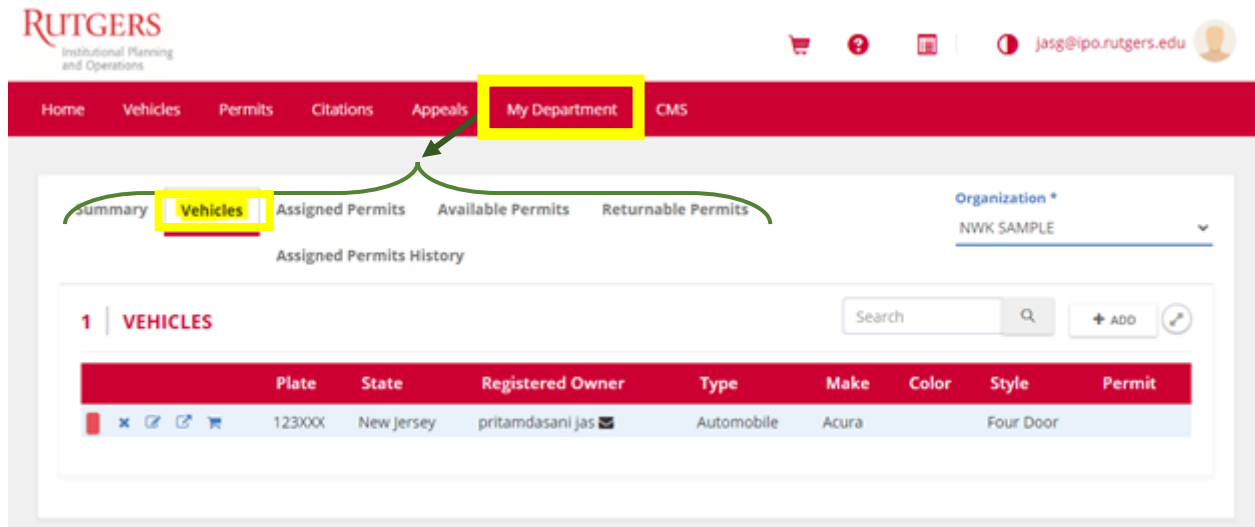


QUICK GUIDE FOR DEPARTMENT PARKING ACCOUNTS

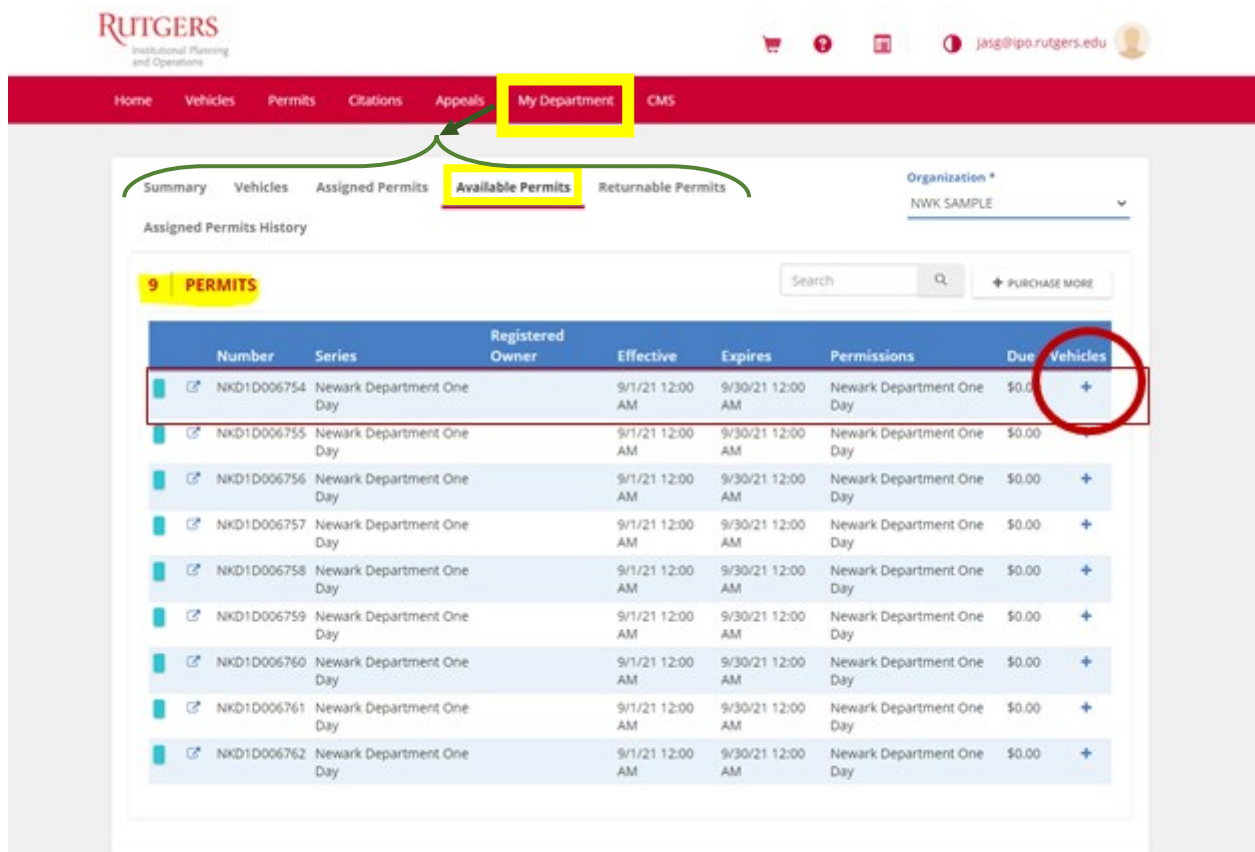
HOW TO ASSIGN ONE DAY PERMIT TO VISITORS

To access your department's parking account, log in to your parking portal account and look for the My Department tab.
<https://go.rutgers.edu/parking> – Log in with your NetID and password.

1. Go to Vehicles tab and **ADD VEHICLE**



2. After adding vehicle, go to AVAILABLE PERMITS tab and **CLICK +** under Vehicle column, next to the selected Permit



3. You will see the list of vehicles in your Department account and **select the vehicle you want to assign to the Permit**. Set the **Start and End date** which will be the **date of the visit**. The End date will be set to expire at 11:59 pm of the date indicated.
 - **NOTE:** You can use of the **SEARCH box** to lookup the license plate instead of scrolling for each page to look for the vehicle you want to assign to the ePermit. There is also a **+ADD** option if you can't find the vehicle and want to add a new vehicle information.

SELECT VEHICLE

Selected Permit: NKD1D006753

Search [] [Q] + ADD

Plate	State	Type	Make	Color	Style
123XXX	New Jersey	Automobile	Acura		Four Door

Start Date Time: 9/1/2021

End Date Time: 9/3/2021

CANCEL SAVE

	Day	AM	AM	Day	
NKD1D006754	Newark Department One	9/1/21 12:00 AM	9/30/21 12:00 AM	Newark Department One	\$0.00
NKD1D006755	Newark Department One	9/1/21 12:00 AM	9/30/21 12:00 AM	Newark Department One	\$0.00
NKD1D006756	Newark Department One	9/1/21 12:00 AM	9/30/21 12:00 AM	Newark Department One	\$0.00

4. Go to **ASSIGNED PERMITS** tab and confirm the ePermit and vehicle assigned. Click on the **vehicle icon** to see the details of the vehicle assigned. To edit the date of visit, click on the **pencil icon** next to the ePermit and X to delete

My Department

Summary Vehicles **Assigned Permits** Available Permits Returnable Permits

Organization * NWK SAMPLE

Assigned Permits History

1 | PERMITS

Number	Series	Registered Owner	Effective	Expires	Permissions	Due	Vehicles
NKD1D006753	Newark Department One	pritamdasani jas	9/1/21 12:00 AM	9/30/21 12:00 AM	Newark Department One	\$0.00	[Vehicle Icon]

Home Vehicles **Permits** Citations Appeals **My Department** CMS

Summary Vehicles **Assigned Permits** Available Permits Returnable Permits

Organization * NWK SAMPLE

Assigned Permits History

1 | PERMITS

Number	Series	Registered Owner	Effective	Expires	Permissions	Due	Vehicles
NKD1D006753	Newark Department One	pritamdasani jas	9/1/21 12:00 AM	9/30/21 12:00 AM	Newark Department One	\$0.00	[Vehicle Icon]
New Jersey	123XXX	Acura	9/15/21 2:50 PM	9/15/21 11:59 PM			

5. Notify visitor that a One-day Permit was assigned to their vehicle and direct to designated parking locations.

HOW TO PURCHASE Department ONE-DAY Permits

One-Day Visitor (ePermit)

1. Go to Cornerstone Marketplace and get a Purchase Order for the permit.
 - o Rutgers Newark One Day permit item code #920 and 5-digit GL String #74105
 - o RBHS One Day permit item #3623 for RBHS One Day Parking Permissions
2. Once, you have a Purchase Order document, complete the One Day Permit request form in our customer service portal.
3. One Day permit request will be processed and added to the Department account
4. The funds from the Purchase Order will be collected upon issuance of the Department One Day permits. One Day permits issued to department accounts will expire at the end of the semester when it was processed. Below are the permit expiration dates schedule:
 - o Permits processed in Spring semester, January – May, all expire May 31
 - o Permits processed in Summer semester, June – August, all expire August 31
 - o Permits processed in Fall semester, September – December, all expire December 31

Please take note of the following:

- Issued to University departments to provide parking to visitors on a one-day basis only
- Name, vehicle information and email of visitor must be indicated in the registration for One Day Visitor ePermit.
- One Day Visitor ePermit must have an expiration date
- One Day Visitor ePermit is for visitors only (Not affiliated with Rutgers University- Faculty, Staff, Student)
- Use of this permission by students, faculty or staff will result in a \$100.00 citation for fraudulent use of permission
- One Day Visitor ePermit can park in the following locations:

Rutgers Newark campus

- Deck 3, Deck 4, Eagle East lot 509A all week from 6am to 12 midnight
- Essex Lot 506, Monday-Friday 3:30pm to 12:00am and on weekends 6am to 12 midnight

RBHS Newark campus

- All surface parking lots only (not allowed in parking decks)

Source: [Visitor Parking | Institutional Planning and Operations \(rutgers.edu\)](https://www.rutgers.edu/visitor-parking)