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 REGISTER FOR THE PARKING PERMIT ONLINE TO BE VALID TO PARK. PARKING PRIVILEGES WILL BE CONFIRMED VIA LICENSE PLATE READERS.**

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

You will be redirected to the log in pop up. Log in with your full chapman email (including @chapman.edu) and click Next. You will then be prompted to enter your password, once done, click Next.

**If your SSO login is saved on your web browser, it will auto log you in to the portal once the Chapman University Login is clicked.**
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, as well as your current permit and any notices from prior permit registrations.

**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 will need to click the “Registration” button to the right of the Permits heading. You can also hover over the “Permits” button in the top navigation bar of the page and click “Permit Registration” from the drop down.
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. If you frequent both campuses, select the option that is your primary location.**

Next you will be prompted to select your permit type. If you are unsure of the permit you need, you can review the Parking Plan at the link above the permit options. Once selected, click Next. **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.**
If you have a disabled placard, 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. If you do not have a disabled placard, click Next.

Next you will either need to add the vehicle(s) that you will be driving to campus, or if your vehicles are up to date and listed on the page with the check mark to the left of the vehicle, click next.
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 you need to update your vehicle information, hover over the vehicle that needs to be edited and click the edit button as shown below.

Next you will 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 affect on campus parking.
Next you will need to read and click that you agree to the Parking Policy/Rules and Regulations. If you click the “Parking Policy” link, it will open a new tab with the full Parking Policy for review. Once you read and agree, click “Next”.

Step 6 of 9: 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 here. I have read and understand the above statements.

Parking Policy

I have reviewed and agree to the above conditions.
In the next section, the system will show “No Charge” as the payment option as the annual parking permit is complimentary to all constituents.

You will now see a review page with your personal contact information, vehicle license plate(s) registered to the permit, permit type selected, and permit valid dates. Once you confirm the information is correct, click “Checkout”
After clicking Checkout, you will be taken to the Order details page showing the permit as well as the no charge payment method. If this information looks correct, click Checkout.

![Order Details](image1)

Payment Method Selected: No Charge

A Transaction page will now load and will complete processing within a few seconds. Do not close this page until you receive the receipt page as shown below.

![Transaction Pending](image2)

Your transaction is still pending.

![Receipt](image3)

Receipt # 24921

6/17/21

<table>
<thead>
<tr>
<th>Description</th>
<th>Payment Method</th>
<th>Amount</th>
<th>Date</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit (C202122316) Sale - Commuter</td>
<td>No Charge</td>
<td>$0.00</td>
<td>6/17/21 12:37 PM</td>
<td></td>
</tr>
</tbody>
</table>

Total $0.00

<table>
<thead>
<tr>
<th>Permit info</th>
<th>Series</th>
<th>Effective Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number C202122316</td>
<td>Commuter</td>
<td>6/17/21 12:37 PM</td>
<td>8/20/21 11:59 PM</td>
</tr>
</tbody>
</table>
You have now completed your permit registration, to return to your Portal Account Summary page, click the Account Home button. Your active permit will now show on the main page along with the registered vehicles. You will also receive a confirmation email after the registration is completed.