

1. Log In

- Go to <https://novapark.nupark.com/v2/Portal>
 - **Make sure you have your car registration accessible before you begin.**
 - **Click on "Are you a visitor?"**



Parking Portal

Login with your SSO account

NOVA LOGIN

Are you a visitor?

PAY CITATION AS GUEST

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Add Vehicle

Plate Type *
 Automobile ▼ **Style** ▼

State * ▼ **Color** ▼

Plate * **Year** 📅

Make * ▼ **VIN**

Model ▼

5) **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.

6) **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 store 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.

7) **Payment Method** – select **No Charge** from the available payment methods to you for the permit you have selected.

1 TERM 2 SELECTION 3 AFFILIATE DEPARTMENT 4 VEHICLE 5 ALERTS 6 RULES 7 PAYMENT 8 CONFIRM 9 RECEIPT

Step 7 of 9: Payment Method
Select your payment method.

No Charge

CANCEL BACK NEXT

8) **Confirm** - Confirm all your information and then, select **Checkout**.

1 TERM 2 SELECTION 3 AFFILIATE DEPARTMENT 4 VEHICLE 5 ALERTS 6 RULES 7 PAYMENT 8 CONFIRM 9 RECEIPT

Step 8 of 9:
Almost done! Please verify the information is correct and continue with payment.

BACK ADD ANOTHER PERMIT CHECKOUT

Contact Information [Edit](#) Vehicle

Name	NuPark NuPark	License Plate	Florida - SEFR443
Email	jessica.gutierrez@nupark.com	Vehicle Description	Acura Black Four Door

Payment and Delivery Permit

Payment Method	No Charge	Permit Series	Non-Residential Student
Shipping Method	Visitors will be given an ePermit. No permit or parking decal will be mailed.	Valid	8/19/20 12:00 AM - 12/31/20 11:58 PM
		Cost	\$0.00

Employees, Students and Affiliates— after registering for a permit, please pick up your parking decal at the One-Stop Shop in the Harvitz Administration Building, the Admissions Office of the HPD Terry Administration Building or at the Tampa Bay Regional Campus Financial Aid and Enrollment Student Services Office.

CANCEL BACK ADD ANOTHER PERMIT CHECKOUT

9) **Receipt** - Once you finish your registration, 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. **Please PRINT your receipt.**

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](#)

10) **Your parking decal will be mailed to you within -10 business days.** Questions can be sent to parkingservices@nova.edu