

NSU Florida How to Purchase a Permit For Employees

NOVA SOUTHEASTERN
UNIVERSITY

NSU
Florida

1. Log In

- Go to <https://novapark.nupark.com/v2/Portal>
 - NSU account holders should log in using the NOVA Login button.
 - Visitors must select “Are you a visitor” to create an account or log in with a preexisting account.



Parking Portal

Login with your SSO account

NOVA LOGIN

Are you a visitor?

PAY CITATION AS GUEST

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Parking Portal

Visitors that create a parking account can easily and quickly obtain a temporary parking pass for future visits. Visitor parking accounts are intended solely for individuals not associated with the University. Student, Faculty, Staff, and Affiliate members are required to use their university login.

User name or email

admin

[Forgot username?](#)

Password

.....

[Forgot password?](#)

LOG IN

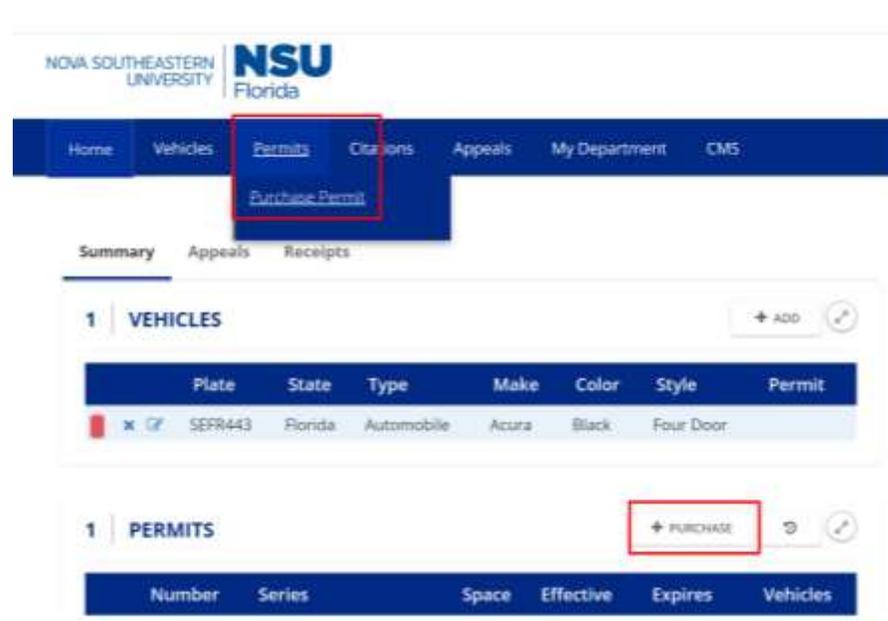
Remember me

CREATE ACCOUNT

Client ID

2. Purchase a Permit

- Select **Permits** tab and choose **Purchase Permit**. You can also select **+PURCHASE** under your permit summary.



- 1) **Select a Period** - Choose the period you are purchasing a permit for and then select **Next**.

Step 1 of 9: Select a Period

Start by selecting the period for which you would like to purchase a parking permit. Visitors can only select daily or monthly permits. Affiliates can purchase an annual or monthly permit.

Period Daily Monthly

ANNUAL 21 START: 6/30/20 11:00 PM END: 6/30/21 10:59 PM	PAYROLL DEDUCTION START: 4/7/20 11:00 PM END: 12/30/99 11:00 PM
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CANCEL NEXT

- 2) **Choose a Parking Permit** - Select the parking permit you want to purchase and then choose **Next**.



Step 2 of 9: Select a Parking Permit

Select a Parking Permit based on the category that applies to you

Employees enrolled in payroll deduction please note "Employee Payroll" is ongoing. If you would like to stop payroll deduction please return the Permit by clicking cancel next to the permit number on the summary page.

- 3) **Affiliate Department/Company** - If you are not an affiliate, choose **Skip**. If you are an affiliate, enter the department or company you are affiliated with.



Step 3 of 9: Affiliate Department/Company

Please complete this form if you are an affiliate. If you are not an affiliate, please skip this step.

Affiliate Department/Company

BACK SKIP NEXT

- 4) **Vehicle Selection** - Click on the vehicle(s) you want associated with the permit and then select **Next**.



Step 4 of 9: Vehicle Selection

This is the vehicle that will be associated with the purchased permit.

NOTE: 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.

1 | VEHICLES + ADD

Plate	State	Type	Make	Color	Style	Permit
W CP 3E3R443	Florida	Automobile	Acura	Black	Four Door	

CANCEL BACK NEXT

- 5) To add a vehicle, choose + ADD and fill out the vehicle information. Select **Save**, then select the vehicle, and finally select **Next**.

Add Vehicle

Plate Type * Automobile	Style
State *	Color
Plate *	Year
Make*	VIN
Model	

6) **Parking Alert Signup** - If you want to receive text alerts any time there is an important change about parking, enter your phone number, select the provider, then choose the **I agree** statement box, and choose **Next**. If you do not want to receive text alerts, then please choose **Skip**.



Step 5 of 9: Parking Alert Signup

By providing your cell phone number and service provider, you agree to receive text messages.

Mobile Phone: _____ Phone Provider *
Verizon

I agree to receive the alerts.

7) **Rules and Regulations** - Choose the link to review the rules and regulations, check the **I agree** statement box, and then select **Next**.



Step 6 of 9: Rules and Regulations

This will need to be specific to the state about parking purchase rules.

By clicking the 'I Agree' checkbox, you confirm that you have reviewed and agree to the conditions.

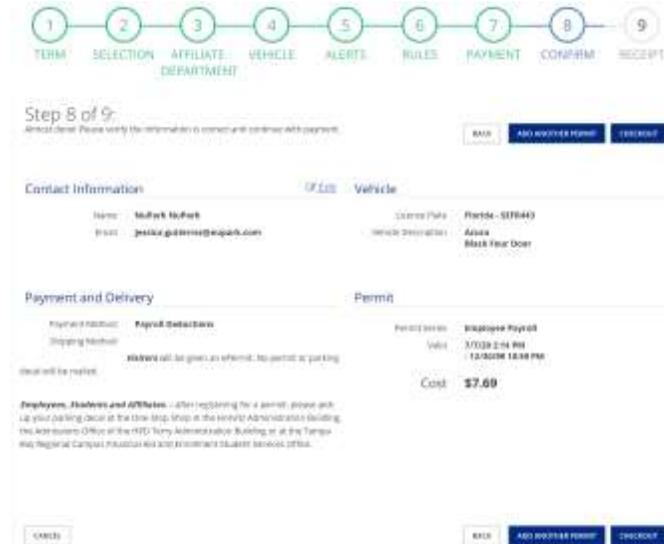
[Click to review rules.](#)

I have reviewed and agree to the above conditions.

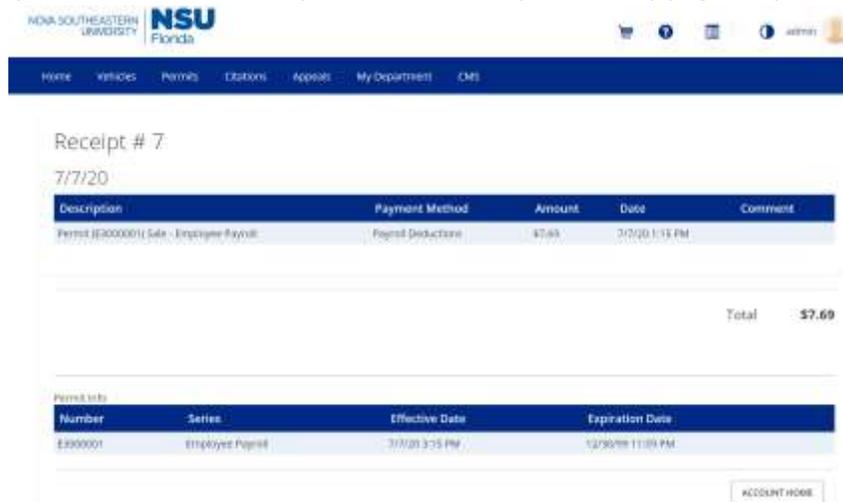
8) **Payment Method** – select from the available payment methods to you for the permit you have selected.



9) **Confirm** - Confirm all your information and the permit being purchased. Then, select **Checkout**.



10) **Receipt** - Once you finish your payment, you will be redirected back to the portal for your receipt. Your receipt will also be added to your account receipt summary page for you to access or print at any time.



Summary Appeals **Receipts**

7 RECEIPTS 

Number	Date	Description	Amount	Balance
7	7/7/20 1:15 PM	Permit (E3000001) Sale	\$7.69	\$0.00