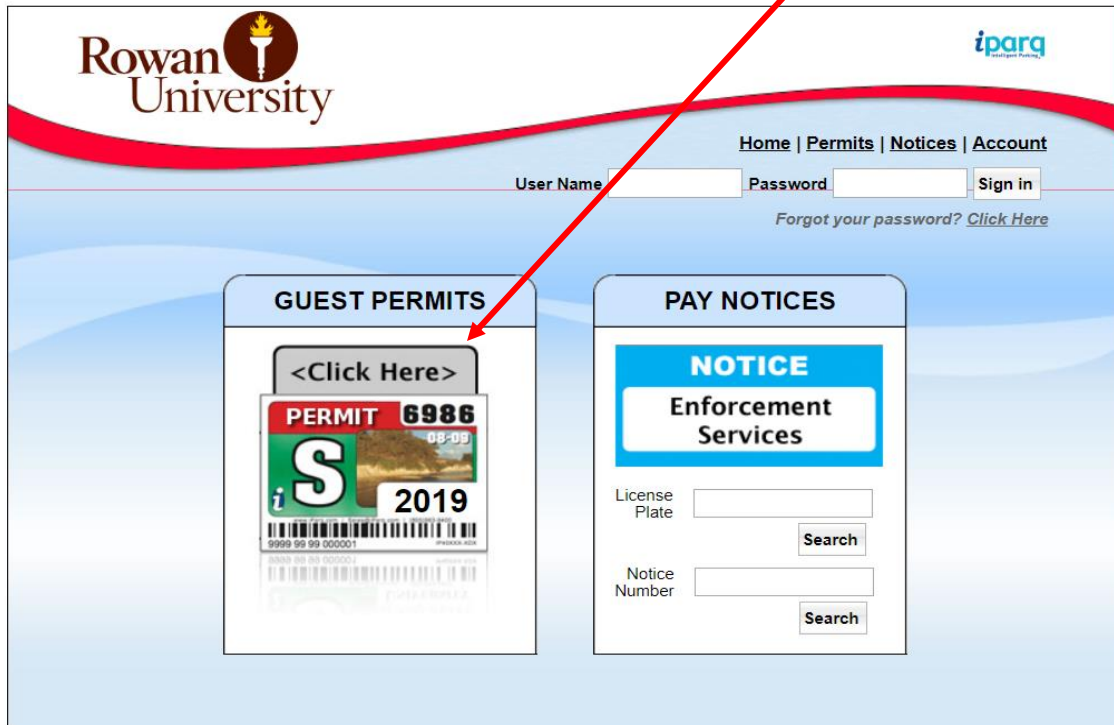
How to Submit a Request for a Temporary Pass – Guest/Visitor

Step 1: Visit <https://rowanu.thepermitstore.com/>. If you have an existing account, enter your “User Name” and “Password”. 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.

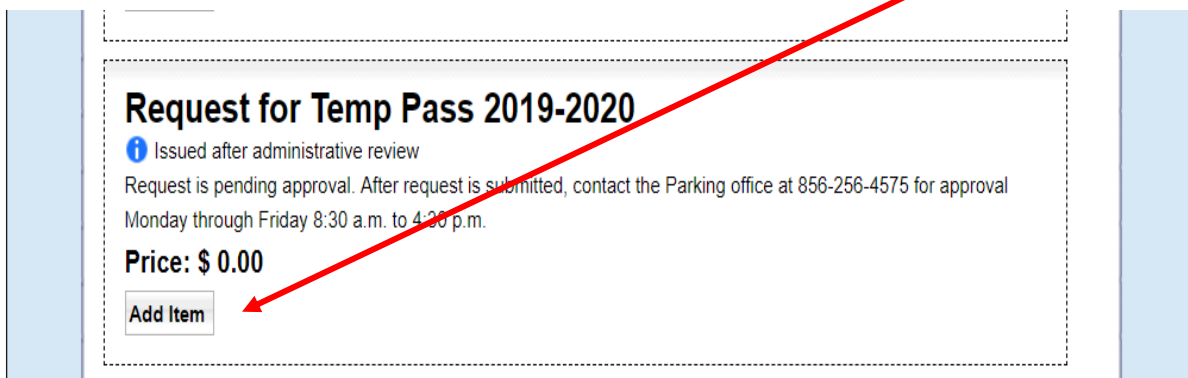


The screenshot displays the Rowan University iPARQ website interface. At the top left is the Rowan University logo, and at the top right is the iPARQ logo. A navigation menu includes links for Home, Permits, Notices, and Account. Below the navigation is a login section with fields for User Name and Password, and a Sign in button. A link for 'Forgot your password? Click Here' is also present. Two main service boxes are visible: 'GUEST PERMITS' which includes a '<Click Here>' button and an image of a permit (number 6986, valid 08-09, 2019), and 'PAY NOTICES' which includes a 'NOTICE Enforcement Services' header and search fields for License Plate and Notice Number, each with a Search button. Two red arrows originate from the text in Step 1, pointing to the 'Account' link and the 'Sign in' button.

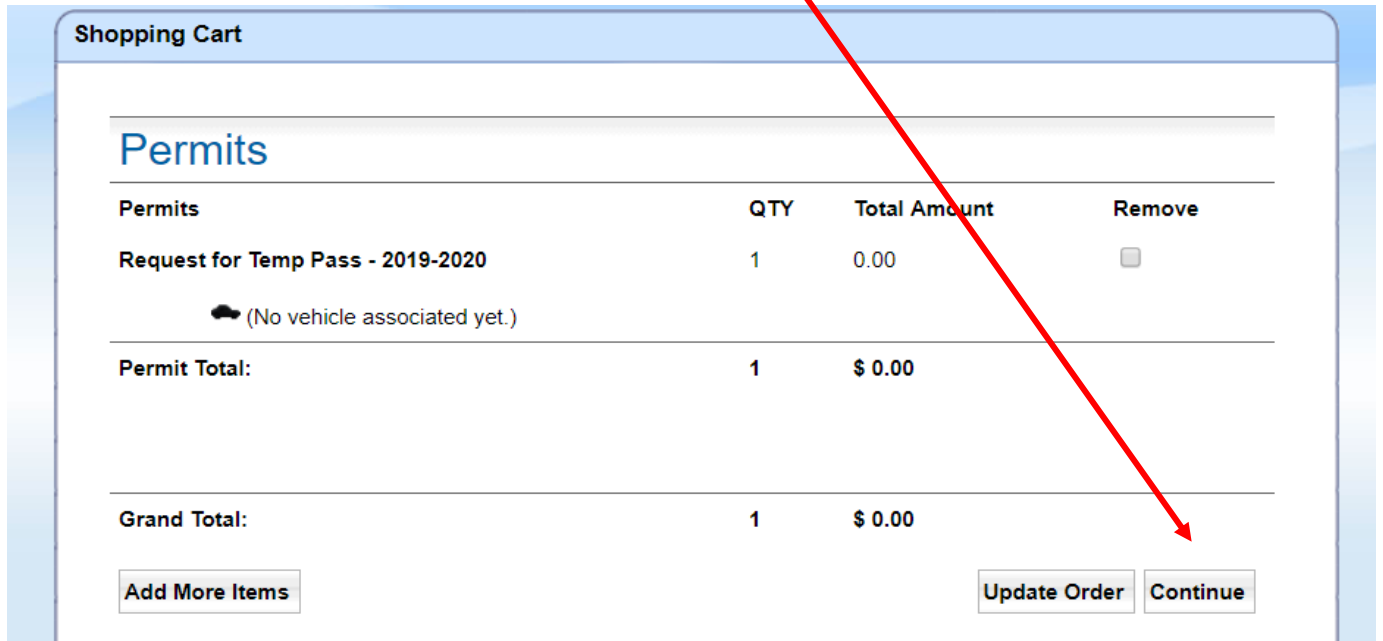
Step 2: In the "GUEST PERMITS" box, click on <Click Here>




Step 3: Select the "Request for Temp Pass 2019-2020" by clicking on "Add item"



Step 4: Review your order and click on “Continue” to proceed to the next page



The screenshot displays a 'Shopping Cart' window with a blue header. Below the header, the word 'Permits' is written in a large blue font. A table lists the items in the cart:

Permits	QTY	Total Amount	Remove
Request for Temp Pass - 2019-2020  (No vehicle associated yet.)	1	0.00	<input type="checkbox"/>
Permit Total:	1	\$ 0.00	
Grand Total:	1	\$ 0.00	

At the bottom of the cart, there are three buttons: 'Add More Items' on the left, and 'Update Order' and 'Continue' on the right. A red arrow points from the top right towards the 'Continue' button.

Step 5: Proceed by clicking on the “Vehicle” drop down arrow to select or add a vehicle. Then, enter your requested “Start Date” and “End Date” for the pass. ***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.***
To proceed click on “Continue”

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 - 2019-2020 Vehicle: 2018 Black Acura RDX (Test, NJ)

Additional information is required for your purchase.

Please complete the **required** fields below. The **other** data is optional.

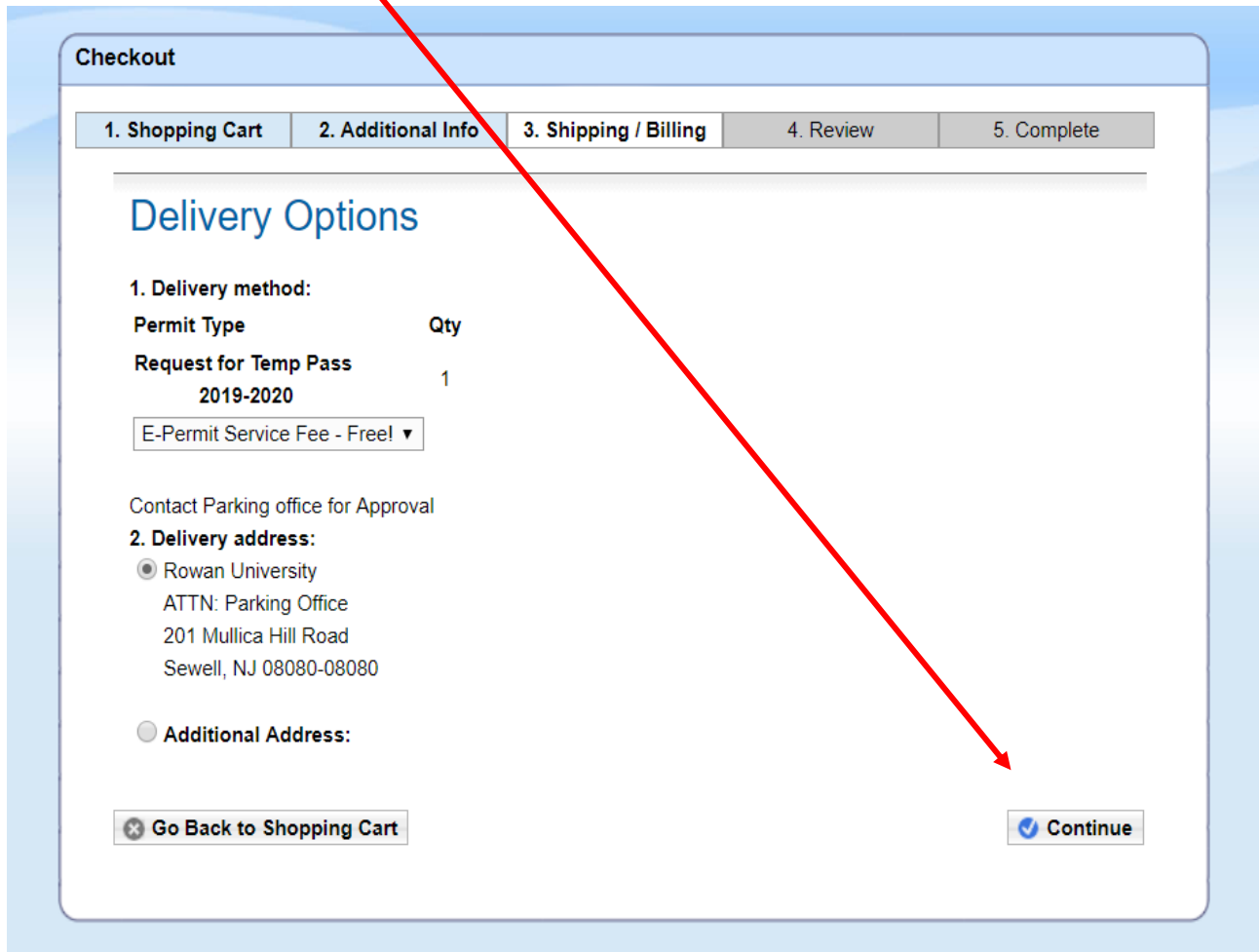
Banner ID:

Last Name of Visitor:

** Start Date: 11/1/2019

** End Date: 11/1/2019

Step 6: Click on “Continue” at the bottom of the screen



The screenshot shows a checkout interface with a progress bar at the top containing 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 'Delivery Options'. Under this section, there is a table for '1. Delivery method:' with columns for 'Permit Type' and 'Qty'. The table lists 'Request for Temp Pass 2019-2020' with a quantity of 1. Below the table is a dropdown menu for 'E-Permit Service Fee - Free!'. A note says 'Contact Parking office for Approval'. Under '2. Delivery address:', there are two radio button options: 'Rowan University' (selected) and 'Additional Address:'. The 'Rowan University' address is 'ATTN: Parking Office, 201 Mullica Hill Road, Sewell, NJ 08080-08080'. At the bottom, there are two buttons: 'Go Back to Shopping Cart' and 'Continue'.

Permit Type	Qty
Request for Temp Pass 2019-2020	1

Contact Parking office for Approval

2. Delivery address:

Rowan University
ATTN: Parking Office
201 Mullica Hill Road
Sewell, NJ 08080-08080

Additional Address:

Step 7: 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 next page

Please review your order.

Request for Temp Pass - 2019-2020	Awaiting Approval!	\$0.00
2018 Black Acura RDX Test 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.

Information	Shipping	Payment
Banner ID: Last Name of Visitor: * Start Date: 11/1/2019 ** End Date: 11/1/2019	E-Permit Service Fee Contact Parking office for Approval to: Rowan University ATTN: Parking Office 201 Mullica Hill Road Sewell, NJ 08080-08080 USA	No payment necessary.

Terms and Conditions

Rowan University Parking Rules and Regulations
Glassboro Campus

General Information

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

Step 8: 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 so that parking staff can either accept or deny your request over the phone. If approved, parking staff will make any necessary changes to the request and advise you to print the temporary pass online.

Otherwise, visit the Parking office to submit your request in person or 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