Quick Guide to Ordering a Parking Permit – Student, Faculty/Staff

How to Order a Parking Permit at Rowan.thepermitstore.com – Quick Guide

- Visit Rowan.thepermitstore.com

- Click on "Sign In"

- If necessary, key your Rowan NetID Username and Password and then click on "LOGIN". Enrollment in Duo Security may be required to sign in.

- In the "BUY PERMITS" box, click on <Click Here> and select the permit type. If you do not know which permit type to select, contact Parking for assistance at 856-256-4575 or email Parking@rowan.edu.

- Review your order in the "Shopping Cart". If correct, click on "Continue".

- Proceed by clicking on the "Vehicle" drop down arrow to select vehicle or add a vehicle. *The "Upload Attachments" section of the screen pertains to Freshman/Sophomore Residents only. For further information, refer to the Freshman/Sophomore Resident tab on the Parking website.* Click "Continue".

- Add or select your "Delivery address". Click on the "Payment Method" drop down arrow and select the payment method and complete the required information. *To purchase a permit using a paper check or money order, you must purchase your permit at the Parking office located in Bole Annex. Rowan's Parking office does not accept cash.*

- Review your order and if you agree to the Terms and Conditions click "I Agree".

- Print out the temporary permit **after** your permit application is approved. Fold the temporary pass in half and place on the dashboard of the registered vehicle with the information visible.

- When your parking permit arrives in the mail (within ten days), instructions on how to "Activate" the permit will be included. You will **not** receive a "stickered" permit in the mail for the Rowan Blvd. or Mick Drive Garage permit types.