Registering For A Parking Permit (Staff, Faculty and Adjunct Faculty)

https://chapman.nupark.com/portal

Step 1: Log in by clicking the “Chapman University SSO” button.

Step 2: You will be redirected to the log in page. Log in with your full chapman email (including @chapman.edu or @mail.chapman.ed) and password and click “sign in”

Step 3: Upon logging in you will be taken to an overview page which will show your Personal Information and Contact Information on the right hand side. In the center of the page, you will see all vehicle registered on your account. **If there is a red line on the left hand side of the vehicle, then there is no permit registered to or valid for that vehicle.

Step 4: To begin registering for the permit you will either move the cursor over the “Permit” tab near the top of the page and click “purchase Permit” or utilize the Quick Link for “Purchase Permit” in the bottom right hand corner of the summary page.
Step 5: Once clicking “Purchase Permit” select the academic term that you are registering for and click “next”
Step 6: You will next be prompted to select your permit type. The cost of the permit will show at the bottom of each selection. The cost will reflect the rate for your status (full-time/part time) automatically. If you are purchasing a permit after the beginning of the fall semester, the cost will reflect the pro-rated amount.

Step 7: If you have a disabled placard, please click the check box below the permit options. You will need to upload a copy of the Disabled Placard Registration from the DMV as well a photo of the disabled placard.

Step 8: Next you will either need to select the vehicle(s) that you will be driving to campus or register your vehicle.
**If driving multiple vehicles you will need to select both vehicles by holding down the shift/command key and highlighting each vehicle. The selected vehicles will be highlighted in red.**

The below screen shot shows both registered vehicles selected.

If you need to add a new vehicle, click “Add New Vehicle”. The vehicle registration page is shown below for adding new vehicles.

Once your vehicles are added/selected, click Next.
Step 9: You will next be prompted to enter a mobile phone number for texting alerts regarding parking lot closures, unusual traffic and construction that may effect on campus parking.

Online Permit Sales: Text Alert & Payment Method

Step 4 of 7: Text Alerts

By providing your cell phone number and service provider to Chapman Parking and Transportation Services, you are agreeing to receive text messages about parking closures, unusual traffic and construction that may effect your campus parking. This information will not be shared with any third parties and will only be used in situations that will require attention on the part of the permit holder.

Note: This text alert program is a free service provided by Chapman Parking and Transportation Services. You may unsubscribe at any time by clicking on the link below. Please check with your wireless provider for any additional text message or data rates that may apply. Unsubscribe

Cell Phone Number: 4444444444
Cell Phone Provider: AT&T

Step 10: Next you will need to select your payment method. As a staff, faculty or adjunct faculty member, you have the option of having the cost deducted from your paychecks (Payroll Deduction) or paying in full via credit card (credit card – WEBAPI). If you select to pay in full via credit card, you will be redirected to TouchNet to complete the payment after clicking submit on the final registration page.

Step 6 of 7: Select Payment Method

- Payroll Deductions
- Credit Card - WEBAPI

Step 11: Next you will need to enter the mailing address that the parking permit will be mailed to. **There is no option to pick up the permit in person.**

Step 6 of 7: Permit Shipping Address

Your license plate will be used as validation of parking eligibility until your parking permit arrives in the mail. Permits are not available for pick-up in person. Please verify your mailing address is correct and is hi-lighted below.

111 Main St
#222
Orange, CA 92866

Add New Address

If the address listed is not your current mailing address, you will need to click “Add New Address” and select it once entered.
Step 12: Next you will need to read and click that you agree to the Parking Policy/ Rules and Regulations. Once you read and agree, click “Next/Save”.

Step 13: You will now see a review page with your personal contact information, permit requested, permit cost, vehicle license plate registered to permit and payment type selected. Once you confirm the information is correct, click “Submit”