CHAPMAN UNIVERSITY | PARKING AND TRANSPORTATION SERVICES

## Registering For a Chapman Parking Permit with a Visitor Account

Or https://vpermit.com/chapman

Parking permits are virtual and will be confirmed via license plate cameras.

As a visitor account holder, your parking permit will need to be approved once applied for. Your parking privileges will not begin until the permit has been approved by the Parking & Transportation Services office.

Access the Parking Permit portal via the above listed link or QR code
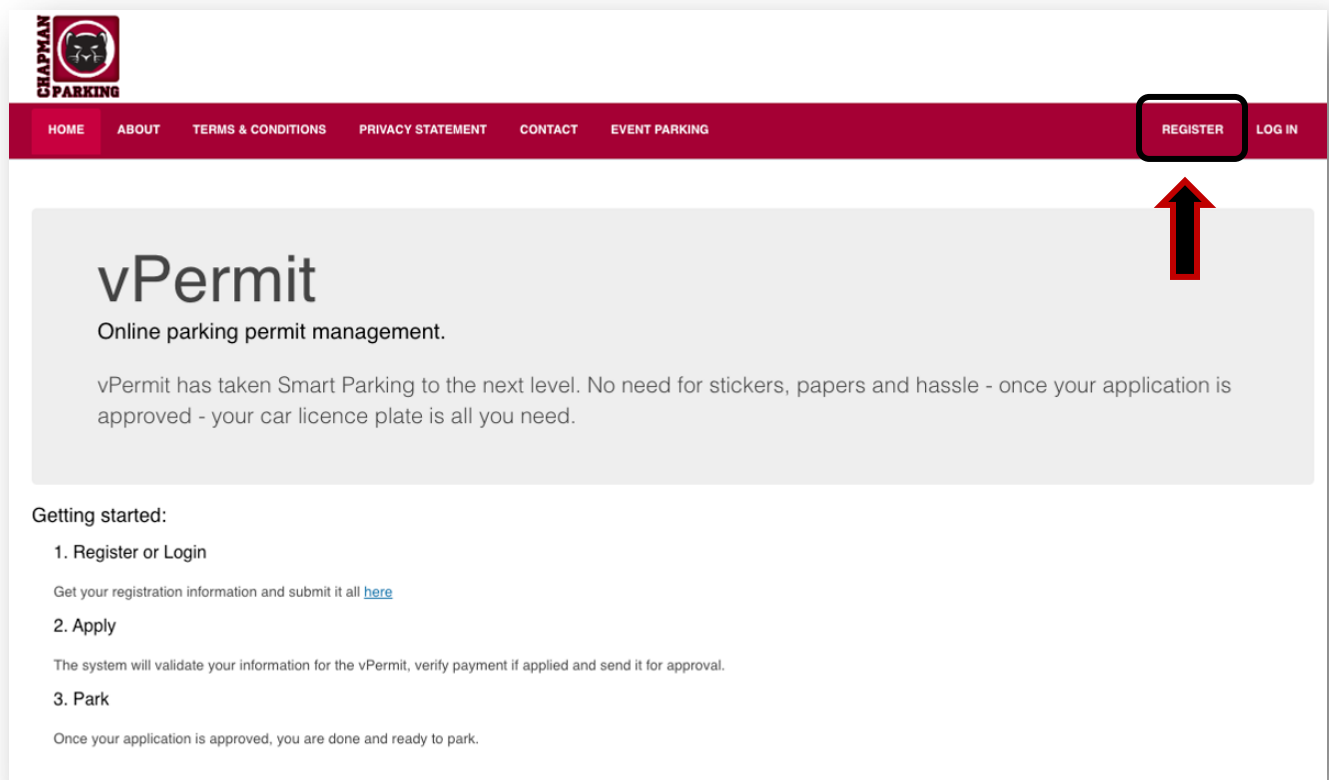
Click "Register" in the top right-hand corner of the Welcome page to begin the process of creating your visitor account.

You will be prompted to create your individual account by entering your email address, first name, last name and creating a password (minimum 8 characters, one upper case, one number and one special character).

Once your information is entered, click the links at the bottom of the page to review the parking plan. Once reviewed, click the check box that you have read and agree to the policy.

Click "Register" and a page will load with further instructions regarding receiving an email to complete your registration request.
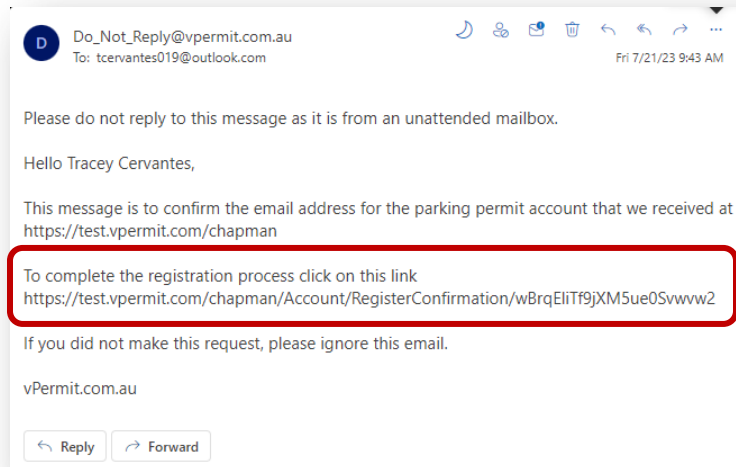
In the email (example below), you will be provided a link to complete the account registration process.
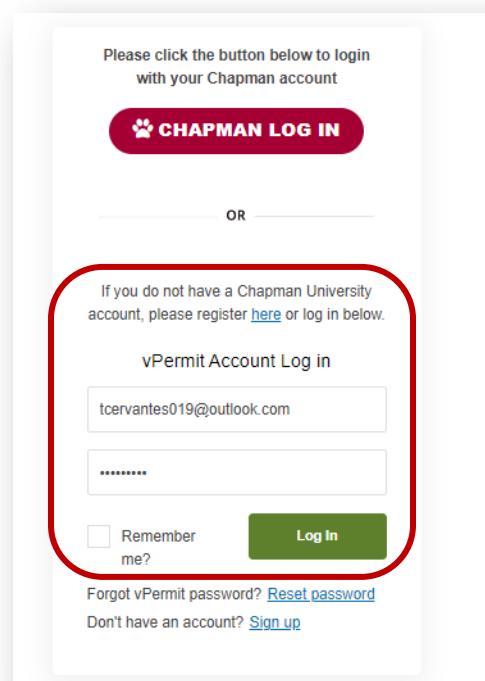

Copy the link into your web browser.
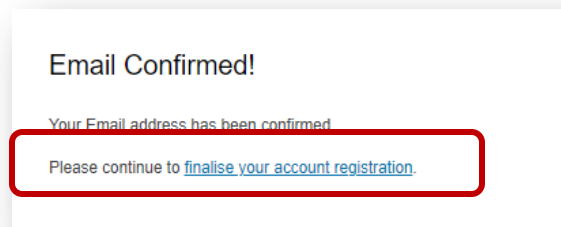
Click the link labeled "Finalize your account registration"

You will then be taken to the below login page. Login to the "vPermit account Login" section with your newly created credentials.

Upon your first login, the below page will load. Enter your Mobile number and address (to be used only for vehicle related notifications/items as stated in our privacy policy at the bottom of the page. As a visitor, you do not need to complete the Student/Staff ID field.

The address field will provide options as you type that you can select from the drop down. When selecting from the listed options, it will prompt you to confirm the address.
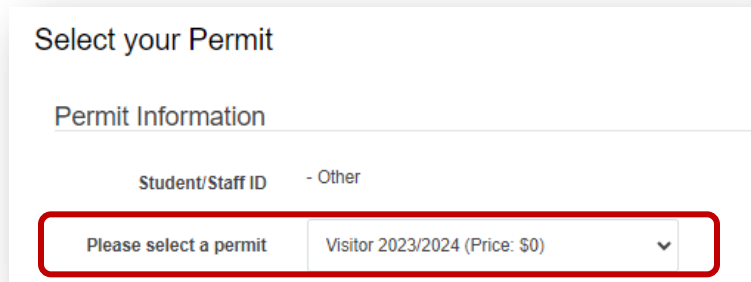
Once confirmed, click Next.

You will now be prompted to select your permit type.
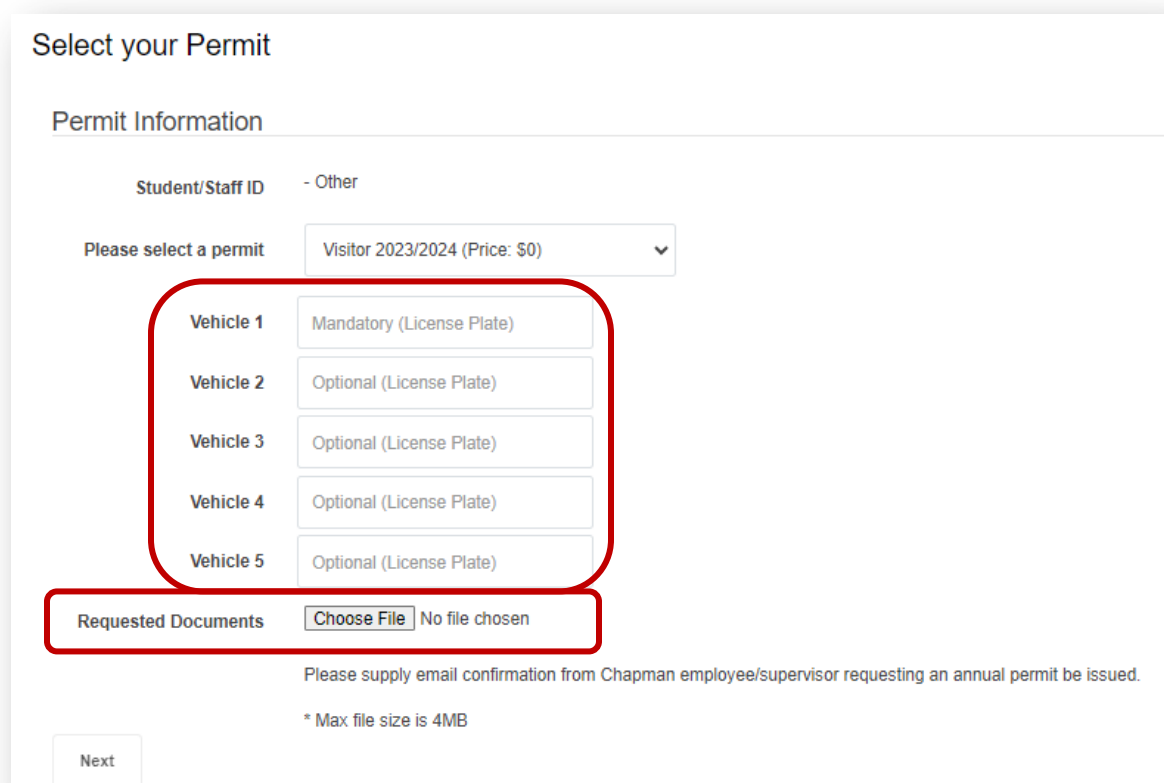
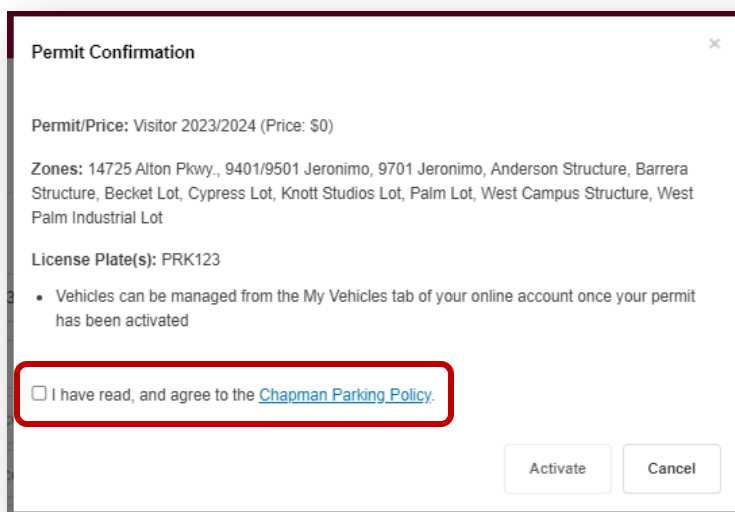Once you select the permit type, the license plate fields will load for you to enter your vehicle license plate(s).

Once you enter your license plate, you will need to provide confirmation that you have been approved to be issued a permit as a visitor to campus. This would include an email from your Chapman supervisor, a copy of your visiting faculty agreement, or any other photo/document that confirms your status with the university. This document will be reviewed by the Parking & Transportation Services office prior to your permit request being approved.

To upload your document, click the "Choose File" and select the document from your device.

Once you upload your confirmation document, click Next.

The below screen will load which lists your requested permit type, valid parking locations for the permit selected and vehicles added.
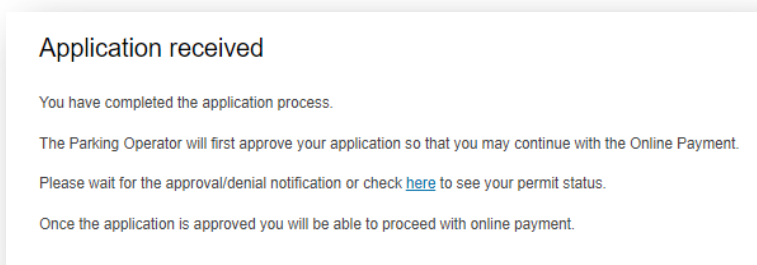

Click the "Chapman Parking Policy" link to review the policy before clicking the check box that you agree. All constituents that register for a parking permit must review and agree to the parking policy.

Click "Activate" to submit your registration request.
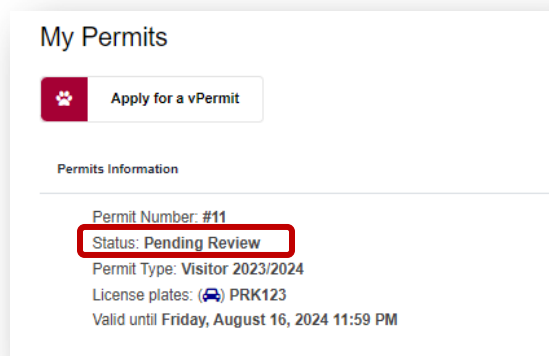
Your permit request has now been submitted to the Parking & Transportation officer for approval. Once approved, you will receive an email. Your vehicle is not valid to park until that email is received.

You can also check the status of the request on the "My Permits" page on the portal.