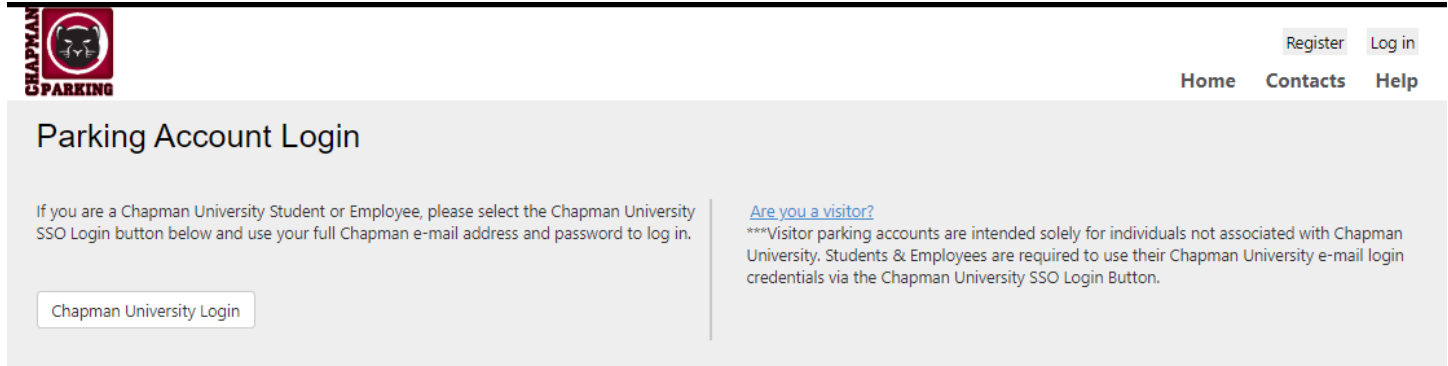


Registering for A Parking Permit (Employees)

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

**** ALL PARKING PERMITS AVAILABLE FOR STAFF, FACULTY AND ADJUCT FACULTY MEMBERS ARE VIRTUAL. YOU MUST HOWEVER REGISTER FOR THE PARKING PERMIT ONLINE TO BE VALID TO PARK VIA YOUR LICENSE PLATE.**

Log in by clicking the “Chapman University Login” button.



The screenshot shows the top navigation bar with the Chapman University logo on the left and links for Register, Log in, Home, Contacts, and Help on the right. The main heading is "Parking Account Login". Below the heading, there is a button labeled "Chapman University Login". To the right of the button, there is a link "Are you a visitor?" and a paragraph of text explaining that visitor parking accounts are for individuals not associated with Chapman University.

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



The screenshot shows the Chapman University logo at the top right. Below the logo, there is a text prompt "Sign in with your Chapman e-mail address" followed by two input fields: "username@chapman.edu" and "Password". A red "Sign in" button is located below the password field. The background of the page is a faded image of a large, classical-style building.

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 vehicles registered on your account.

****If there is a red line on the left-hand side of the vehicle, then there is no parking permit registered to that vehicle.**

To begin registering for the annual parking permit you can either hover the cursor over the “Permit” tab near the top of the page and click “Permit Registration”, click the “Permit Registration” button above where the vehicles are shown or click the Quick Link for “Purchase Permit” in the bottom right hand corner of the page.



Hello curiousgeorge!

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

Welcome to Chapman University Parking Registration Portal.

Registered Vehicles **Permits** **Permit Registration** Where Can I Park?

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

Add New Vehicle **Permit Registration**

Type	State	License Plate	Make	Model	Style	Color	
Automobile	CA	ABC1234	Hummer	H3	4 Door	Red	Edit Remove
Automobile	CA	TESTT2	Hyundai	Elantra	4 Door	Blue	Edit Remove

Personal Information [Contact Information](#)

Curious George [Edit Account](#) [Balance](#)
 Account ID 48527
 Staff
 3456
 Orange, CA 92866
[Manage Addresses](#)

Quick Links

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



Hello curiousgeorge! Log off

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

Welcome to Chapman University Parking Registration Portal.

Registered Vehicles **Permits** **Permit Registration**

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

Add New Vehicle **Permit Registration**

Type	State	License Plate	Make	Model	Style	Color	
Automobile	CA	ABC1234	Hummer	H3	4 Door	Red	Edit Remove
Automobile	CA	TESTT2	Hyundai	Elantra	4 Door	Blue	Edit Remove

Personal Information [Contact Information](#)

Curious George [Edit Account](#) [Balance](#)
 Account ID 48527
 Staff
 3456
 Orange, CA 92866
[Manage Addresses](#)

Quick Links

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



Hello curiousgeorge! Log off

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

Welcome to Chapman University Parking Registration Portal.

Registered Vehicles **Permits** **Permit Registration**

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

Add New Vehicle **Permit Registration**

Type	State	License Plate	Make	Model	Style	Color	
Automobile	CA	ABC1234	Hummer	H3	4 Door	Red	Edit Remove
Automobile	CA	TESTT2	Hyundai	Elantra	4 Door	Blue	Edit Remove

Personal Information [Contact Information](#)

Curious George [Edit Account](#) [Balance](#)
 Account ID 48527
 Staff
 3456
 Orange, CA 92866
[Manage Addresses](#)

Quick Links

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

Step 1 of 7: Once you have clicked “Permit Registration” select the academic term that you are registering for and click “next”. ****If you are a Rinker Campus Employee, you will need to select the “Rinker Campus Annual” term. If you are an Orange Campus Employee, you will need to select the “Orange Campus Annual” term.**

Online Permit Sales: Select an Annual 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/structure (including Metrolink lot, Orange Public Library Lots or Public Parking designated areas) while attending classes, events, teaching or working at the university violates the university’s parking policy and agreement with the city.

Parking permits are complimentary. While there is no fee for a permit, a valid virtual permit is required at all times to park in university owned or operated parking areas.

For changes in status such as no longer needing a parking permit, please e-mail Parking & Transportation Services at parking@chapman.edu.

Permit eligibility is subject to verification by Parking & Transportation Services.

Annual Permit - Fixed Dates

Step 1 of 7: Select an Annual Term

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

20/21 Rinker Campus Annual Permit

Start: August 1, 2020 12:00 AM
End: August 6, 2021 11:59 PM

19/20 Annual Permit

Start: July 1, 2019 12:00 AM
End: August 7, 2020 12:00 AM

20/21 Orange Campus Annual Permit

Start: August 1, 2020 12:00 AM
End: August 6, 2021 11:59 PM

Next

Step 2 of 7: You will next be prompted to select your permit type. ****If you selected the “Rinker Campus Annual” term, your permit options will be listed with the prefix “Rinker”. If you selected the “Orange Campus Annual” term, the permit options will show without a campus prefix.**

Step 2 of 7: Select Permit

Parking permits are restricted to specific parking areas. Please review the parking plan/map prior to selecting your permit type.

Rinker - Staff

Effective: August 1, 2020 12:00 AM
Expiration: August 6, 2021 11:59 PM
Price: **\$0.00**

Do you have a valid **DISABILITY PLACARD** registered to you?

Step 2 of 7: Select Permit

Parking permits are restricted to specific parking areas. Please review the parking plan/map prior to selecting your permit type.

Staff

Effective: August 1, 2020 12:00 AM
Expiration: August 6, 2021 11:59 PM
Price: **\$0.00**

Do you have a valid **DISABILITY PLACARD** registered to you?

Step 2 of 7 (Continued): 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 showing the registered owner name as well a photo of the disabled placard itself. If you need to update the placard information throughout the year, please contact Parking Services at parking@chapman.edu to manually update the information on your account.

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 3 of 7: Next you will either need to select the vehicle(s) that you will be driving to campus or add a vehicle. ****IF YOU ARE ADDING A VEHICLE, YOU WILL NEED TO DOUBLE CHECK THE PERMIT TYPE SELECTED IS CORRECT ONCE THE VEHICLE IS ADDED. THE PAGE WILL REFRESH AND MAY REVERT BACK TO THE DEFAULT PERMIT OPTION.**

Add New Vehicle

ALL BELOW FIELDS REQUIRED. License plate should be entered with no spaces, dashes or special characters. If your vehicle is NEW and were issued a temporary paper plate by the dealership, you must register the vehicle with the temp plate number in the license plate field. Your VIN is case sensitive (letters are required to be in CAPS). If the VIN is less than 17 digits, enter zeros in front of the VIN. IF YOU INITIALLY REGISTERED A NEW VEHICLE BY THE TEMP PLATE, YOU WILL NEED TO REGISTER THE PERMANENT LICENSE PLATE PRIOR TO PARKING ON CAMPUS BY SELECTING "ADD VEHICLE" ON THE MAIN PORTAL PAGE (**You cannot edit the license plate.) Failure to add the permanent plate before parking on campus will result in a citation.

Type:

State:

License Plate:

Entire VIN (17 characters):

Year:

Make:

Model:

Style:

Color:

[Create](#)

Please be sure that your vehicle license plate is correct/updated prior to continuing with the registration process as Parking Services scans license plates to confirm parking privileges. Failure to update your vehicle license plate prior to parking on campus will result in a citation.

If driving multiple vehicles, you will need to select both vehicles by clicking the check box next to each vehicle. The selected vehicles will be highlighted in red.

Step 3 of 7: Add Vehicle(s)

Parking permits are linked to the registered license plates of permit holders. Parking Services confirms parking privileges through license plate recognition (LPR) cameras. The permit holder is responsible for registering any vehicle parked on campus. Unregistered vehicles parked on campus or multiple vehicles linked to one permit on campus at the same time, are subject to citation. To link vehicles to your permit, add vehicles below, then click the check box next to each vehicle to select. Only vehicles highlighted will be linked to the permit. Non-linked vehicles will be subject to citation if parked on campus.

[Add New Vehicle](#)

Select	Type	State	License Plate	Make	Style	Color	
<input checked="" type="checkbox"/>	Automobile	CA	ABC1234	Hummer	4 Door	Red	<input type="text"/> <input type="text"/>
<input type="checkbox"/>	Automobile	CA	TESTT2	Hyundai	4 Door	Blue	<input type="text"/> <input type="text"/>

1 - 2 of 2 items

[Back](#) [Next/Save](#)

The below screen shot shows both registered vehicles selected.

Select	Type	State	License Plate	Make	Style	Color		
<input checked="" type="checkbox"/>	Automobile	CA	ABC1234	Hummer	4 Door	Red	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Automobile	CA	TESTT2	Hyundai	4 Door	Blue	<input type="text"/>	<input type="text"/>

1 - 2 of 2 items

Once your vehicles are added/selected, click Next.

Step 4 of 7: You will next be prompted to enter a mobile phone number and select the provider to be used 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

Cell Phone Provider

In the next section the system will show “No Charge” as the payment option as the annual parking permit is complimentary to all constituents.

Step 5 of 7: Select Payment Method (If Applicable)

No Charge

Step 6 of 7: Next you will next be prompted to enter a current address.

Step 6 of 7: Address

[Add New Address](#)

If the address listed is not your current address, you will need to click “Add New Address” and select it from the drop down list once added.

Add New Address

New Address

Type

Address

Address Continued

City, State

Zip

Priority

Step 6 of 7: Address

3456
Orange, CA 92866 [Add New Address](#)

Step 7 of 7: Rules and Regulations

g and abiding by the Ch
on disseminated via e-m

Step 7 of 7: 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 7 of 7: Rules and Regulations

I understand that I am responsible for knowing and abiding by the Chapman University Parking and License Plate Recognition (LPR) Policies and information disseminated via e-mail or posted signage by Parking & Transportation Services.

- I understand that parking permits (virtual or physical) are required at all times. Physical permits, if applicable, must be properly displayed and visible to enforcement staff and there is no grace period
- I understand that all vehicles must be registered accurately in the system and parked head-in only when vehicle has no front license plate. Vehicles parked on campus that are not registered in the system with a valid parking permit are subject to citation.
- I understand that my license plate will be scanned to confirm parking privileges.
- I agree to abide by the terms and conditions set forth in the University Parking Policy. I understand that the Parking Policy is available for review at https://www.chapman.edu/campus-services/parking-services/_files/cu_parking_policy_2019_20202.pdf
- I have read and understand the above statements.

[Back](#) [Next/Save](#)

You will now see a review page with your personal contact information, vehicle license plate registered to the permit, permit type selected and permit valid dates. 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	<input type="text" value="parking@chapman.edu"/>

Permit & Vehicle Information

License Plate	CA-ABC1234 Only one registered vehicle has permission to park on campus at any given time.
Permit	20/21 Orange Campus Annual Permit Staff S202133051
Cost	\$0.00
Sales Tax	\$ 0.00
Permit is valid from	August 01 2020 12:00:00 AM through August 06 2021 11:59:59 PM
Waitlist Selected	

Payment & Delivery

Payment Method	No Charge
Shipping Method	3456 Orange, CA 92866

[Back](#) [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.



Hello curiousgeorge! [Log off](#)

[Home](#) [Account](#) [Cart \(0\)](#) [Contacts](#) [Help](#) [Admin](#)

[Summary](#) [My Vehicles](#) [Permits](#) [Rules & Regulations](#) [Contact Us](#)

Online Permit Sales: Permit Receipt

Congratulations! You have successfully completed your parking permit registration! A confirmation email has been sent to you. If on a public computer please remember to log out and close the browser.

Receipt Number	19526
Parking Permit Selected	Staff - S202133051 - Staff
Vehicle Registered	CA-ABC1234
Payment Information	May 21 2020 11:58:51 AM
	No Charge
	\$ 0.00