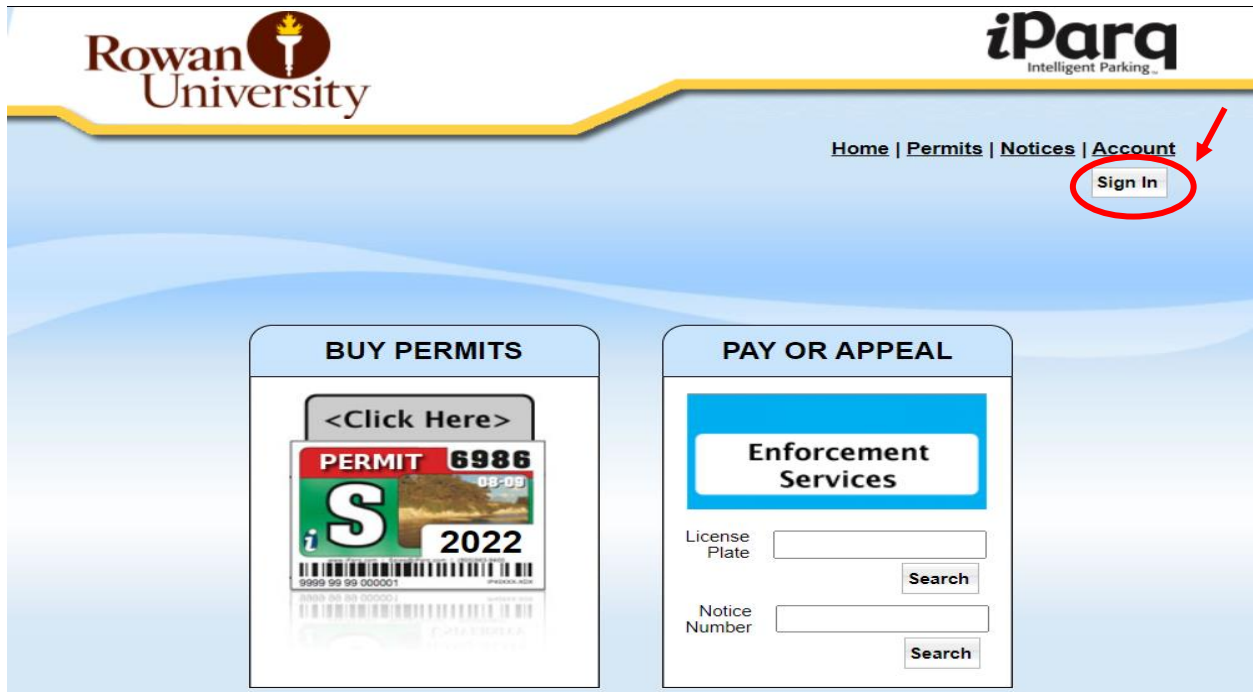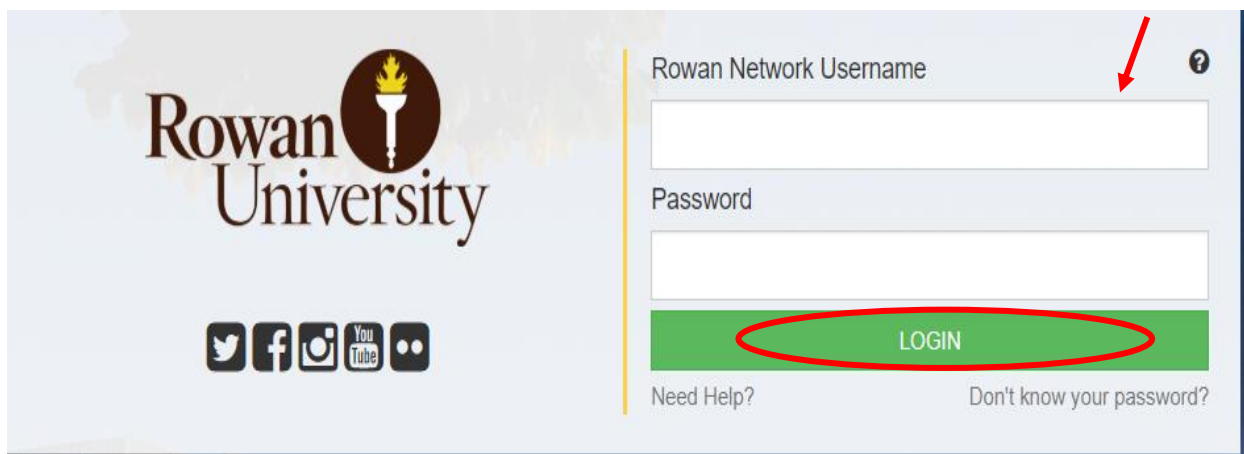# How to Activate a Parking Permit – Student, Faculty/Staff
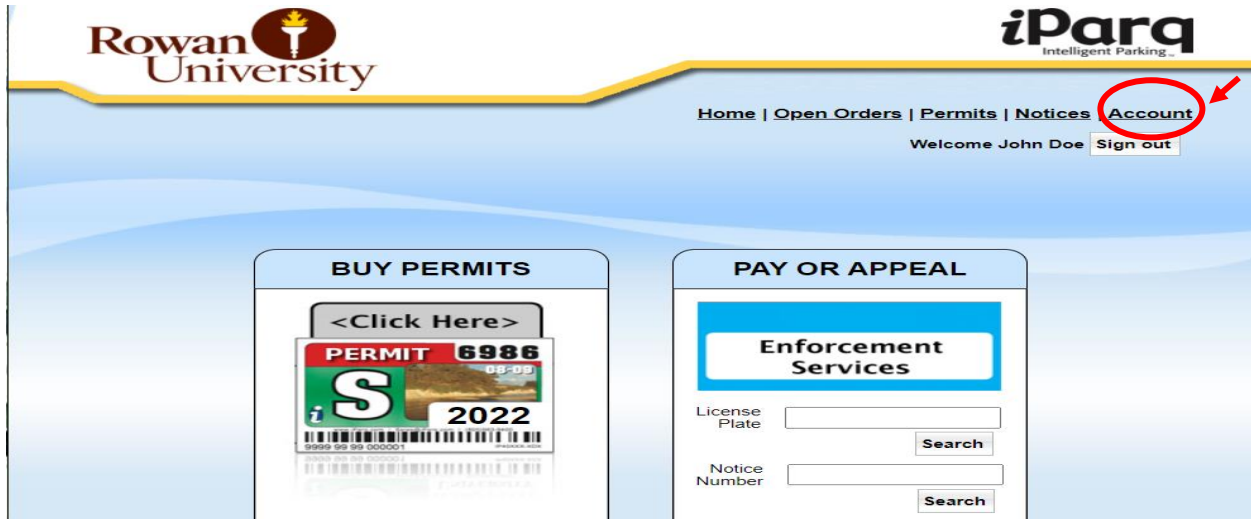
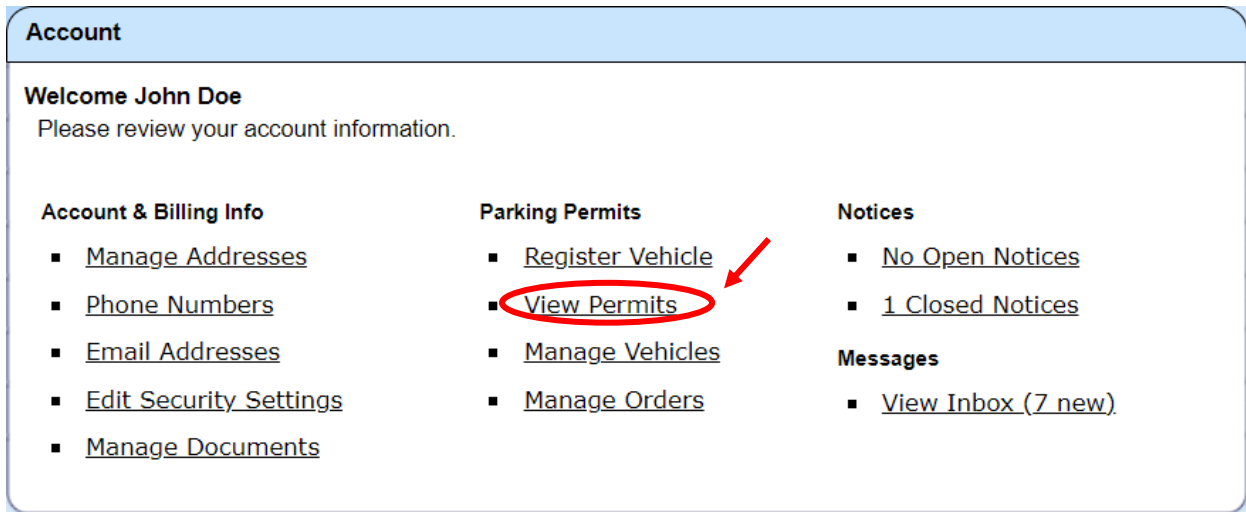**Step 1:** Visit Rowan.thepermitstore.com and click on "Sign In":

Step 2: If necessary, key your Rowan Network Username and Password and then click on "LOGIN". Enrollment in Duo security may be required to sign in.

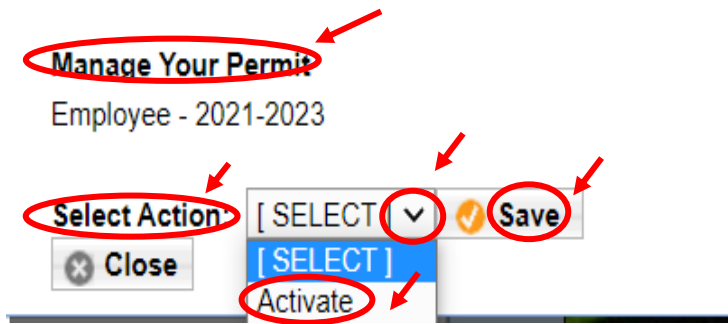**Step 3:** Click on "Account" at the top right hand corner of the screen:

Step 4: Click on "View Permits":

Step 5: Click on "Activate" and the "Manage your Permit" box will appear. In the "Select Action" drop box, select "Activate" and then click the "Save" button:

The permit will now read Active under your account: