Registering for A Parking Permit (Student)

https://chapman.nupark.com/portal

**ALL PERMIT TYPES ARE VIRTUAL AND WILL BE CONFIRMED BY LICENSE PLATE RECOGNITION (LPR). YOU MUST HOWEVER REGISTER FOR THE PARKING PERMIT ONLINE VIA THE STEPS BELOW TO BE VALID TO PARK VIA YOUR LICENSE PLATE.**

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

![Parking Account Login](image)

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 with your Chapman e-mail address](image)

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.
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 student, you will need to select the “Rinker Campus Annual” term. If you are an Orange Campus student, you will need to select the “Orange Campus Annual” term.**

Online Permit Sales: Select an Annual Term

![Annual Permit - Fixed Dates](image)

**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.**

Online Permit Sales: Permit and Vehicle Selection

**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.

- **Resident - The K**
  - Effective: August 1, 2020 12:00 AM
  - Expiration: August 6, 2021 11:59 PM
  - Price: $0.00

- **Resident - Panther Village**
  - Effective: August 1, 2020 12:00 AM
  - Expiration: August 6, 2021 11:59 PM
  - Price: $0.00

- **Resident - Chapman Grand**
  - Effective: August 1, 2020 12:00 AM
  - Expiration: August 6, 2021 11:59 PM
  - Price: $0.00

- **Commuter**
  - 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.

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 $0 annual as the payment option as the annual parking permit is complimentary.
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”.

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**Step 6 of 7: Address**

<table>
<thead>
<tr>
<th>Type</th>
<th>Mailing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>2250 Lane Dr</td>
</tr>
<tr>
<td>City, State</td>
<td>Orange, CA</td>
</tr>
<tr>
<td>Zip</td>
<td>92866</td>
</tr>
<tr>
<td>Priority</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Create</td>
</tr>
</tbody>
</table>

**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_2018_2020.pdf](https://www.chapman.edu/campus-services/parking-services/files/cu_parking_policy_2018_2020.pdf)
- I have read and understand the above statements.
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 for your records.