1. Log In

- Go to [https://novapark.nupark.com/v2/Portal](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

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
1. Appeal a Citation
   • Check your home page to learn if the citation is under the Citations summary section.
   • On the menu select Appeals > Appeal Citation
- Enter a citation number or select an eligible citation from the right and click Next.
• Review Images associated with your citation and click Next if you wish to proceed with the appeal.

Step 3 of 7: Review Citation Images

Please review the images shown below prior to filing your appeal.

<table>
<thead>
<tr>
<th>Number</th>
<th>Date</th>
<th>Plate</th>
<th>State</th>
<th>Violation</th>
<th>Location</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>0320000002</td>
<td>Jul 10, 2020</td>
<td>SEPR443</td>
<td>Florida</td>
<td>EXPIRED PERMIT</td>
<td>6100 Building</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

• Enter a reason for your appeal and click Next.

Step 4 of 7: Reason For Appeal

Please enter your argument for appeal 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 metered 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.neva.edu/publicsafety/parking/citation-appeal-process.html for more information about our appeal process and rules and regulations.

Reason
• Submit evidence of your own by selecting files or skip this section and click Next.

• Review the appeal information before submitting by clicking the Submit button.

• An appeal confirmation is displayed, and a receipt of your appeal is emailed.

• Appeal details can be viewed on the Appeal tab of the Summary displayed on the home screen.
Double click the appeal to view additional information, including a decision when there is one.