Registering for A Parking Permit (Staff, Faculty and Adjunct Faculty/Lecturer)

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 AND YOU WILL BE MAILED A PARKING PLAN ALONG WITH A GO PANTHERS! DECAL TO DISPLAY ON YOUR VEHICLE AND SHOW YOUR CHAPMAN PRIDE.**

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

![Parking Account Login](image)

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”

![Sign in](image)

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 vehicles 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 “Permit Registration” or utilize the Quick Link for “Register for Permit” in the bottom right hand corner of the summary page.
Step 5: Once you have clicked “Permit Registration” Or “Register for 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. 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.

Step 7: If you have a disabled placard, please click the Disabled Placard 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. If you need to update the placard information throughout the year, please contact Parking Services at parking@chapman.edu to manually update the information.

Step 8: Next you will either need to select the vehicle(s) that you will be driving to campus or register your vehicle.

*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 tied to the license plate numbers of permit holders’ vehicles. Parking Services checks vehicles for proper permitting through license plate recognition (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 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.

<table>
<thead>
<tr>
<th>Select</th>
<th>Type</th>
<th>State</th>
<th>License Plate</th>
<th>Make</th>
<th>Style</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Automobile</td>
<td>CA</td>
<td>ABC1234</td>
<td>Hummer</td>
<td>4 Door</td>
<td>Red</td>
</tr>
<tr>
<td></td>
<td>Automobile</td>
<td>CA</td>
<td>TESTT2</td>
<td>Hyundai</td>
<td>4 Door</td>
<td>Blue</td>
</tr>
</tbody>
</table>

The below screen shot shows both registered vehicles selected.

### Step 3 of 7: Add Vehicle(s)

If you need to add a new vehicle, click “Add New Vehicle”. See vehicle registration page below. **All fields are required to be completed to add a new vehicle.**

#### 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.

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.
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 11: Next you will need to enter the mailing address that the parking plan will be mailed to. **There is no option to pick up physical parking permits 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 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”.

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.