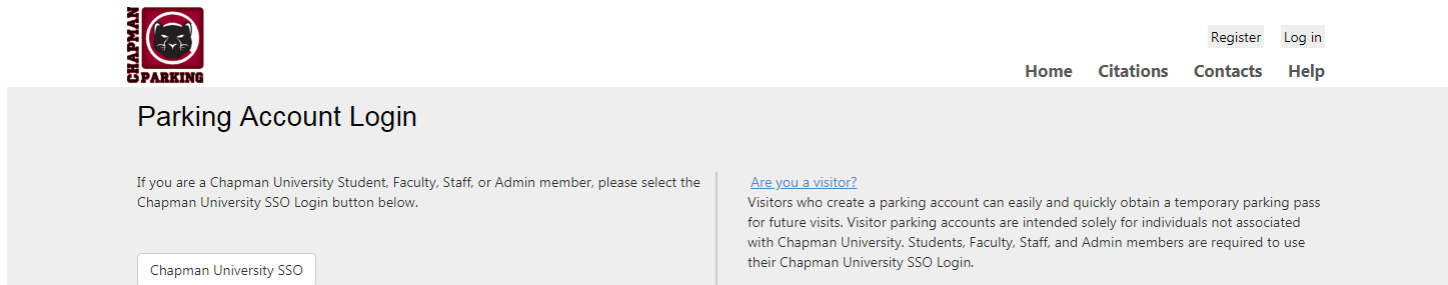


Registering for A Parking Permit (Staff, Faculty and Adjunct Faculty/Lecturer)

<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.



The screenshot shows the top navigation bar with the Chapman University logo on the left and links for Register, Log in, Home, Citations, Contacts, and Help on the right. Below the navigation bar is a section titled "Parking Account Login". On the left, there is a button labeled "Chapman University SSO". On the right, there is a link "Are you a visitor?" followed by 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 or @mail.chapman.ed) and password and click “sign in”



The screenshot shows the Chapman University login page. On the right side, there is the Chapman University logo and the text "Sign in with your Chapman e-mail address". Below this, there are two input fields: one for the username (containing "username@chapman.edu") and one for the 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.

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.



Permit Registration

Where Can I Park?

Welcome to Chapman University Parking Registration Portal.

Registered Vehicles Permits

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	8FWA941	Subaru	Forester	SUV	Black	Edit	Remove
▶	Automobile	CA	8CTE143	Hyundai	Elantra	4 Door	White	Edit	Remove

Personal Information Contact Information

Tracey Cervantes [Edit Account](#) [Balance](#)

Account ID 39418
Staff
3180 Orleans Way
Corona, CA 92882

[Manage Addresses](#)



Welcome to Chapman University Parking Registration Portal.

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[Manage Addresses](#)

Quick Links

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



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Personal Information Contact Information

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Account ID 39418
Staff
3180 Orleans Way
Corona, CA 92882

[Manage Addresses](#)

Quick Links

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

Step 5: Once you have clicked "Permit Registration" Or "Register for Permit" select the academic term that you are registering for and click "next"

Fixed Dates

Step 1 of 7: Select a Term

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

17/18 Annual Permit

Start: August 1, 2017 12:00 AM
End: August 10, 2018 12:00 AM

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.

Online Permit Sales: Permit and Vehicle Selection

Step 2 of 7: Select Permit

Parking permits are restricted to specific parking areas. Please refer to the parking plan/map

<p>First Christian Church Permit</p> <p>Effective: April 7, 2018 09:39 AM Expiration: August 10, 2018 12:00 AM</p> <p>Price: \$0.00</p>	<p>Staff Motorcycle Decal</p> <p>Effective: April 7, 2018 09:39 AM Expiration: August 10, 2018 12:00 AM</p> <p>Price: \$67.28</p>	<p>Staff Hangtag</p> <p>Effective: April 7, 2018 09:39 AM Expiration: August 10, 2018 12:00 AM</p> <p>Price: \$67.28</p>
<p>Staff Decal</p> <p>Effective: April 7, 2018 09:39 AM Expiration: August 10, 2018 12:00 AM</p> <p>Price: \$67.28</p>	<p>Presbyterian Lot/West Campus Structure Decal</p> <p>Effective: April 7, 2018 09:39 AM Expiration: August 10, 2018 12:00 AM</p> <p>Price: \$43.64</p>	<p>Presbyterian Lot/West Campus Structure Hangtag</p> <p>Effective: April 7, 2018 09:39 AM Expiration: August 10, 2018 12:00 AM</p> <p>Price: \$43.64</p>

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.

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

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.

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

1 - 2 of 2 items

The below screen shot shows both registered vehicles selected.

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.

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

1 - 2 of 2 items

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.

[Paper or Temp Plate?](#)

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.

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	<input type="text" value="4444444444"/>
Cell Phone Provider	<input type="text" value="AT&T"/>

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 5 of 7: Select Payment Method

- Payroll Deductions
- Credit Card - WEBAPI

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.**

Step 6 of 7: Permit Shipping Address

YOUR VEHICLE LICENSE PLATE WILL ACT AS YOUR PERMIT/ CONFIRMATION OF YOUR PARKING PRIVILEGES. Permits are not available for pick-up in person.

<input type="text" value="3456"/> Orange, CA 92866	Add New Address
---	---------------------------------

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

[Add New Address](#)

New Address

Type	<input type="text" value="Mailing"/>
Address	<input type="text" value="2250 Lane Dr"/>
Address Continued	<input type="text"/>
City, State	<input type="text" value="Orange"/> <input type="text" value="CA"/>
Zip	<input type="text" value="92866"/>
Priority	<input type="text" value="1"/>
<input type="button" value="Create"/>	

Step 6 of 7: Permit Shipping Address

YOUR VEHICLE LICENSE PLATE WILL ACT AS YOUR PERMIT/ CONFIRMATION OF YOUR PARKING PRIVILEGES. Permits are not available for pick-up in person.

3456	▼
Orange, CA 92866	
3456	▲
Orange, CA 92866	
2250 Lane Dr	
Orange, CA 92866	

[Add New Address](#)

Step 7 of 7: Rules and Regulations

and abiding by the Chapman University Parking and License

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"

REVIEW ORDER DETAILS BEFORE SUBMITTING

Contact Information

First Name	Curious
Last Name	George
Home Phone	4444444444
Primary Email	<input type="text" value="tmdaniels08@hotmail.com"/>

Permit & Vehicle Information

License Plate	CA-ABC1234,CA-TESTT2
	Only one registered vehicle has permission to park on campus at any given time.
Permit	18/19 Annual Permit Staff Hangtag SH181918989
Cost	\$25.27
\$	
Sales Tax	\$ 0.00
Permit is valid from	June 14 2019 12:38:38 PM through August 09 2019 11:59:59 PM
Waitlist Selected	

Payment & Delivery

Payment Method	Payroll Deductions
Shipping Method	YOUR VEHICLE LICENSE PLATE WILL ACT AS YOUR PERMIT/ CONFIRMATION OF YOUR PARKING PRIVILEGES. Permits are not available for pick-up in person.
	3456 Orange, CA 92866

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	9481
Parking Permit Selected	Staff Hangtag - SH181918989 - Staff
Vehicle Registered	CA-ABC1234
Payment Information	June 14 2019 12:52:14 PM
	Payroll Deductions
	\$ 25.27