



# Instructions on how to Order a Permit at

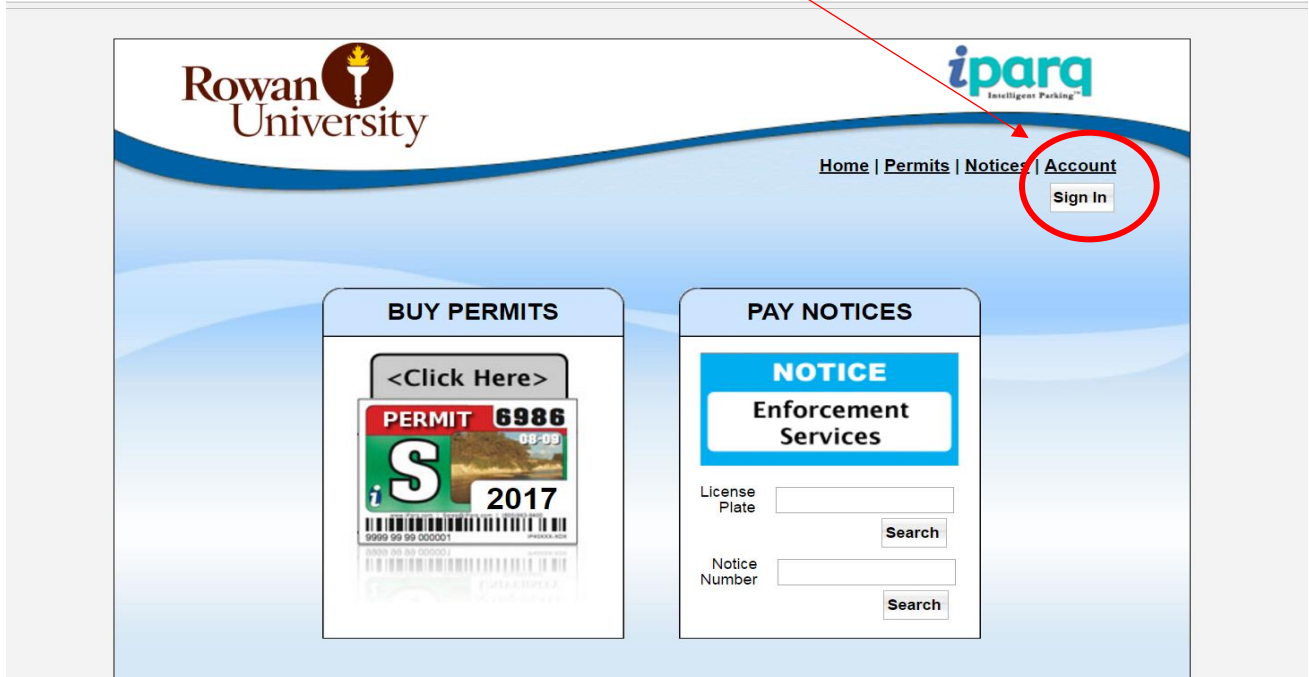
[Rowan.thepermitstore.com](http://Rowan.thepermitstore.com)

<b><u>Permit Types:</u></b>	<b><u>Valid Dates:</u></b>
Commuter Annual 2017-2018	9/1/2017 – 5/12/2018
Commuter Fall 2017	9/1/2017 – 12/31/2017
Commuter Spring 2018	1/1/2018 – 5/12/2018
Resident Annual 2017-2018	9/1/2017 – 5/12/2018
Resident Fall 2017	9/1/2017 – 12/31/2017
Resident Spring 2018	1/1/2018 – 5/12/2018
Resident Director/Graduate Coordinator 2017-2018	9/1/2017 – 5/12/2018
Employee 2017-2019	9/1/2017 – 8/31/2019
Adjunct/Fellow 2017-2018	9/1/2017 – 8/31/2018
Sr. Level Manager 2017-2018	9/1/2017 – 8/31/2018
Rowan Blvd. Garage Annual 2017-2018	9/1/2017 – 5/12/2018
Rowan Blvd. Garage Fall 2017	9/1/2017 – 12/31/2017
Rowan Blvd. Garage Spring	1/1/2018 – 5/12/2018
Townhouse Garage Annual 2017-2018	9/1/2017 – 5/12/2018
Townhouse Garage Fall 2017	9/1/2017 – 12/31/2017
Townhouse Garage Spring 2018	1/1/2018 – 5/12/2018
411 Ellis Street Annual 2017-2018	9/1/2017 – 5/12/2018
411 Ellis Street Fall 2017	9/1/2017 – 12/31/2017
411 Ellis Street Spring 2018	1/1/2018 – 5/12/2018
Summer 2018	5/13/2018 – 8/15/2018

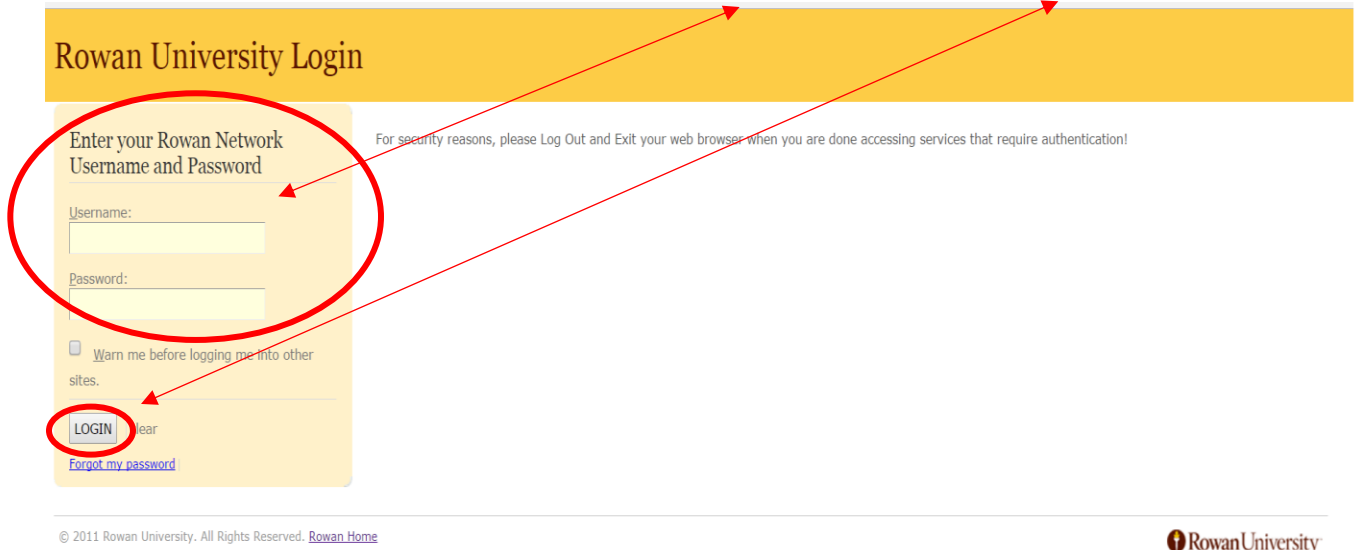
For more information refer to the Rowan University Parking Rules and Regulations – Glassboro Campus

<http://www.rowan.edu/safety/parking/regulation.html>

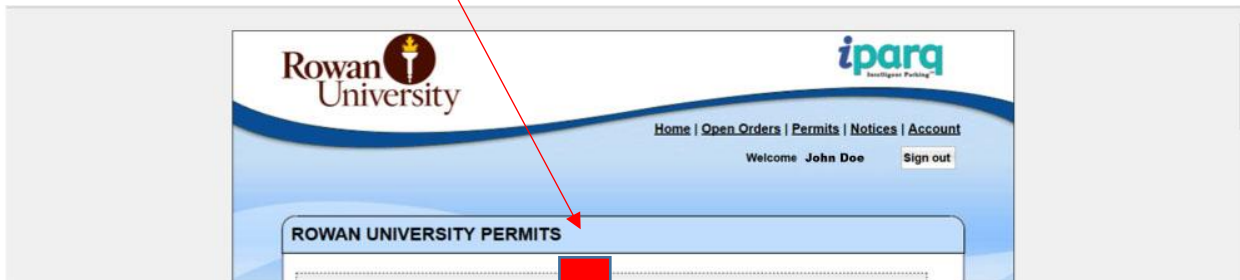
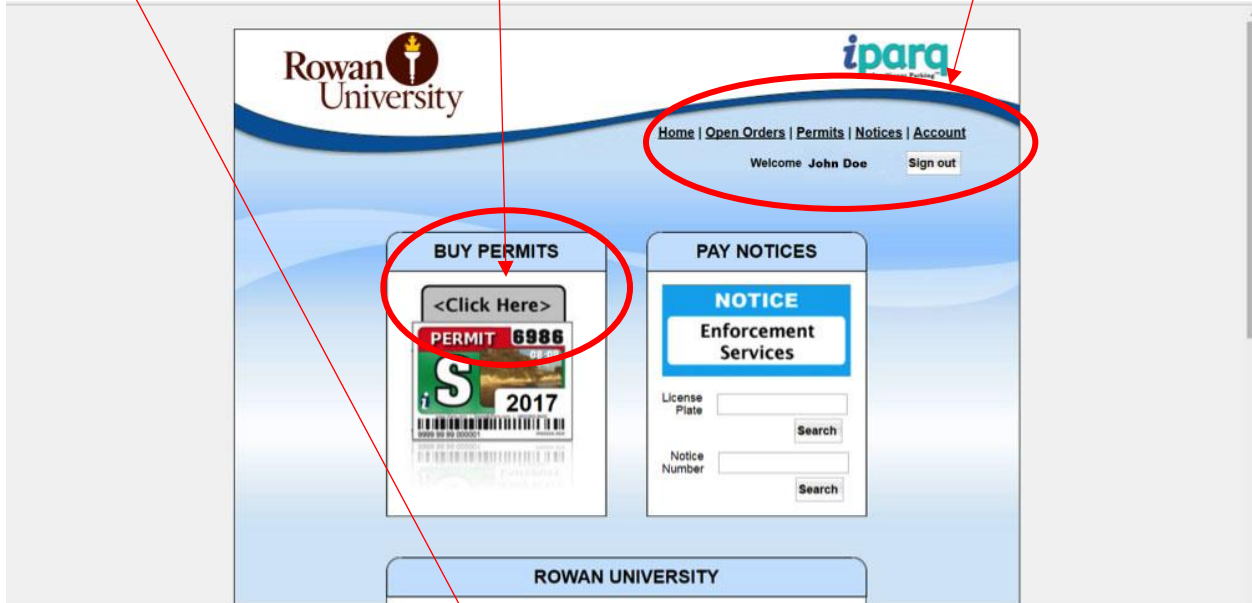
**Step 1:** Visit [Rowan.thepermitstore.com](http://Rowan.thepermitstore.com) and click on "Sign In"



**Step 2:** Enter your Rowan Network Username and Password and click on "LOGIN"



**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 choose the permit type you need listed in the menu. You may already be preapproved for a permit. If you do not know which permit to select, contact the Parking office at 856-256-4575 or view the Parking Rules and Regulations at: <http://www.rowan.edu/open/safety/index.html>



A menu of permit types will display for the current academic school year

**Step 4:** Once the permit is selected in step 3 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.

Your Banner ID Number and Last Name will be automatically populated.

Click on “Continue”.

The screenshot shows a checkout interface with the following elements:

- Checkout** (Title, circled in red)
- Progress bar: 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.
  - Permit: Townhouse / Garage Spring - 2017
  - Vehicle: [SELECT] (dropdown arrow circled in red)
  - Buttons: Add Another Vehicle
- Additional information is required for your purchase.**
  - Please complete the required fields below. The other data is optional.
  - \* Banner ID Number: Your ID (input field)
  - \* Last Name: Your Last Name (input field)
  - Buttons: Go Back to Shopping Cart, Continue (circled in red)

Red arrows point from the text instructions to the circled elements: from "Click on 'Continue'" to the Continue button; from "Click on the 'Vehicle' drop down arrow" to the dropdown arrow; and from "Your Banner ID Number and Last Name will be automatically populated." to the input fields.

**Step 5:** Add or select your “Delivery address”. Click on the drop down arrow to select the “Payment Method” and complete the required information.

Click on “Continue”.

The screenshot shows a checkout page with a progress bar at the top containing five steps: 1. Shopping Cart, 2. Additional Info, 3. Shipping / Billing, 4. Review, and 5. Complete. The current step is 'Shipping / Billing', which is divided into two columns: 'Delivery Options' and 'Payment Options'.

**Delivery Options:**

- 1. Delivery method: US Postal Service - Free! ▼
- 2. Delivery address:  Rowan University  
ATTN: Parking Office  
201 Mullica Hill Road  
Sewell, NJ 08080-08080
- Additional Address:

**Payment Options:**

The order total comes to \$20.00 plus shipping. What payment method do you want to use?

- New Method

Payment Method: [ SELECT ] ▼

Buttons:  and

Red annotations include a circle around the delivery address, a circle around the payment method dropdown arrow, and a circle around the 'Continue' button. Red arrows point from the text above to these elements.

**Step 6:** 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”.

The screenshot shows a checkout page with a progress bar at the top: 1. Shopping Cart, 2. Additional Info, 3. Shipping / Billing, 4. Review, 5. Complete. The current step is 'Review'. The main heading is 'Please review your order.' Below this, an order summary shows 'Adjunct/Fellow - (2016-2017)' with a status of 'Awaiting Approval!' and a price of \$0.00. The item is '2013 White Acura RDX NZU53E NJ'. Shipping and handling fees are also listed as \$0.00, resulting in a deferred total of \$0.00. A red warning message states: '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.' Below the summary are three sections: 'Information' (Banner ID Number: 000000000, Last Name: Your Name), 'Shipping' (US Postal Service, to: Rowan University, ATTN: Parking Office, 201 Mullica Hill Rd., Glassboro, NJ 08080, USA), and 'Payment' (No payment necessary). The 'Terms and Conditions' section is expanded to show 'Rowan University Parking Rules and Regulations'. A red circle highlights the 'I Agree' button at the bottom right, and red arrows point from the text above to this button and the terms section.

Checkout

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

Please review your order.

Adjunct/Fellow - (2016-2017) **Awaiting Approval!** \$0.00

2013 White Acura RDX NZU53E 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.

**Information**  
Banner ID Number:  
000000000  
Last Name:  
Your Name

**Shipping**  
US Postal Service  
to:  
Rowan University  
ATTN: Parking Office  
201 Mullica Hill Rd.  
Glassboro, NJ 08080  
USA

**Payment**  
No payment necessary.

**Terms and Conditions**

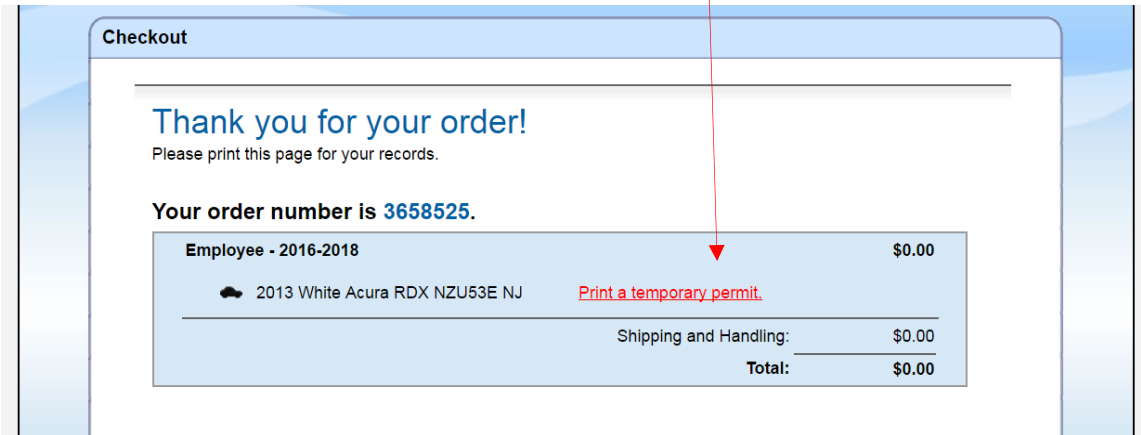
Rowan University Parking Rules and Regulations

Rules and Regulations

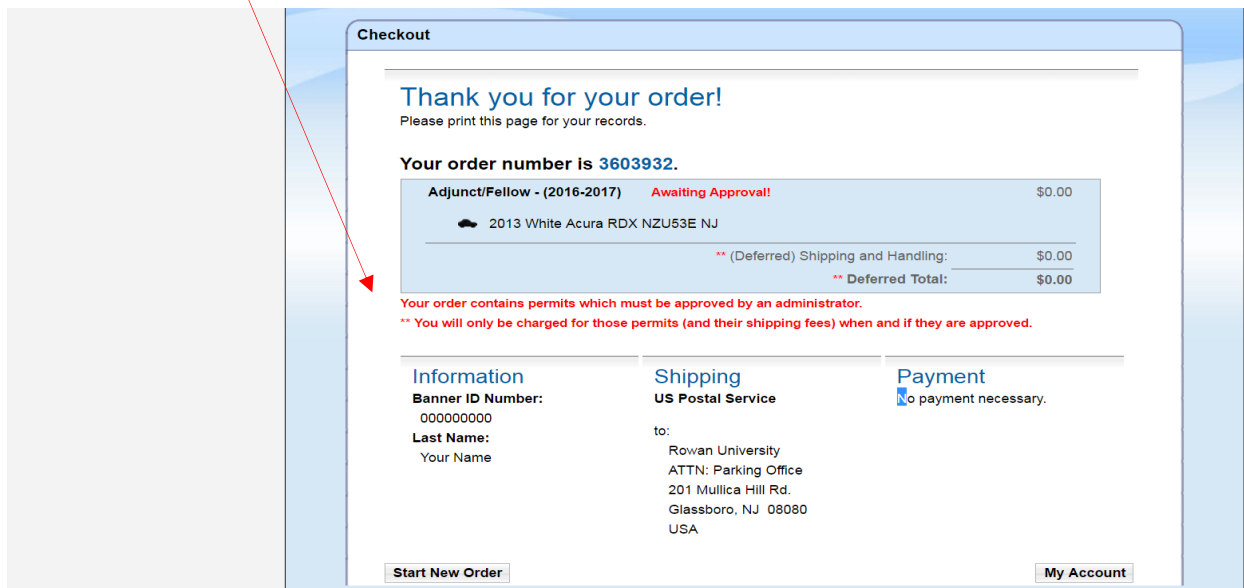
By clicking the "I Agree" button you agree to the terms above.

Go Back to Shopping Cart **I Agree**

**Step 7: If pre-approved**, you will have the option to “Print a temporary permit”. Click on “Print a temporary permit”.



**If not pre-approved**, you will not yet have the option to print a temporary permit. 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 permit—refer to the Instructions on “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.