

# NSU Florida How to Purchase a Permit For Visitors

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**

2020 © NuPark Inc.

## 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.

The screenshot shows the NSU Florida website interface. The top navigation bar includes 'Home', 'Vehicles', 'Permits', 'Citations', 'Appeals', 'My Department', and 'CMS'. The 'Permits' tab is highlighted with a red box, and a sub-menu 'Purchase Permit' is also highlighted with a red box. Below the navigation bar, there are tabs for 'Summary', 'Appeals', and 'Receipts'. The 'Summary' tab is active, showing a section for '1 VEHICLES' with a '+ ADD' button. Below this is a table with columns: Plate, State, Type, Make, Color, Style, and Permit. One vehicle is listed: SEFR443, Florida, Automobile, Acura, Black, Four Door. Below the vehicle list is a section for '1 PERMITS' with a '+ PURCHASE' button highlighted in a red box. Below this is a table with columns: Number, Series, Space, Effective, Expires, and Vehicles.

- 1) **Select a Period** – Select Daily or Monthly and enter the time frame for the permit then click **Next**.

The screenshot shows a progress indicator with 9 steps: 1. TERM, 2. SELECTION, 3. AFFILIATE DEPARTMENT, 4. VEHICLE, 5. ALERTS, 6. RULES, 7. PAYMENT, 8. CONFIRM, 9. RECEIPT. Step 1 is highlighted. Below the progress indicator is the title 'Step 1 of 9: Select a Period' and a sub-header '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.' The form has a 'Period' section with 'Daily' selected and 'Monthly' as an option. Below this are 'Start Date' and 'End Date' fields, both with a date picker set to 7/7/2020. At the bottom left is a 'CANCEL' button and at the bottom right is a 'NEXT' button.

- 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.

VISITOR DAILY

TOTAL: \$5.00

VALID: 11/18/22 PM - 11/19/22 PM

CANCEL
BACK
NEXT

- 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
K GP 3E7H463	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**.

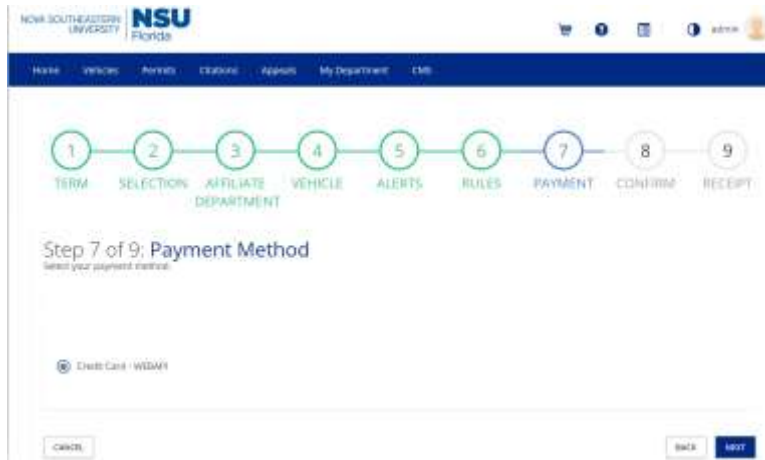
- 6) **Parking Alert Signup** - If you want to receive text alerts any time there is an important change about parking, enter your phone number, select the provider, then choose the **I agree** statement box, and choose **Next**. If you do not want to receive text alerts, then please choose **Skip**.



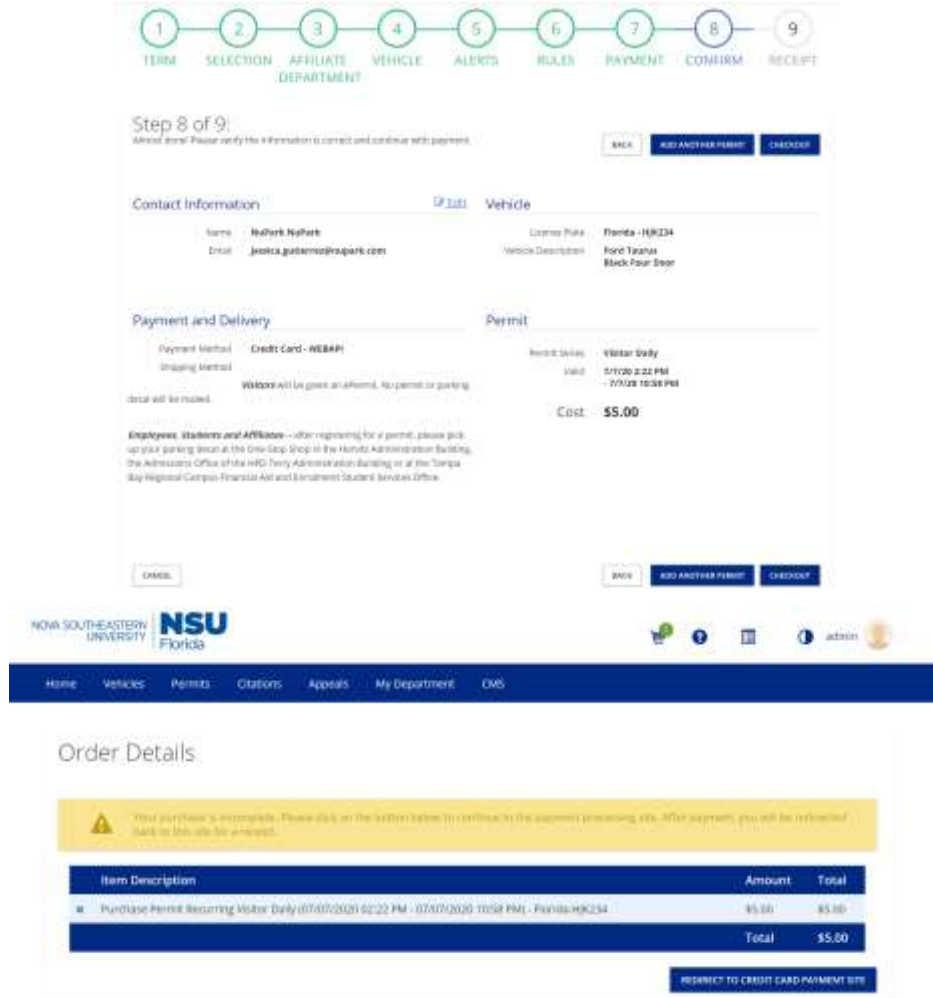
- 7) **Rules and Regulations** - Choose the link to review the rules and regulations, check the **I agree** statement box, and then select **Next**.




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**.






  
Payment

Payment Information \* Indicates required information

Total: \$5.00

Payment Method:

Account Information \* Indicates required information

**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.

### Receipt # 6

6/29/20

Description	Payment Method	Amount	Date	Comment
Permit (NR5000001) Sale - Non-Residential Student	No Charge	\$0.00	6/29/20 11:58 AM	

Total **\$0.00**

Permit info

Number	Series	Effective Date	Expiration Date
NR5000001	Non-Residential Student	8/19/20 12:00 AM	12/31/20 11:58 PM

[ACCOUNT HOME](#)

Summary Appeals **Receipts**

**6 RECEIPTS** 

Number	Date	Description	Amount	Balance
6	6/29/20 11:58 AM	Permit (NR5000001) Sale	\$0.00	\$0.00
5	6/12/20 12:52 PM	Citation (0507202001) Payment	\$20.00	\$0.00
4	12/16/19 11:20 AM	Permission (E20000002) Sale	\$200.00	\$0.00
3	11/15/19 11:03 AM	Permission (E20000001) Sale	\$200.00	\$0.00
2	11/4/19 12:01 PM	Permit (P20000001) Return	\$0.00	\$0.00
1	10/31/19 8:49 AM	Permission (P20000001) Sale	\$0.00	\$0.00