

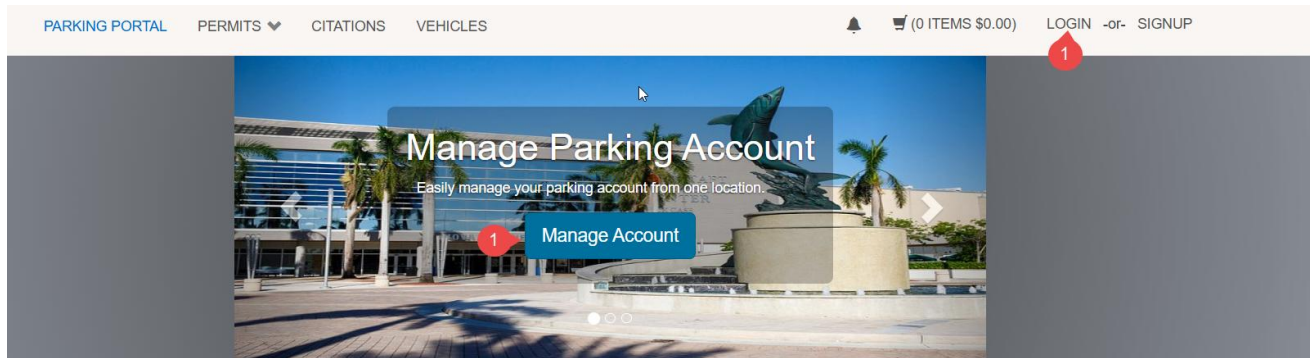


Steps to Appeal a Citation through the NSU Parking Portal

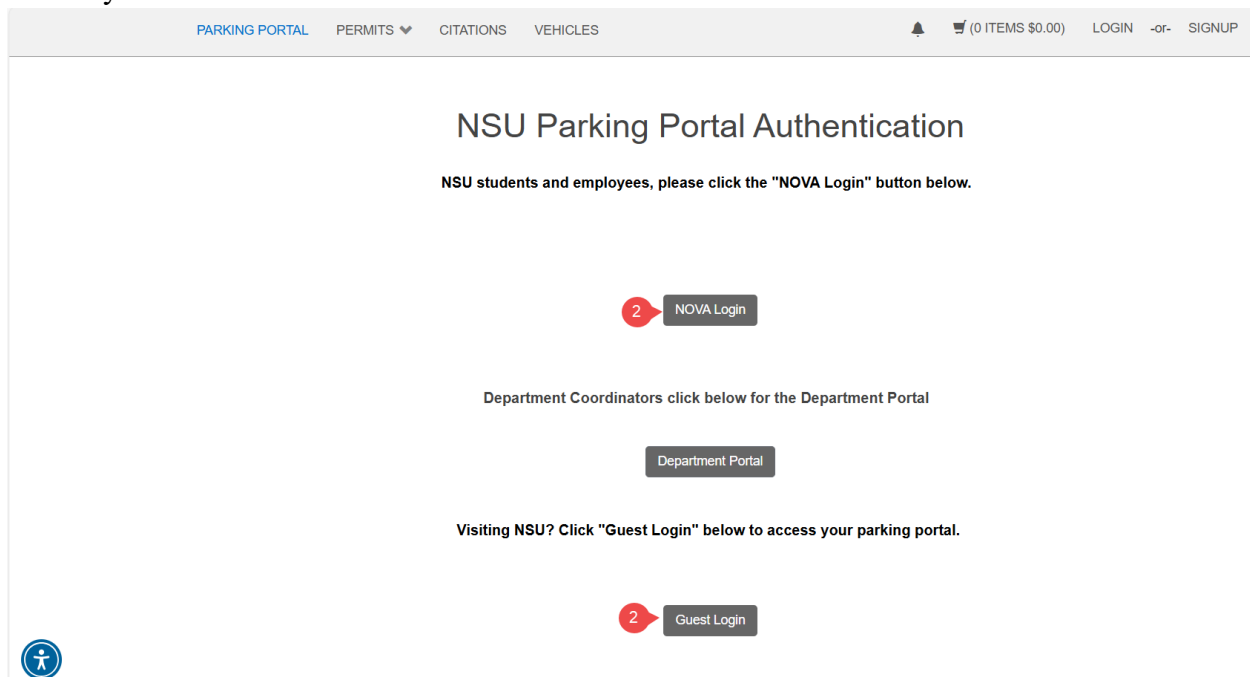
NSU Students, Faculty, Staff and Visitors

Follow the steps below to appeal a citation through the parking portal.

1. Go to <https://nsuparkingportal.t2hosted.com/>
In the top right side of the page, select “Login.”
Alternatively, select "manage parking account" inside the sliding images to log in.



2. On the NSU Parking Portal Authentication page, choose “NOVA Login” to sign in using SSO if you are a student, faculty, or staff member, or select “Guest Login” if you are a visitor.



3. Select “Citations” in the top left corner of your parking page.

On your parking portal page, you can select “View Your Citations” under the citations section, or search citations by citation number or license plate number.

PARKING PORTAL

PERMITS 3

CITATIONS

VEHICLES

(0 ITEMS \$0.00)

NSU Parking Portal

Welcome! Use your Parking Portal to make purchases in the parking system and manage your parking account.

CITATIONS

3

[View Your Citations](#)10

[View Your Appeals](#)6

[View Your Letters](#)0

Citation Number

3

-OR-

StatePlate Number

FLORIDA

3

Search Citations

PERMITS

[View Your Permits](#)0

Get Permits

NSU DEPARTMENT EVENT LINK REQUEST

- On the “View your Parking Citation(s)” page, select the citation number hyperlink to get more information about your citation or select “Appeal” to appeal the citation. You can also appeal the citation on the “Your citation details” page by selecting “Appeal this Citation.”

View your Parking Citation(s)

Below is a list of the citation(s) associated with the vehicle(s) in your account.

If you don't see the violation after logging into your NSU parking portal, please verify that your license plate information is accurate, and if not, update it to view the violation.

[Appeal](#)

[Edit this page](#)

YOUR CITATION(S) TOTAL **\$230.00** [Add To Basket](#)

Citation #	Status	Balance	Issue Date	License Plate	Location	Appeal this Citation	Pay this Citation
4 0721002850	Unpaid	\$40.00	11/01/2021	01A***	Law School Student	4 Appeal	Add to Basket
0722005185	Unpaid	\$40.00	08/30/2022	01A***	AC 10	Cite is too old to appeal	Add to Basket
1122001121	Unpaid	\$40.00	09/15/2022	01A***	AC 10	Cite is too old to appeal	Add to Basket

Your Citation Details

Below are the details for your citation.

[Edit this page](#)

Citation Number

Issue Date

DescriptionPROHIBITED DISPLAYING SIGNS

LocationLaw School Student

Balance**\$30.00**

StatusUnpaid

Responsible Party

4 [Appeal this Citation](#) [Add to Basket](#)

Appeals

No appeals were found on this record.

5. Enter your plate number and select “Confirm.”

The screenshot shows a web application interface with a navigation bar at the top containing 'PARKING PORTAL', 'PERMITS', 'CITATIONS', and 'VEHICLES'. A modal dialog box titled 'Confirm Plate Number' is open in the center. Inside the dialog, there is a text input field labeled 'Plate Number' containing the text 'TEST1010'. To the left of the input field is a red circle with the number '5'. At the bottom right of the dialog are two buttons: a grey 'Close' button and a blue 'Confirm' button. To the right of the 'Confirm' button is another red circle with the number '5'. The background of the web application is dimmed.

6. Review the appeal agreement and select the “I have read and understand the above statements” checkbox and “Next.”



Appeal Agreement

Please enter your appeal information including any details that you feel might help us make a more informed decision. If you would like to provide supporting evidence (photos, documentation, etc.) with your appeal, please attach those supporting documents on the next step.

The following reasons are not considered a legitimate basis for filing an appeal:

Lack of knowledge of NSU's traffic and parking policies is not an acceptable justification to appeal a citation

- Stated inability to find a permitted parking space
- Tardiness to class and/or appointment
- Not paying for sufficient meters time or PaybyPhone time
- Operation of the vehicle by another individual
- Failure to issue citations previously for similar violations
- Inability to pay fine
- Received incorrect verbal parking information from a Non-NSU Public Safety employee
- Observing others illegally parked

Visit our website at <https://www.nova.edu/publicsafety/parking/citation-appeal-process.html> for more information about our appeal process and rules and regulations.

When you are ready to proceed, click the checkbox to confirm and then Next to continue.

Citation Number TEST1010

Citation Date 7/24/2025 1:00:00 AM

License Plate TEST DE

Citation Balance \$40.00

Payment Status Unpaid

Violation Description IMPROPER PARKING PARALLEL ZONE

6 ☐ I have read and understand the above statements

6 Next >>

7. On the “Appeal Details” page, select or add email, phone number, enter appeal reasons and attachments if any, then submit to complete the appeal process.

Appeal Details

Please complete the form below and click Submit to submit your appeal.

Email

7

Select One

*

Add

7

Contact Phone

7

5611111212

Appeal Reason (10 - 2000 characters)

7

Test

1996 characters left

Attachment 1

7

Choose File

No file chosen

Attachment 2

Choose File

No file chosen

Attachment 3

Choose File

No file chosen

* indicates a required field

7

Submit

Once the appeal is submitted, you will see the appeal receipt on the “Appeal Receipt” page, which summarizes your submission. An email will also be sent to the email address you entered when completing the appeal form.