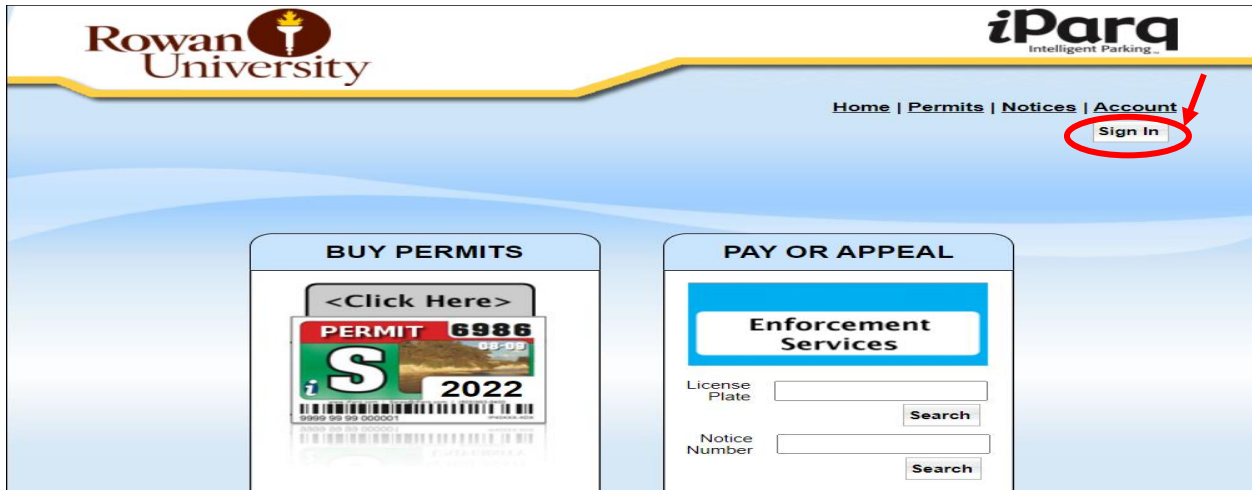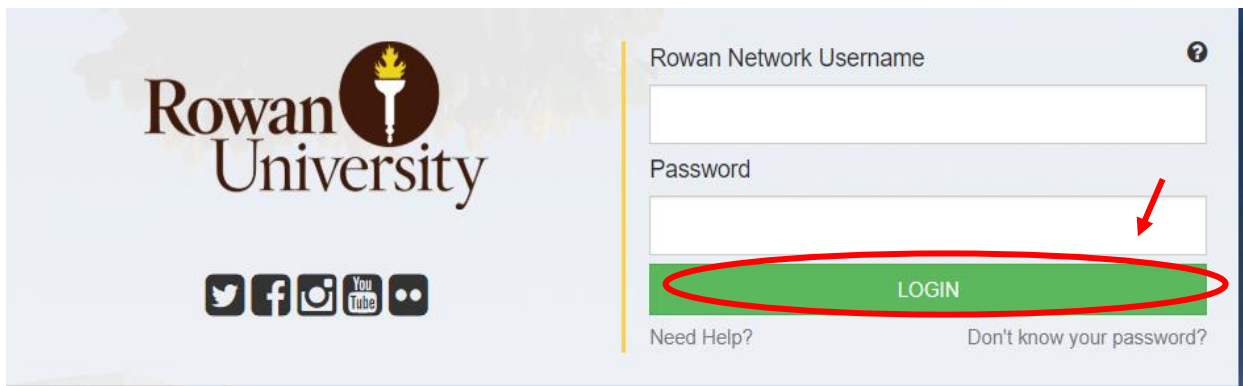# How to Register, Add or Remove a Vehicle from a Valid Parking Permit – Students, Faculty/Staff

- **Manage your vehicles listed under your account online:**
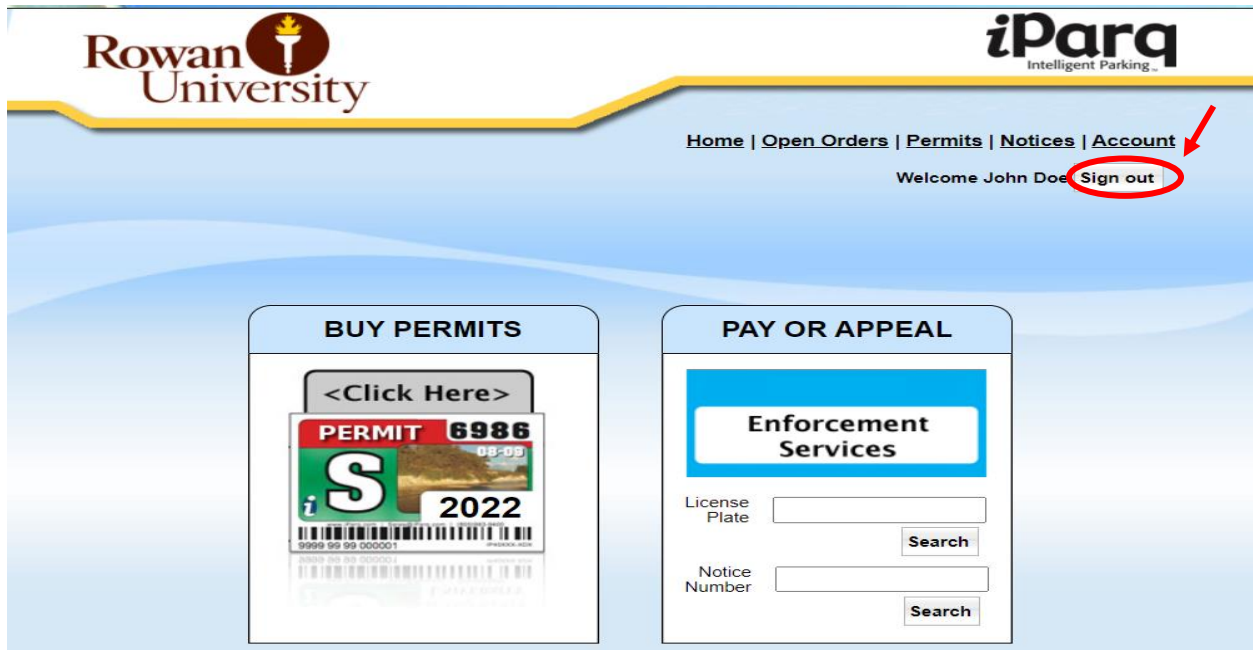
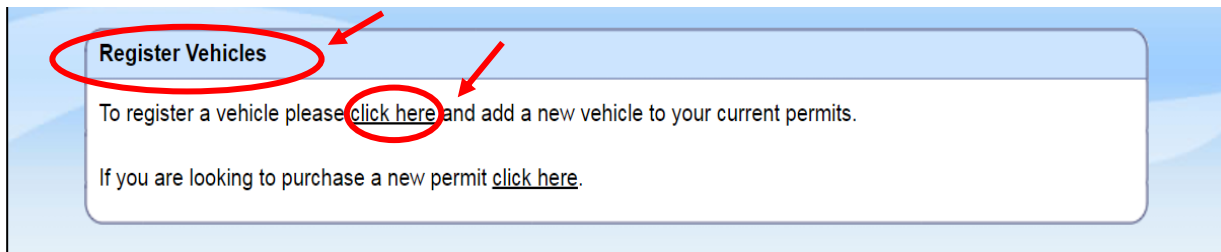**Step 1:** Visit Rowan.thepermitstore.com and click on "Sign In":
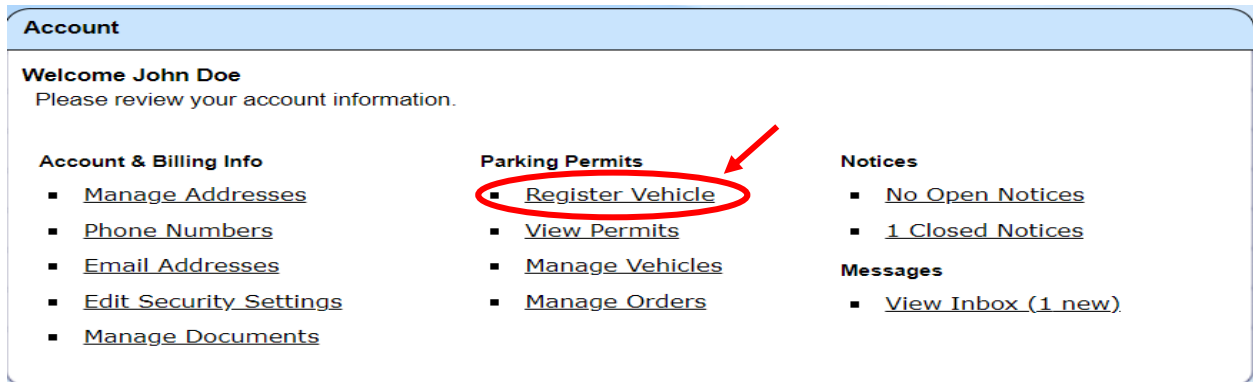

Step 2: If necessary, key your Rowan Network Username and Password and LOGIN".
Enrollment in Duo security may be required to sign in.

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

Step 4: Click on "Register Vehicle". A "Register Vehicles" box will appear. Click on "click here" and a history of the permits under your account will appear.

Account

Welcome John Doe
Please review your account information.

Account & Billing Info	**Parking Permits**	**Notices**
▪ Manage Addresses	▪ Register Vehicle	▪ No Open Notices
▪ Phone Numbers	▪ View Permits	▪ 1 Closed Notices
▪ Email Addresses	▪ Manage Vehicles	**Messages**
▪ Edit Security Settings	▪ Manage Orders	▪ View Inbox (1 new)
▪ Manage Documents		

Permits   Click your license plate to change or add vehicles on **Valid** permits.

Order	Permit	Barcode	Vehicle	Status	Print Temp
5561042	Employee - 2021-2023	43372107001260	🔵 L40MKL	Active	🖶 Print

Step 5: Click on the blue icon next to the license plate number of your current valid permit and a "Manage Vehicles" box will appear. The drop down arrow will show "all" vehicles associated with your valid permit. You can only have up to (3) vehicles registered to one permit (excluding the Rowan Blvd., Mick Drive, and Townhouse garage permits). A garage permit type can only have one vehicle registered to the permit.

If adding a vehicle, click on the drop down arrow and select (Add New Vehicle) and complete the information. However, if you already have (3) existing vehicles associated with the permit, you will need to "Remove" a vehicle before you can add another vehicle.

Any vehicle parked on campus at any given time must be registered to your valid permit to avoid a citation.

Only students are required to transfer the "stickered" permit from one vehicle to the other:

Permits   Click your license plate to change or add vehicles on **Valid** permits.

Order	Permit	Barcode	Vehicle	Status	Print Temp
5561042	Employee - 2021-2023	43372107001260	🔵 L40MKL	Active	🖶 Print
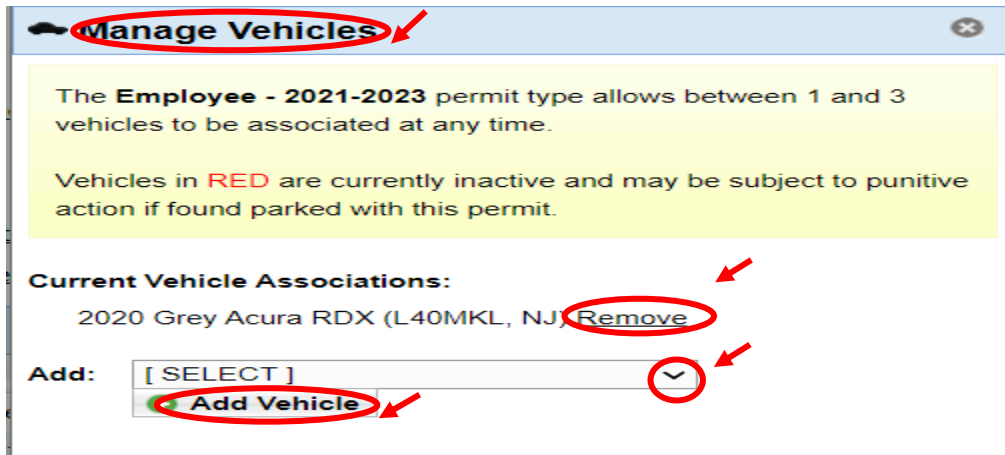
Step 6: Verify that the vehicle(s) information registered to the current valid permit is correct. Click on "Sign out".

- **It is the driver's responsibility to manage their vehicles online on their account. If you need assistance, contact the Parking office to assist.**

Employees: are not required to transfer the "stickered" permit from one vehicle to another. The officer should key the license plate number on their handheld device which shows the officer whether the license plate number is registered to a valid permit to avoid a citation.

If you are adding a rental vehicle to your account, be sure to delete the rental vehicle from your account when you are done with the rental as any citations incurred will link to the rental plate under your account.

Students: are required to transfer the "stickered" permit from one vehicle to another. Otherwise, it is your responsibility to request a temp pass for the "other" vehicle to avoid a citation.