Registering For A Parking Permit (Student)

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.

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 affect on campus parking.

**THE SYSTEM WILL SHOW “NO CHARGE” AS THE PAYMENT OPTION SINCE STUDENTS ARE AUTOMATICALLY CHARGED THROUGH YOUR STUDENT ACCOUNT FOR THE ANNUAL PERMIT. THERE IS NO ADDITIONAL PAYMENT REQUIRED WHEN REGISTERING FOR THE PERMIT THROUGH THE ONLINE REGISTRATION PORTAL**

Step 10: 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.**

If the address listed is not your current mailing address, you will need to click “Add New Address” and select it once entered.
Step 11: 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 12: 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”.

After clicking submit, you will be taken to a confirmation/receipt page. You have completed your permit registration and can now close the browser. An email will also be sent with the confirmation/receipt for your records.