

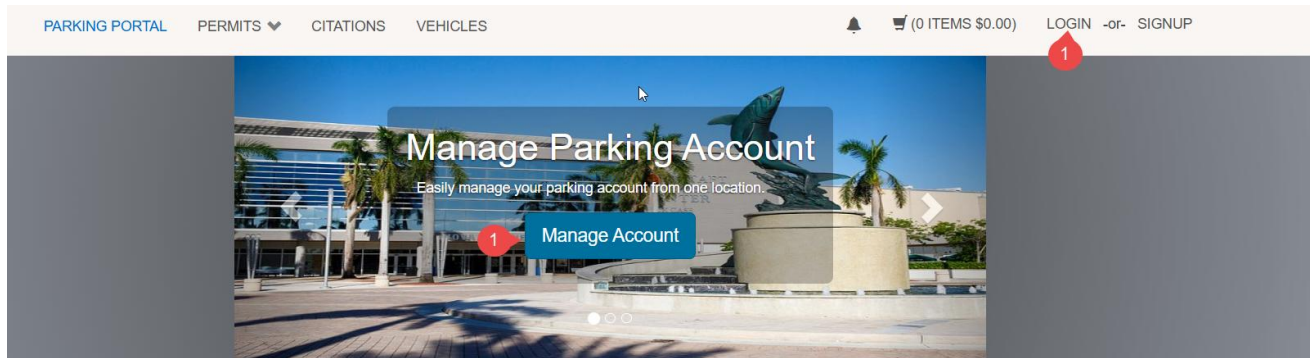


Steps to Purchase a Digital Permit through the NSU Parking Portal

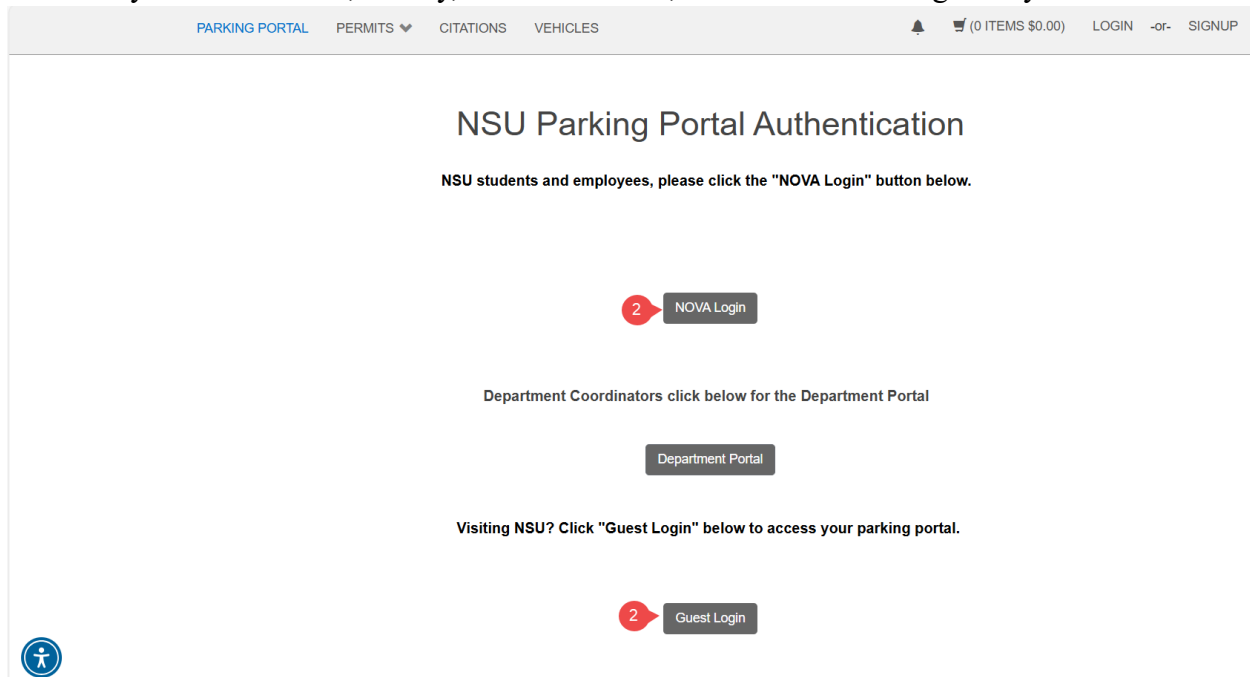
NSU Students, Faculty, Staff and Visitors

Follow the steps below to purchase a digital permit through your parking portal.

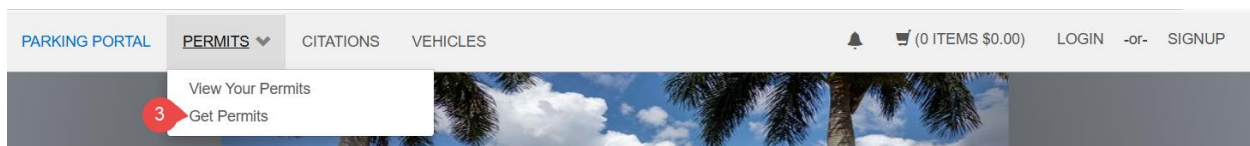
1. Go to <https://nsparkingportal.t2hosted.com/>
In the top right side of the page, select “Login.”
Alternatively, select "Manage Parking Account" inside the sliding images to log in.



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 “Permits” from the top left corner of the toolbar on your parking page, or navigate to the center of the screen and select “Get Permits.”



Select “Next” on the:

- a. “Obtain a Digital Permit” page.

Obtain a Digital Permit

If there are no outstanding citations associated with your portal account, please proceed. Be sure to read all instructions carefully on each page.



- b. “Current Classification” page. In this step, verify that your classification for permit eligibility is correct. The subclass will not change. If you believe your subclass is incorrect, notify the NSU Parking Administrator.

Current Classification

This is your current classification which determines digital permit eligibility.

Classification for Permit Eligibility

Employee Student

* indicates a required field



4. On the “Choose Digital Permit and Review Agreement” page, select the permit you want to purchase, and depending on your role, you may have an option to purchase a daily, monthly, or annual permit. Then, review disclaimer, select “**BY ENTERING AND USING ANY NSU PARKING AREA, YOU ACCEPT AND AGREE TO THE TERMS OF THIS DISCLAIMER**” and “Next.”

Choose Digital Permit and Review Disclaimer

Choose the permit you wish to purchase and review the disclaimer below.

MAIN CAMPUS

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
4 <input type="radio"/>	1	\$186.92	Main Campus Visitor Annual	07/01/2025	06/30/2026
Non-Payroll					
4 <input type="radio"/>	1	\$4.67 / day	Main Campus Visitor Daily	-select-	-select-
<input type="radio"/>	1	\$15.58 / month	Main Campus Visitor Monthly	-select-	-select-

TAMPA CAMPUS

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
4 <input checked="" type="radio"/>	1	\$186.92	Tampa Campus Visitor Annual	07/01/2025	06/30/2026
Non-Payroll					
4 <input type="radio"/>	1	\$4.67 / day	Tampa Campus Visitor Daily	-select-	-select-
<input type="radio"/>	1	\$15.58 / month	Tampa Campus Visitor Monthly	-select-	-select-

* Prices exclude sales tax.

ALL SALES ARE FINAL. NSU WILL NOT ISSUE REFUNDS, ADJUSTMENTS, OR PRORATED CREDITS. WE ENCOURAGE YOU TO CAREFULLY REVIEW YOUR ORDER, INCLUDING, BUT NOT LIMITED TO, INFORMATION SUBMITTED WHEN PURCHASING PARKING AND/OR A PARKING PERMIT, BEFORE COMPLETING THE PURCHASE.

TO PARK ON CAMPUS, YOU MUST COMPLY WITH NSU'S PARKING AND TRAFFIC REGULATIONS, WHICH ARE AVAILABLE HERE

<https://www.nova.edu/public-safety/parking/regulation.html>

FAILURE TO ADHERE TO THESE PARKING AND TRAFFIC REGULATIONS MAY RESULT IN WARNINGS, CITATIONS, FINES, VEHICLE IMMOBILIZATION, TOWING, REVOCATION OF ON-CAMPUS PARKING PRIVILEGES, AND/OR OTHER LEGAL REMEDIES. VEHICLES WITH FIVE OR MORE OUTSTANDING CITATIONS WILL BE SUBJECT TO TOWING AT THE OWNER'S EXPENSE. NSU ENFORCES CAMPUS PARKING ACROSS ALL PARKING FACILITIES 24 HOURS A DAY, 7 DAYS A WEEK.

VEHICLES AND THE CONTENTS THEREIN ARE LEFT IN ANY PARKING AREA AT THE OWNER'S OWN RISK. ALL DRIVES AND PARKING FACILITIES AT NSU ARE PROVIDED "AS IS" WITHOUT WARRANTIES OF ANY KIND. NSU ASSUMES NO LIABILITY FOR VEHICLES PARKED OR OPERATED ON UNIVERSITY PROPERTY OR ANY CONTENTS WITHIN SUCH VEHICLES. NSU IS NOT RESPONSIBLE FOR INJURY TO PERSONS OR PROPERTY ARISING FROM OR RELATED TO USE OF THE DRIVES AND PARKING FACILITIES AT NSU, OR FOR ANY DAMAGE, THEFT, OR OTHER LOSSES TO VEHICLES AND THE CONTENTS THEREIN.

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- a. Permit Fees Overview
 - i. Faculty and Staff Members: \$200
 - ii. Contractors/Vendors: \$200
 - iii. Parking Reserved: \$750*
 - Reserved Parking—limited, convenient parking availability near selected lot • Only NSU employees can request a reserved parking space. Request for reserved spaces will be subject to approval by the Parking Services Department and contingent upon parking availability.
 - iv. Visitors: \$1/hour
 - v. Daily virtual permits are \$5/day per vehicle, and monthly virtual permits are \$16.67/month per vehicle.
- b. NSU students can purchase an annual permit free of charge.
- c. NSU employees can purchase a permit using:
 - i. Their payroll deduction
 - ii. Annual permit
- d. NSU temporary employees can purchase a \$5 daily virtual permit, a \$16.67 monthly virtual permit, or a \$200 annual (yearly) virtual permit starting from **July 1**.

Note: if purchasing a daily or monthly permit, you will be prompted to use a calendar to select a day or month.

- 5. On the “Select Your Vehicle(s) for Permit” page, select a vehicle you want to associate with your digital permit and select “Next.”

Select your Vehicle(s) for Permit

This is the vehicle(s) that will be associated with the purchased permit. Select the vehicle(s) that you want to use with your permit. If you need to add new vehicle(s), choose "Add Vehicle" below. Click "Next" when you are finished."

Please note that while two vehicles are allowed to be registered under the same purchased permit, only one vehicle at a time is allowed to park on NSU property at any given time. Failure to follow these guidelines will result in a parking violation for the secondary registered vehicle.

Important: When entering vehicle license plate information, be sure to use the number '0' (zero) and not the letter 'O'.

Select	State	Plate Number	Year	Make	Model	Color
<input type="checkbox"/>	FLORIDA		2021			Gray

Add Vehicle

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To add a new vehicle, select "Add Vehicle" and follow the steps. Once completed, you will be brought back to the "Select your Vehicle(s) for Permit" page, where your new vehicle will be listed. Select the vehicle and "Next" to proceed.

- On the "View Cart" page, review your order and email address, and select "Pay Now" to proceed to the payment information page.

View Cart

Review your order and select "Pay Now" to proceed with your transaction.

For employees enrolled in payroll deduction: please note that the "Employee Payroll" permit is ongoing.
If you wish to stop payroll deduction, follow these steps:

- Click on the "Permit" tab in the top left corner of your page.
- Select "View Your Permits."
- On the permit page, click the permit number hyperlink (e.g., ES001967)
- Complete the return process as prompted.

Qty	Type	Description	Amount	Actions
6	Permit	Tampa Campus Employee Payroll (08/05/2025 - 12/31/2099) view details	\$7.19	Remove
1	Tax	State Tax	\$0.50	

Due Now: \$7.69

[Cancel Purchase](#)

[Add Citations](#)

[Add Permits](#)

Checkout

Email Address

6

test@nova.edu

6

[Pay Now](#)

Note: on the "View Cart" page, you will have the option to cancel your purchase.

7. On the "Payment Information" page, review your transaction details, select the **"BY ENTERING AND USING ANY NSU PARKING AREA, YOU ACCEPT AND AGREE TO THE TERMS OF THIS DISCLAIMER"** checkbox, and "Pay Now" to proceed to the payment page, where you will be prompted to enter your credit card numbers.

Payment Information

Please review the information below and select "Pay Now" to make your payment.

Qty	Type	Description	Amount	Actions
7 1	Permit	Tampa Campus Visitor Annual (07/01/2025 - 06/30/2026) view details	\$186.92	Remove
1	Tax	State Tax	\$13.08	
Due Now: \$200.00				

DISCLAIMER

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Note: on the "Payment Information" page, you will have the option to cancel your purchase. If you are using your payroll deduction or purchasing a free permit as a student or student-employee, you will not be redirected to the payment page to input your credit card information. The system will automatically process your payment.

- Once your payment is successful, a confirmation email will be sent to the email address you entered when purchasing your permit. You will also be redirected to the "Payment Receipt" page to review your payment details.