Instructions on how to Order a Permit at

RowanU.thepermitstore.com

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For more information refer to the Rowan University Parking Rules and Regulations – Glassboro Campus
http://www.rowan.edu/safety/parking/regulation.html
**Step 1:** Visit Rowan.thepermitstore.com and click on <Click Here> under “Buy Permits”

![Image of permit store website]

**Step 2:** Enter the assigned Banner ID number and your last name. If you do not know the 9-digit banner ID number to use, contact the Parking office at 856-256-4575. Click “Search” to choose the permit type.

![Image of permit type search]

A menu of permit types will display for the current academic school year.
**Step 3:** Verify that the permit selected in your “Shopping Cart” is correct. Click “Continue”.

![Shopping Cart Image]

**Step 4:** If you have an existing account in The Permit Store, enter your “User Name” and “Password” and click on “Sign In”.

If you have an existing account in The Permit Store, but don’t remember your password, click on “Need help signing in?” to reset it.

If you are a new customer and do not have an existing account in The Permit Store, click on “Create a New Account”. Complete the required information.

![Sign In / Create Account Image]
**Step 5:** Once the permit is selected in step 4 above, the “Checkout” screen below will appear next.

Verify that the permit you selected in your cart is correct. If the selection is incorrect, click on “go Back to Shopping Cart” at the bottom of the screen. Check the box “remove” and click on “Update Order”. Then, click on “Add More Items” to select the correct permit.

If your permit selection is correct, select “Continue”. Proceed by clicking on the “Vehicle” drop down arrow to select either a vehicle already listed under your account or add a new vehicle.

Click on “Continue”.
**Step 6:** Add or select the “Delivery address”. Click on the drop down arrow to select the “Payment Method” and complete the required information.

Click on “Continue”.

![Checkout page with delivery and payment options](image-url)
**Step 7:** Review your order and scroll down to read and familiarize yourself with the Parking Rules and Regulations. If your order is correct and you agree with the Parking Rules and Regulations, click on “I Agree”.
Step 8: Your permit order will require approval by an administrator as noted below. Once your permit application is reviewed by an administrator, you will receive an automated email whether your permit application is approved or denied. If approved, you will then have the ability to print out a temporary pass – refer to the Instructions titled “How to Print a Temporary Parking Pass”. It can take up to ten days to receive the “actual” permit in the mail which is mailed from The Permit Store. In the meantime, place the temporary pass on the dashboard of your registered vehicle.

Note: if payment was required, you will not be charged until your permit application is approved.