SRU Parking Office

ONLINE Purchasing Assistance

http://www.sru.edu/offices/parking
-STUDENTS and STAFF-

- Parking on campus requires a parking permit.
- Valid from Aug. 31 to Aug. 31 of each year.
- Permits are available ONLINE and can be picked up at the Parking Office now located at the University Union Room# 102.
University Parking Office

- Open 7:30a.m. to 4:00p.m. Monday-Friday
- Must have driver’s license and registration with you to pick up your permit.
- We accept: cash, credit cards or checks.
- Permits are **NOT** transferrable! If you are going to be driving a second vehicle you must purchase a second permit.
All Parking Rules and Regulations can be found ONLINE.

All Students are required to know the parking rules and regulations.

The following Policies can be found in the regulations:

- Lost / Misplaced Permit Policy
- Permit Return Policy
- Exchange Policy
- Appeal Policy
- Parking Ticket Refund Policy
- Check /Payment Policy
- Additional Information Listed
-Enforcement-

• Designated parking is enforced from 7:30 a.m. to 5:00 p.m. Monday through Friday.

• Non-Designated parking is strictly enforced 24/7.

• We enforce the PA Crimes Code and Vehicle Code.
Getting to the website

Go to the very bottom of the page and Click on the link “Offices”.

[Website screenshot showing navigation menu with an arrow pointing to the “Offices” link]
Getting to the website

Click on “P”
Then Click on Parking.
Click on this button to access online Parking registration.
The next step is to logon.

This is a logon for faculty, staff and students.
This the logon for parents and visitors.
This is what the **student logon** looks like.

You will use the **same** username and password that you use to logon to any **SRU computer**. Contact IT Office at Ext. 4357 if you are not able to log on.

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The Logon Process

If you are a guest you need to create a logon.

This is what parent’s and visitor’s logon looks like.

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SRU Parking Login

Username: 
Password: 
Submit

Problems logging in? Contact the SRU Help Desk at (724) 738-4357 or x4357 on-campus.
Parents:
If you want to know your son’s/daughter’s information, you have to ask them to give you their username and password. This is the only way for you to view their parking information online.
What everyone can access!

Anyone can manage and edit their personal information.

Now everyone can buy permits, pay tickets and appeal citations ONLINE!
Purchasing Permits

- All tickets must be paid in full before permits can be purchased.

- Students that are marked in our parking system as residents will only be able to purchase resident passes. If your status has changed contact the parking office at 724-738-4785 to have your sub classification changed.

- Only click on one vehicle at a time. **If you have two vehicles you must go through the process twice.**

- Children of staff / faculty using the same vehicle must contact the parking office at 724-738-4785 to purchase a permit. (Students can not access the parent’s vehicle online.)

- Any questions or concerns please contact the Parking Office at 724-738-4785.
University Parking Office

STUDENT & STAFF / FACULTY PERMIT LOCATION

• Student and Staff permits must be applied to the INSIDE UPPER left corner on the Driver’s side of the FRONT WINDSHIELD.

• Once permits are applied you will NOT be able to move them without RIPPING the permit. Permits will NOT BE EXCHANGED due to transferring or attempting to move the permit once it has been applied to the vehicle.
PERMIT LOCATION - must be applied to the UPPER left corner on the Driver’s side of the front windshield ABOVE THE ASI LINE. Example: Where your oil inspection sticker is applied.
Appeals

Citation Number or License Plate Number needs entered

If you have an appeal on file you may view your appeals here.

See Rules and Regulations online for Appeals
Faculty/Staff and Students must make their appeals online.
Contact Information

• Contact the Parking Office at 724-738-4785 with any questions or concerns.

• Contact the IT Department at 724-738-4357 with any LOG ON / PASSWORD questions or concerns. (Do not create a guest account if you are a student, faculty, or staff member.)