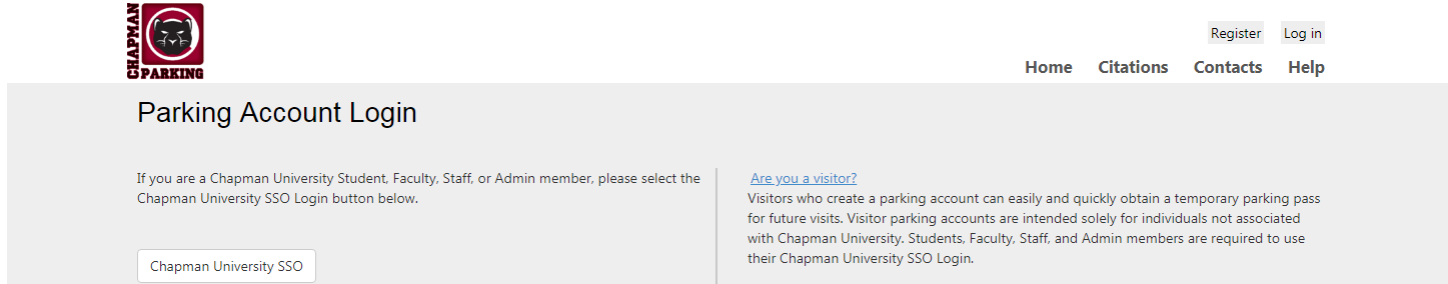


Registering For A Parking Permit (Staff, Faculty and Adjunct Faculty)

<https://chapman.nupark.com/portal>

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



The screenshot shows the 'Parking Account Login' page. At the top left is the 'CHAPMAN PARKING' logo. At the top right are links for 'Register', 'Log in', 'Home', 'Citations', 'Contacts', and 'Help'. The main heading is 'Parking Account Login'. Below this, there are two columns of text. The left column says: 'If you are a Chapman University Student, Faculty, Staff, or Admin member, please select the Chapman University SSO Login button below.' Below this text is a button labeled 'Chapman University SSO'. The right column has a link 'Are you a visitor?' followed by text: 'Visitors who create a parking account can easily and quickly obtain a temporary parking pass for future visits. Visitor parking accounts are intended solely for individuals not associated with Chapman University. Students, Faculty, Staff, and Admin members are required to use their Chapman University SSO Login.'

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”



The screenshot shows the Chapman University login page. On the left is a large image of a classical building. On the right is the 'CHAPMAN UNIVERSITY' logo. Below the logo is the text 'Sign in with your Chapman e-mail address'. There are two input fields: one for 'username@chapman.edu' and one for 'Password'. Below these fields is a red 'Sign in' button.

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.

Summary | My Vehicles | **Permits** | Rules & Regulations | Contact Us

Welcome to Chapman University Parking Permit Registration Portal.

Registered Vehicles | **Permits**

Please add, edit, or remove your vehicles by selecting the appropriate menu below.

[Add New Vehicle](#) | [Buy Permit](#)

	Type	State	License Plate	Make	Model	Style	Color		
	Automobile	CA	CGCGCGC	Aston Martin		Hatchback	Copper	Edit	Remove
	Automobile	CA	TTT5555	Acura		4 Door	Black	Edit	Remove

Personal Information | **Contact Information**

Curious George [Edit Account](#) [Balance](#)
Account ID 48527
Part-Time Staff
111 Main St
Orange, CA 33333
[Manage Addresses](#)

Quick Links

- [Purchase Permit](#)
- [Add Vehicle](#)
- [Edit Contact Information](#)

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Personal Information | **Contact Information**

Curious George [Edit Account](#) [Balance](#)
Account ID 48527
Part-Time Staff
111 Main St
Orange, CA 33333
[Manage Addresses](#)

Quick Links

- [Purchase Permit](#)
- [Add Vehicle](#)
- [Edit Contact Information](#)

Step 5: Once clicking "Purchase Permit" select the academic term that you are registering for and click "next"

Online Permit Sales: Select a Term

Current Parking Fees: [View the current parking fee schedule \(new window\)](#)

Parking permits are mandatory for all university constituents. Parking on city streets (including parking with an Area A Permit) or in public lots (including Metrolink & Orange Public Library Lots) while attending classes, events, teaching or working at the university violates the university's parking policy and agreement with the city.

Students are automatically billed for a parking permit through the Student Business Office. The following steps will allow you to register for a parking permit. If you do not have a vehicle or commute via alternative means, you must apply for a parking permit waiver at www.web.chapman.edu/parkingwaiver.

For changes in status such as no longer needing a permit or having a waiver on file and needing a parking permit, email Parking & Transportation Services at parking@chapman.edu. Physical permits will need to be returned within the first 3 weeks of a semester to qualify for a refund. The Business Office will be notified by Parking & Transportation Services when a student with an active waiver registers for a parking permit. Parking permit fees will be assessed accordingly.

Permit eligibility is subject to verification by Parking Services.

Fixed Dates

Step 1 of 7: Select a Term

Start by selecting which term you want to park a vehicle on campus.

17/18 Annual Permit

Start: August 1, 2017 12:00 AM
End: August 10, 2018 12:00 AM

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.

Online Permit Sales: Permit and Vehicle Selection

Step 2 of 7: Select Permit

Parking permits are restricted to specific parking areas. Please refer to the parking plan/map

First Christian Church Permit

Effective: April 7, 2018 09:39 AM
Expiration: August 10, 2018 12:00 AM
Price: **\$0.00**

Staff Motorcycle Decal

Effective: April 7, 2018 09:39 AM
Expiration: August 10, 2018 12:00 AM
Price: **\$67.28**

Staff Hangtag

Effective: April 7, 2018 09:39 AM
Expiration: August 10, 2018 12:00 AM
Price: **\$67.28**

Staff Decal

Effective: April 7, 2018 09:39 AM
Expiration: August 10, 2018 12:00 AM
Price: **\$67.28**

Presbyterian Lot/West Campus Structure Decal

Effective: April 7, 2018 09:39 AM
Expiration: August 10, 2018 12:00 AM
Price: **\$43.64**

Presbyterian Lot/West Campus Structure Hangtag

Effective: April 7, 2018 09:39 AM
Expiration: August 10, 2018 12:00 AM
Price: **\$43.64**

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.

Do you have a valid disability placard registered to you?

Upload a copy of your disability placard registration along with a photo of the placard

Select files...

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.**

Step 3 of 7: Add Vehicle(s)

Parking permits are tied to the license plate numbers of permit holders' vehicles. University Parking Services checks vehicles for proper permitting through license plate recognition, or LPR. The permit holder is responsible for registering any vehicle parked on campus. Unregistered vehicles parked on campus or multiple vehicles attached to one permit on campus at the same time are subject to citation. To link vehicles to your permit, add vehicles below then hold control/command key down to highlight each vehicle. Only vehicles highlighted will be linked to the permit. Non-linked vehicles will be subject to citation.

Add New Vehicle						
Type	State	License Plate	Make	Style	Color	
Automobile	CA	CGCGCGC	Aston Martin	Hatchback	Copper	<input type="checkbox"/> <input type="checkbox"/>
Automobile	CA	TTT5555	Acura	4 Door	Black	<input type="checkbox"/> <input type="checkbox"/>

1 - 2 of 2 items

The below screen shot shows both registered vehicles selected.

Step 3 of 7: Add Vehicle(s)

Parking permits are tied to the license plate numbers of permit holders' vehicles. University Parking Services checks vehicles for proper permitting through license plate recognition, or LPR. The permit holder is responsible for registering any vehicle parked on campus. Unregistered vehicles parked on campus or multiple vehicles attached to one permit on campus at the same time are subject to citation. To link vehicles to your permit, add vehicles below then hold control/command key down to highlight each vehicle. Only vehicles highlighted will be linked to the permit. Non-linked vehicles will be subject to citation.

Add New Vehicle						
Type	State	License Plate	Make	Style	Color	
Automobile	CA	CGCGCGC	Aston Martin	Hatchback	Copper	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Automobile	CA	TTT5555	Acura	4 Door	Black	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

1 - 2 of 2 items

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

Add New Vehicle

Please enter the full license plate with no spaces or dashes. If you have Paper or Temporary Plates click the link below and enter your full Vehicle Identification Number (VIN). The last 8 of the VIN will be used as the license plate number. You will have 30 days to remove the VIN and register the License Plate Number.

Type:

State:

License Plate: [Paper or Temp Plate?](#)

Year:

Make:

Model:

Style:

Color:

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	<input type="text" value="4444444444"/>
Cell Phone Provider	<input type="text" value="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 5 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.

<input type="text" value="111 Main St"/> <input type="text" value="#222"/> <input type="text" value="Orange, CA 33333"/>	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.

[Add New Address](#)

New Address

Type	<input type="text" value="Mailing"/>
Address	<input type="text" value="2250 Lane Dr"/>
Address Continued	<input type="text"/>
City, State	<input type="text" value="Orange"/> <input type="text" value="CA"/>
Zip	<input type="text" value="92866"/>
Priority	<input type="text" value="1"/>
	<input type="button" value="Create"/>

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.

2250 Lane Dr Orange, CA 92866
2250 Lane Dr Orange, CA 92866
111 Main St #222 Orange, CA 33333

[Add New Address](#)

Step 7 of 7: Rules and Regulations



g and abiding by the Chapman University Parking Policy and signage by Parking and Transportation Services.

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"

REVIEW ORDER DETAILS BEFORE SUBMITTING

Contact Information

First Name	Curious
Last Name	George
Home Phone	4444444444
Primary Email	curious.george@chapman.c

Permit & Vehicle Information

License Plate	CA-CGCGCGC
	Only one registered vehicle has permission to park on campus at any given time.
Permit	17/18 Annual Permit Staff Hangtag SH1718173901
Cost	\$134.56
Sales Tax	\$ 0.00
Permit is valid from	April 07 2018 09:49:42 AM through August 10 2018 12:00:00 AM
Waitlist Selected	

Payment & Delivery

Payment Method	Credit Card - WEBAPI
Shipping Method	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.

[Back](#) [Submit](#)