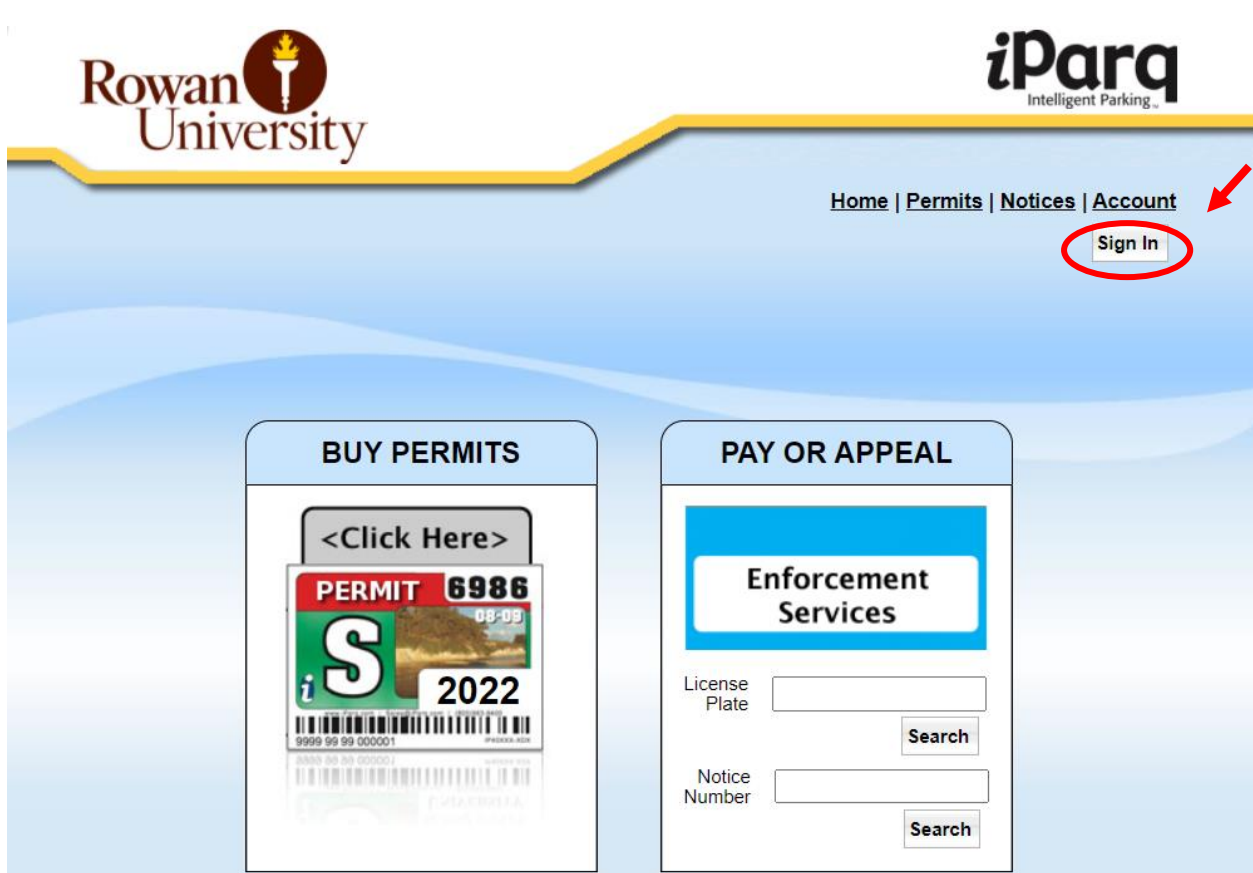


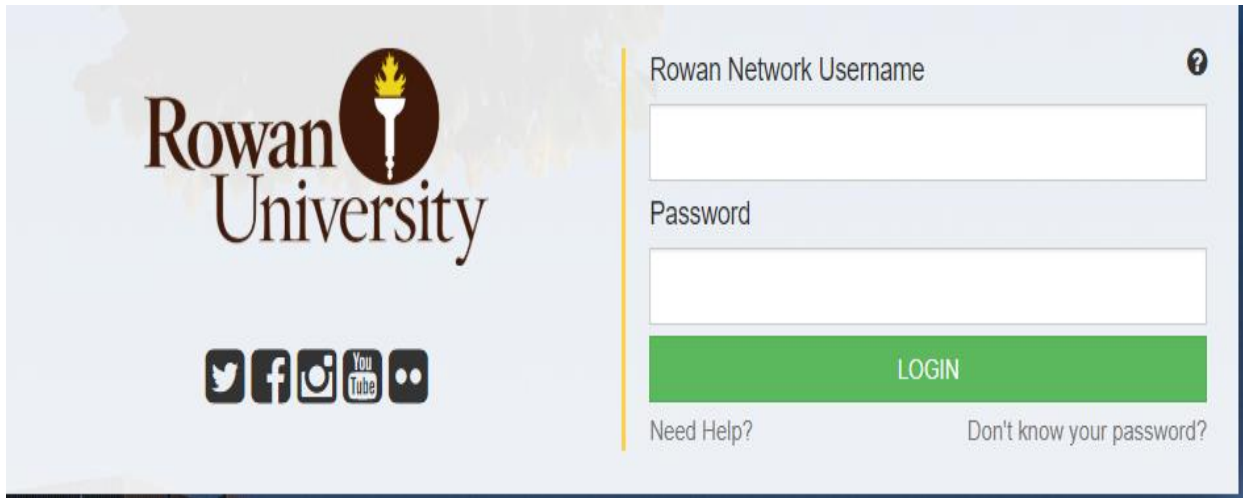
How to Submit a Request for a Temporary Pass – Student, Faculty/Staff

(sign-in requires your Rowan Network Credentials)

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

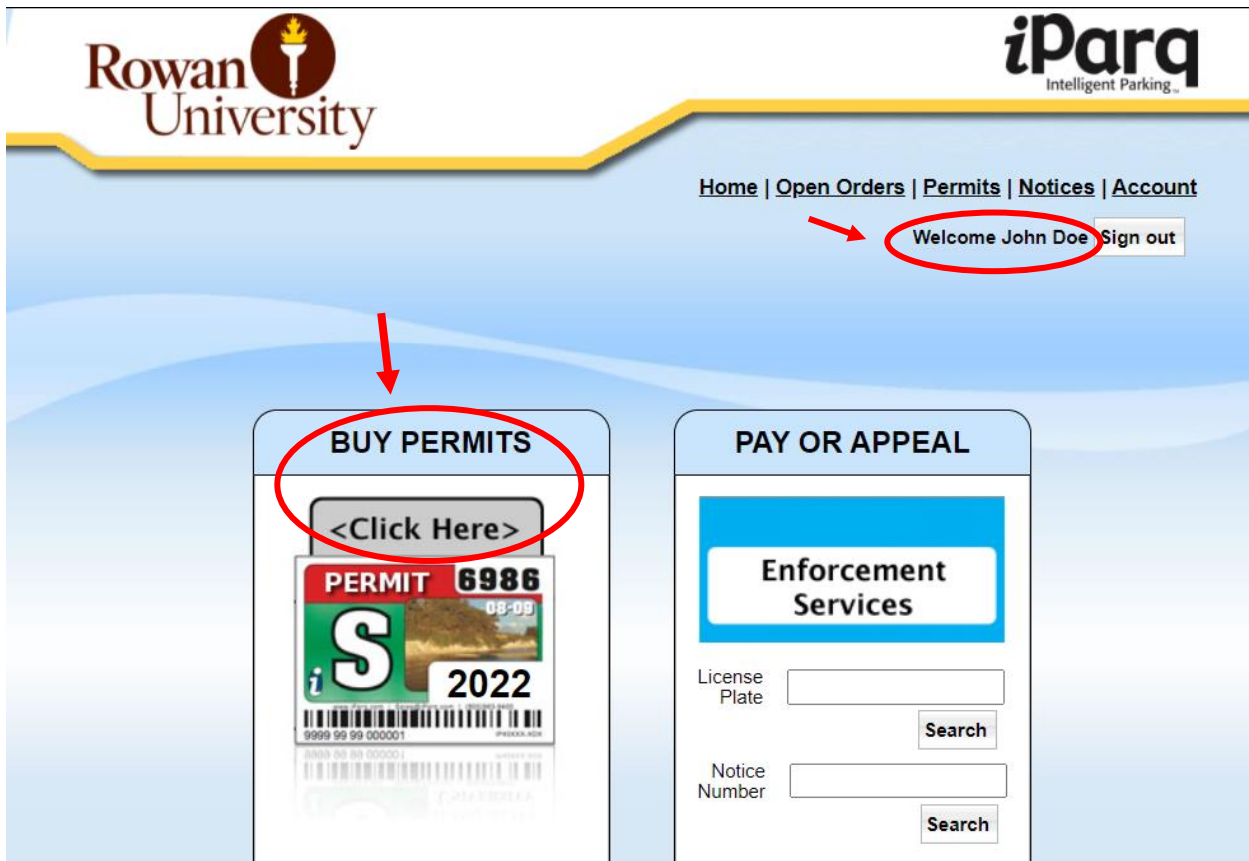


Step 2: If necessary, key your Rowan Network Username and Password and then click on “LOGIN”. Enrollment in Duo security is required to sign-in.



The image shows the Rowan University login interface. On the left is the Rowan University logo and social media icons for Twitter, Facebook, Instagram, YouTube, and a generic social icon. On the right, there are two input fields: "Rowan Network Username" and "Password". Below these fields is a green "LOGIN" button. At the bottom of the login section, there are two links: "Need Help?" and "Don't know your password?".


Step 3: Once you have successfully signed in, the screen will read Welcome (your name). In the “BUY 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”:



The image shows the user dashboard for iParq at Rowan University. At the top left is the Rowan University logo, and at the top right is the iParq logo with the tagline "Intelligent Parking...". Below the logos is a navigation menu with links for "Home", "Open Orders", "Permits", "Notices", and "Account". A red arrow points to a user profile box that says "Welcome John Doe" and "Sign out". Below this, there are two main sections: "BUY PERMITS" and "PAY OR APPEAL". The "BUY PERMITS" section has a red circle around the text "BUY PERMITS" and a red arrow pointing to a button labeled "<Click Here>". Below the button is a sample permit image with the text "PERMIT 6986", "08-08", "S", and "2022". The "PAY OR APPEAL" section has a blue header "Enforcement Services" and two search forms: one for "License Plate" and one for "Notice Number", each with a "Search" button.

ROWAN UNIVERSITY PERMITS

Request for Temp Pass 2022-2023

 Issued after administrative review

Request is pending approval. After request is submitted, please call 856-256-4575 for the approval to be processed. If your request is approved, an electronic temp pass will be emailed to the primary email address in your account in The Permit Store.

Price: \$ 0.00



Valid Dates: Aug 1, 2022 to Jul 31, 2023

Add Item

Step 4: Review the item(s) in our Shopping Cart. If correct, click on “Continue”. Otherwise, remove the item and restart the ordering process:

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	

Step 5: 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 temp pass (i.e. 10/1/2022-10/5/2022). Click on “Continue” to proceed to the next screen:

Checkout

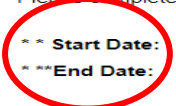

1. Shopping Cart | 2. Additional Info | 3. Shipping / Billing | 4. Review | 5. Complete

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] 

[SELECT]
[Add New Vehicle]
2022 Blue Acura RDX (123456, NJ)
2020 Grey Acura RDX (L40MKL, NJ)
2019 Black Acura RDX (TEST, NJ)

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

**** Start Date:**  

*****End Date:**

Step 5: The “Checkout” screen will appear. Just click on “Continue” to proceed:


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 

Permit will not be mailed.

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
2022 Blue 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	Shipping	Payment
* Start Date: 6/22/2022 **End Date: 6/30/2022 Attachments: No files uploaded	E-Permit Service Fee Permit will not be mailed. to: Rowan University ATTN: Parking Office 201 Mullica Hill Rd. Glassboro, NJ 08080 USA	No payment necessary.

Terms and Conditions

Rowan University Parking Rules and Regulations

Glassboro Campus

General Information

2021-2022

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, 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.

- 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.