PASSPORT E-PERMIT PORTAL HELP
Click here to sign on with your SRU login

GO TO EITHER THE LINK ON:
WWW.SRU.EDU/PARKING
OR
SRU.NUPARK.COM/V2/PORTALLOGIN
Click to add vehicle

Click the "X" to delete a vehicle

After getting logged in, click on "+ Purchase"
Step 1 of 9: Select a Term
Start by selecting which term you want to park a vehicle.

Fixed

**STAFF 2020/2021**

START: 1/1/20 12:00 AM
END: 12/31/21 11:45 PM

**SELECT A TERM**

**CLICK NEXT**
Step 2 of 9: Select a Parking Permit

Select a permit by clicking on a box below. Your selection will be highlighted. Typically only one option will be available. If a permit type is sold out, you may be able to join a waitlist and be notified when there is an availability.

**Staff 2020/2021**

- **Total:** $0.00
- **Valid:** 1/1/2020 11:35 AM - 12/31/2021 11:44 PM

**Select a Parking Permit by clicking within the “Staff” box**

**Click Next**
MAKE A VEHICLE SELECTION BY HIGHLIGHTING WHICH VEHICLE YOU WANT TO USE (MAKING SURE THERE IS A CHECKMARK NEXT TO THE CAR)

CLICK NEXT
SIGN UP FOR PARKING ALERTS BY ENTERING YOUR PHONE NUMBER AND PROVIDER

CLICK ON “I AGREE TO RECEIVE THE ALERTS”

CLICK NEXT

IF CHOOSING NOT TO RECEIVE ALERTS, CLICK “SKIP”
Enter Emergency Contact Information (MANDATED)

Click Next
ACKNOWLEDGE PARKING AND TRAFFIC REGULATIONS

SCROLL TO BOTTOM OF PAGE

CLICK "I HAVE REVIEWED AND AGREE TO THE ABOVE CONDITIONS"

CLICK NEXT
PAYMENTS ARE EITHER:
NO CHARGE – FOR ALL STAFF AND FACULTY FOR FIRST TWO E-PERMITS.
CREDIT CARD – FOR ALL STUDENTS PURCHASING A PERMIT

CLICK NEXT
IF THERE IS A PAYMENT NEEDED FOR A THIRD OR MORE VEHICLE

CLICK NEXT
FILL OUT CREDIT CARD INFO THEN CLICK “CONTINUE” AT THE BOTTOM OF THE PAGE
VERIFY ALL VEHICLE INFORMATION IS CORRECT

1. TERM
2. SELECTION
3. VEHICLE
4. ALERTS
5. EMERGENCY CONTACT INFO
6. RULES
7. PAYMENT
8. CONFIRM
9. RECEIPT

Step 8 of 9:
Almost done! Please verify the information is correct and continue with payment.

Contact Information
Name: John A. Smith
Email: JOHN.SMITH@SRU.EDU

Vehicle
License Plate: ABC0987
Vehicle Description: Toyota 4Runner

Payment and Delivery
Payment Method: No Charge
Shipping Method: Mailed

Permit
Permit Series: Staff 2020/2021
Valid: 1/8/20 11:36 AM - 12/31/21 11:40 PM
Cost: $0.00

CLICK CHECKOUT
THIS SCREEN POPS UP FOR A FEW SECONDS.
PURCHASE IS COMPLETE.

Receipt # 182096
1/8/20

**Description** | **Payment Method** | **Amount** | **Date** | **Comment**
--- | --- | --- | --- | ---
Permit 52000038 | No Charge | $0.00 | 1/8/20 11:59 AM |  

**Total** $0.00

**Permit Info**

<table>
<thead>
<tr>
<th>Number</th>
<th>Series</th>
<th>Effective Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>52000038</td>
<td>Staff 2020/2021</td>
<td>1/8/20 11:59 AM</td>
<td>12/31/21 11:44 PM</td>
</tr>
</tbody>
</table>

RECEIPT WILL ALSO BE EMAILED

CAN CLICK ON ACCOUNT HOME TO REPEAT THE PROCESS FOR AN ADDITIONAL VEHICLE