Registering for A Parking Permit (Employees)

https://chapman.nupark.com/portal

** ALL PARKING PERMITS AVAILABLE FOR STAFF, FACULTY AND ADJUNCT 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.

**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.
Welcome to Chapman University Parking Registration Portal.

Registered Vehicles

<table>
<thead>
<tr>
<th>Type</th>
<th>State</th>
<th>License Plate</th>
<th>Make</th>
<th>Model</th>
<th>Style</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automobile</td>
<td>CA</td>
<td>ABC1234</td>
<td>Hummer</td>
<td>H3</td>
<td>4 Door</td>
<td>Red</td>
</tr>
<tr>
<td>Automobile</td>
<td>CA</td>
<td>TEST22</td>
<td>Hyundai</td>
<td>Elantra</td>
<td>4 Door</td>
<td>Blue</td>
</tr>
</tbody>
</table>

Add New Vehicle Permit Registration

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

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.

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 (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 as 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.

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.**

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.
The below screen shot shows both registered vehicles selected.

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.

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

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”
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.

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 - S202138051 - Staff
- Vehicle Registered: CA-ABC1234
- Payment Information: May 21, 2020 11:58:51 AM
  - No Charge
  - $0.00