

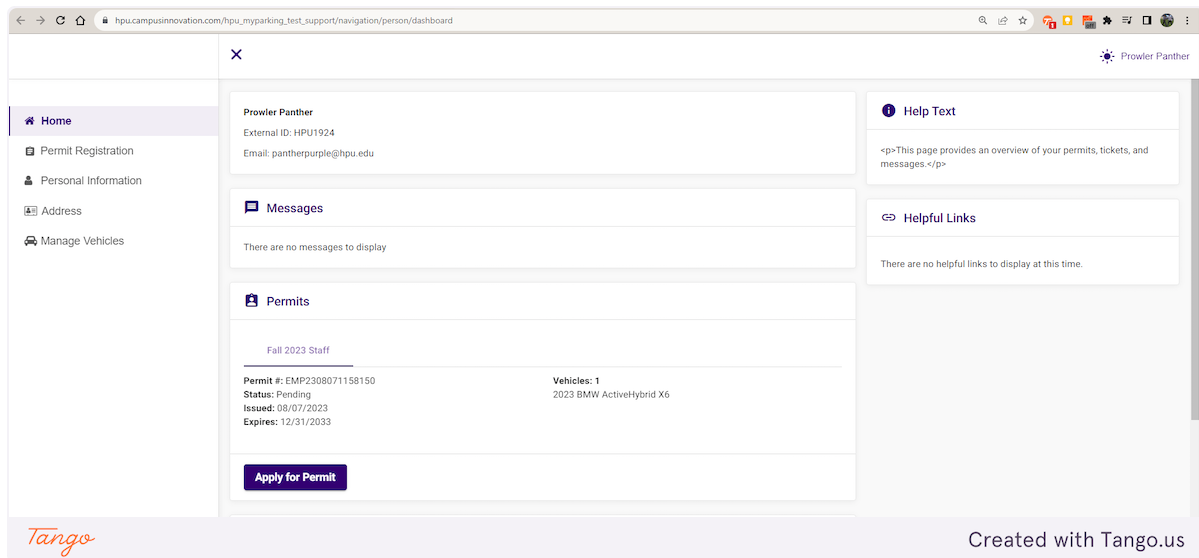
Applying for a Permit and Managing Vehicles: Step-by-Step

This workflow describes how to apply for a permit in the new MyParking portal. By following the below steps you will be avble to:

- navigate the different sections of MyParking
- Update or Add a vehicle to your profile
- Apply for a permit

1. My Parking - Person Dashboard

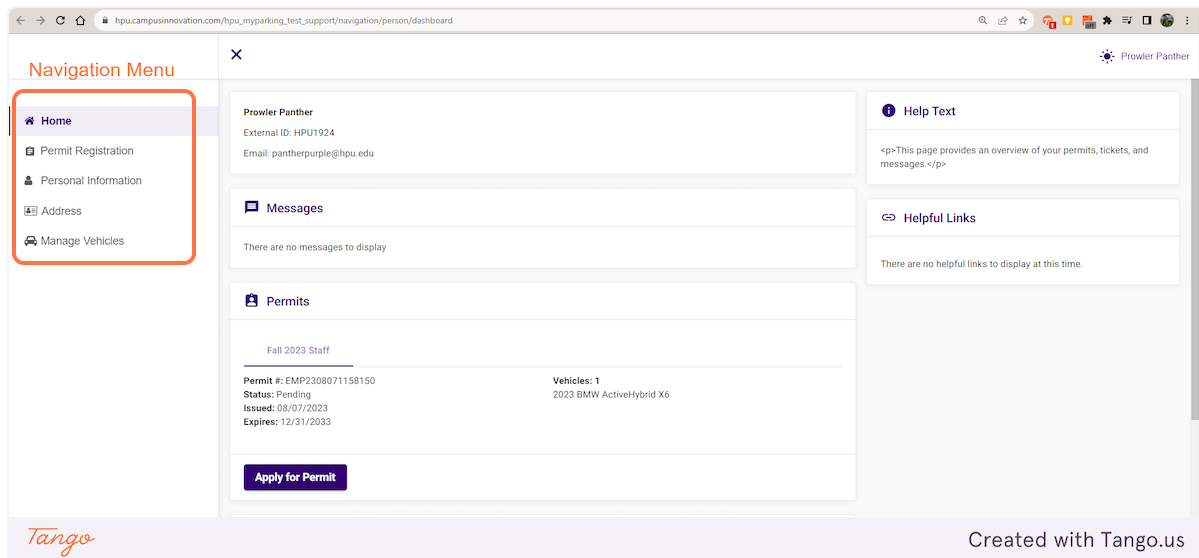
After logging in (https://hpu.campusinnovation.com/hpu_parking_myparking_prod/index.html) your screen will look like this:



2. My Parking - Person Dashboard

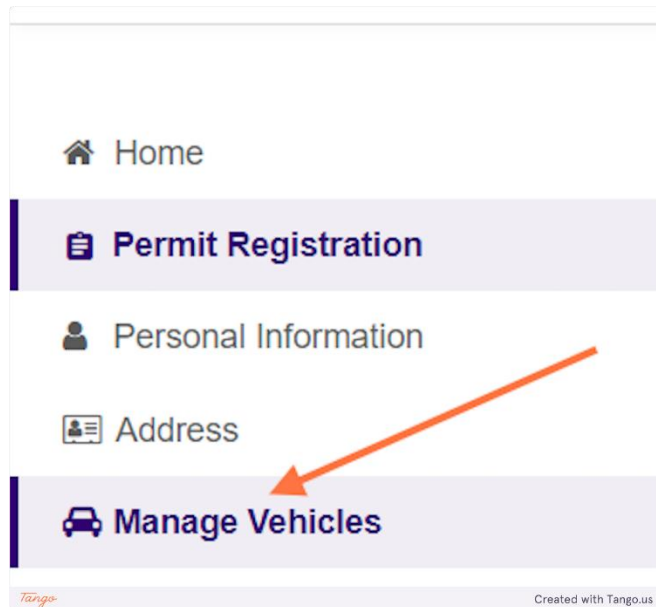
The left side of the screen will always display the menu options. These include:

- Permit Registration - how you apply for a permit
- Personal Information
- Address
- Manage Vehicles - Here you will be able to add a new vehicle, inactivate an old vehicle



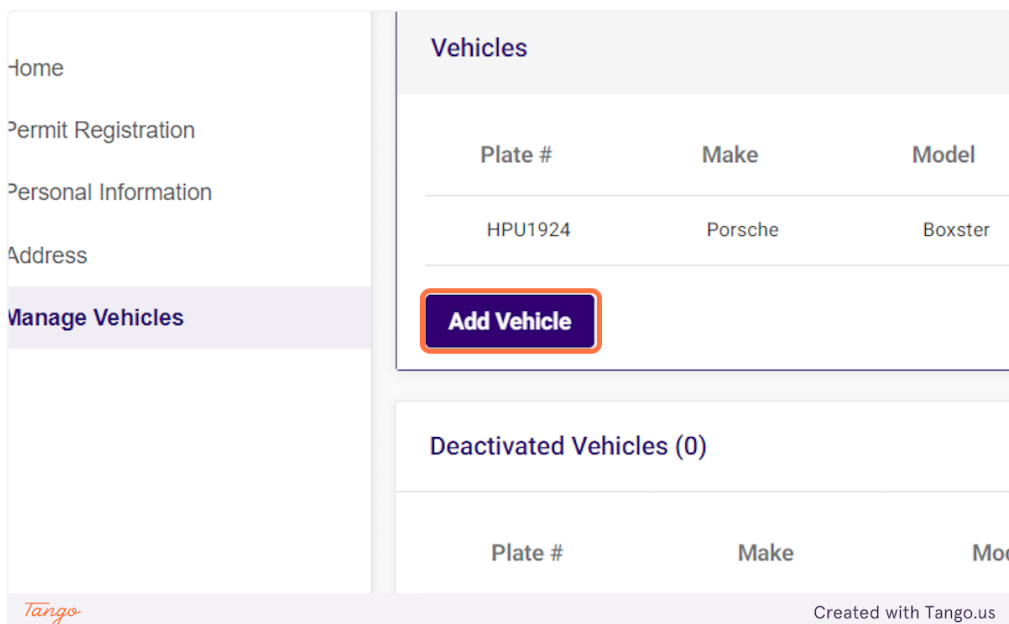
3. First step is to add your vehicle to the system by clicking on "Manage Vehicles" in the left navigation menu

NOTE this can be skipped if your current vehicle is already listed under the "Manage Vehicles"



4. Click on Add Vehicle

Example shows adding a second vehicle, but steps are the same when you add your first vehicle.




5. Complete the form

Required fields include:

- Make
- Model (drop down will populate based on the Make chosen)
- Year
- License Plate
- Color


NOTE the instructions displayed for when your vehicles Make/Model is not listed.

Add Vehicle

 If you cannot find your Vehicle's Make/Model, Please choose Unknown Make/Model and enter the Make and Model.


<input type="text" value="Make *"/>	<input type="text" value="Model *
Unknown Model"/>	<input type="text" value="Year *"/>
<input type="text" value="License Plate # *"/>	<input type="text" value="Country *
United States"/>	<input type="text" value="State *"/>
<input type="text" value="Color 1 *"/>	<input type="text" value="Color 2"/>	<input type="text" value="Color 3"/>

<input type="text" value="Insurance Company"/>	<input type="text" value="Insurance Policy #"/>
<input checked="" type="checkbox"/> Is Owner of Vehicle	<input type="text" value="Owner Name"/>



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6. After completing the form, click on "Save Vehicle" to complete the add vehicle process


Add Vehicle


 If you cannot find your Vehicle's Make/Model, Please choose Unknown Make/Model and enter the Make and Model.


Make *	Model *	Year *
BMW	ActiveHybrid X6	2023
License Plate # *	Country *	State *
HPU1925	United States	North Carolina
Color 1 *	Color 2	Color 3
Black		
Insurance Company	Insurance Policy #	
<input checked="" type="checkbox"/> Is Owner of Vehicle	Owner Name	


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7. To register for a permit click either: - Permit Registration in left navigation menu (pictured below) - Click the "Apply for Permit" button under the "Permits" section


 Home

 **Permit Registration**

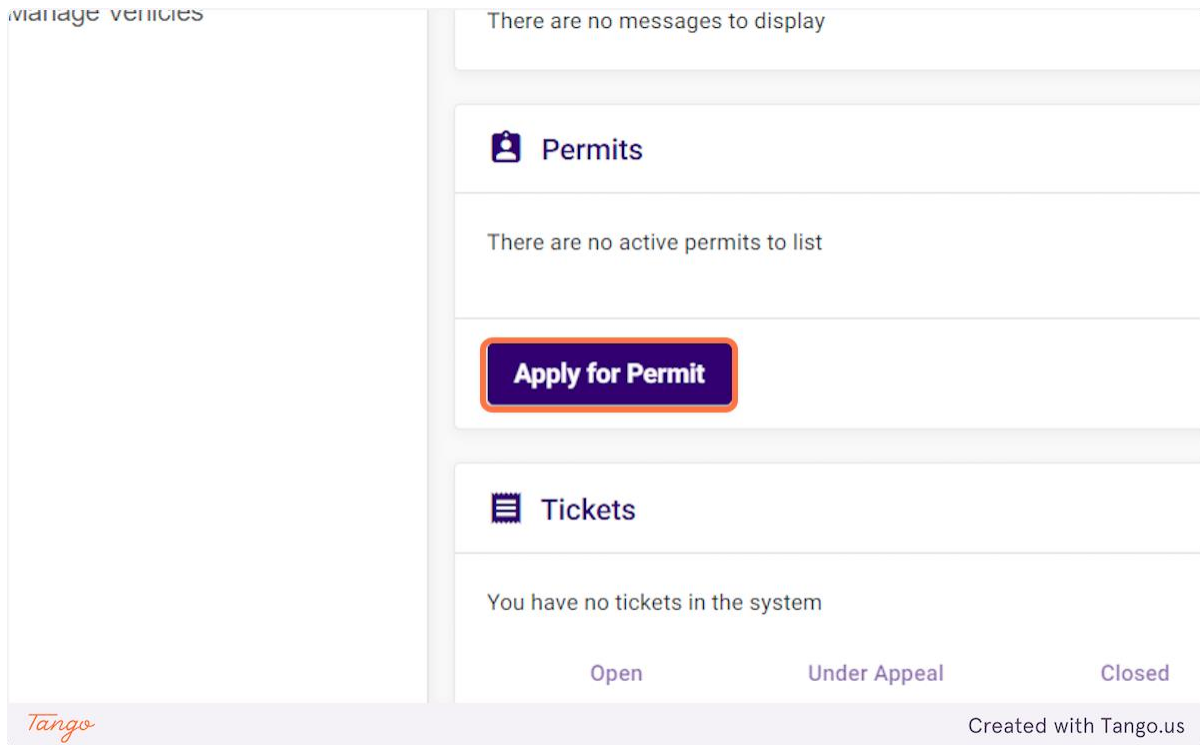
 Personal Information

 Address

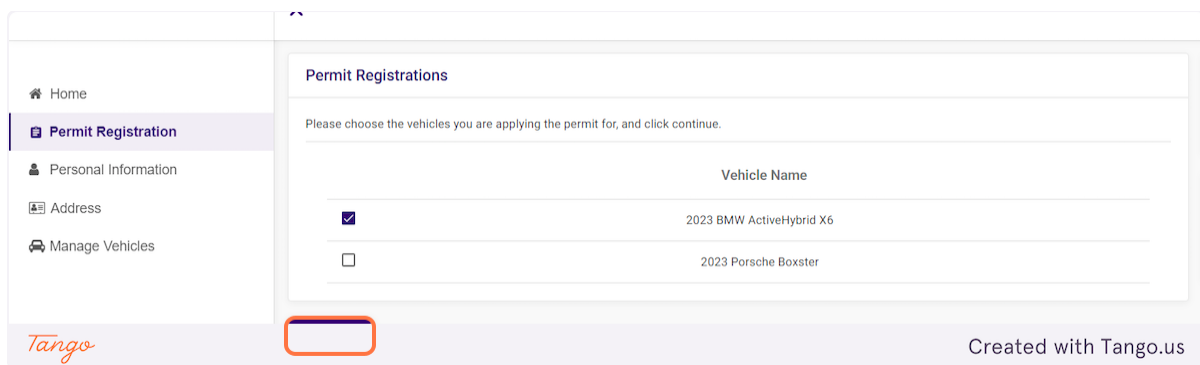
 **Manage Vehicles**

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8. To register for a permit click either: - Permit Registration in left navigation menu - Click the "Apply for Permit" button under the "Permits" section (pictured below)




9. Select the Vehicle that you would like to register for a permit and then click "Continue"



10. Click the down arrow to display all of the permits you are eligible for

Permit Registrations

Please choose a permit registration to proceed.




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11. After clicking the Permit, click on the "checkmark" icon to the far right

Permit Registrations

Please choose a permit registration to proceed.

Staff (Fall 2023) 

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12. You will first see the Parking Rules and Regulations and must agree by either typing your name or selecting the option to draw your electronic signature. Click "Continue" after entering your signature.

Consent - Staff (Fall 2023)

HPU PARKING/TRAFFIC TERMS and CONDITIONS

2023-2024

ARTICLE I: General Information; Definitions Requirements
ARTICLE III: Parking Spaces
ARTICLE IV: Decal Fees
ARTICLE V: Violations and Fines
ARTICLE VI: Vehicle Immobilization Process of Enforcement and Recovery
ARTICLE VII: Towing
ARTICLE VIII: Fine Payments
ARTICLE VIII: Appeals

ARTICLE II: Motor Vehicles Registration

ARTICLE I: General Information; Definitions
In order to maintain a safe and operationally efficient High Point University (HPU) campus, parking must be managed appropriately. To standardize control, parking regulations have been published by the University's Parking Office and have been approved by the University Administration. PARKING TERMS and CONDITIONS, including lot/space utilization,

If you do not agree, [exit the permit registration here.](#)

If you agree, sign your name in the box below.

☒ Enter your full name to give consent (Hand drawn signature will be auto generated)

☐ Use the signature pad to draw your signature

Enter your full name
Panther Prowler

Panther Prowler

clear signature

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13. Click on Staff Status to identify yourself as a New or Returning Employee

2023)

Staff Status none

Help Text

<p>Questions Marked with an asterisk are required form</p>

Helpful Links

There are no helpful links to display at this time.

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14. If you are a RETURNING Employee who has an ISSUED Permit for ONLY ONE VEHICLE- please enter in your current decal number:

2023)

Staff Status Returning

current decal number (Example: 4-00411) *

Help Text

<p>Questions Marked with an asterisk are required form</p>

Helpful Links

There are no helpful links to display at this time.

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15. If you are a RETURNING Employee who has an ISSUED Permit for MULTIPLE VEHICLES:

- Select "Yes" for the 2nd question ("Do you have multiple vehicles...")
- Enter in the Permit Number and Make/Model for the vehicles that permit decal is affixed to
- You may enter up to 4 vehicles - but only enter in the decal numbers and makes/model for the permits you have previously been issued.
- If you need to register a 2nd, 3rd, or 4th vehicle for the FIRST time in the 2023-2024 academic year, you will need to go through the regular registration process.

My Information - Staff (Fall 2023)

Staff Status

Returning

Do you have multiple vehicles and permit numbers already issued?

☒ Yes ☐ No

Please provide your current decal number and Make & Model of vehicle (Example: 4-00411 Honda Civic) *

4-00411 Ford F-150

18 of 300 characters

Please provide your 2nd Permit decal number AND Vehicle make & Model (i.e. 4-00412 Honda Civic)

4-00412 Honda Civic

19 of 300 characters

Please provide your 3rd Permit decal number AND Vehicle make & Model (i.e. 4-00413 BMW 4 Series)

4-00413 BMW 4 Series

20 of 300 characters

Please provide your 4th Permit decal number AND Vehicle make & Model (i.e. 4-00414 Tesla Model Y)

4-00414 Tesla Model Y

22 of 300 characters

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16. If you are a NEW Employee - Please upload a digital image of your state registration card

2023)

Staff Status

New

igital image of your state registration card: *



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17. Click on "Continue" after answering all of the questions pertaining to your selected employee status (Returning vs New)

My Information - Staff (Fall 2023)

Staff Status

Returning

Do you have multiple vehicles and permit numbers already issued?

☒ Yes ☐ No

Please provide your current decal number and Make & Model of vehicle (Example: 4-00411 Honda Civic) *

4-00411 Ford F-150

Please provide your 2nd Permit decal number AND Vehicle make & Model (i.e. 4-00412 Honda Civic)

4-00412 Honda Civic

Please provide your 3rd Permit decal number AND Vehicle make & Model (i.e. 4-00413 BMW 4 Series)

4-00413 BMW 4 Series

Please provide your 4th Permit decal number AND Vehicle make & Model (i.e. 4-00414 Tesla Model Y)

4-00414 Tesla Model Y

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18. Click on Confirm Permit Date(s) on the next screen

Permit Registration Confirm Date(s)

Issue Date: 08/07/2023, 11:57 AM

Expiration Date: 12/31/2023, 12:00 AM

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19. Next Screen displays important information/"Things to Know" and the receipt of your permit registration. You can download or print this receipt for your records. Click Home will bring you back to the MyParking - Person Dashboard

Permit Registration Complete - Staff (Fall 2023)

Things to Know

- Now that you have completed your vehicle registration, please download a copy of your Temporary Parking Pass.
- You will not be able to reprint this pass if it becomes lost or destroyed.
- Your printed Temporary parking pass is only valid for fourteen (14) days, see pass for expiration day.
- Your Temporary parking pass must be clearly displayed on the driver's side dashboard, or you may be cited for non-display of a parking pass.
- You will need to visit the Security Desk in the Wanek Center to obtain your HPU Parking Decals. The hours are daily, including weekends, 6:00 am till 9:00 pm.
 - Contact them at 336-841-9142 for additional information.
- You will need to have a copy of your State Issued registration and your HPU Passport with you during your visit.
- There MUST be 2 HPU Parking decals displayed on the vehicle that is registered.
- One affixed on the front window inside near rear view mirror/ one affixed on the back of the vehicle. NOT TAPED but AFFIXED.
- There are NO exceptions to the decal policy.

Thank You
High Point University Parking
parking@highpoint.edu

Download and save your Receipt

Print your Receipt

wFEYZHWAplbmRzdHJlYW0KZW5kb2JqCjEgMC...

1 / 1 | 95% + | [] []

1

EMP2308071158150
Permit Type: Staff
Permit Status: Pending
Permit Cost: \$0.00

Associated Vehicle(s):

Year	Make	Model	State	License
2023	BMW	ActiveHybrid X6	NC	HPU1925

Your request was received: 08/07/2023 11:57:21 AM

This document serves as a receipt for your registered permit. The permit will be valid:
From: **08/07/2023 11:57:21 AM**
Through: **12/31/2033 12:00:00 AM**

Please print this for your records and to provide documentation of the completed registration.

Home

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20 MyParking - Person Dashboard will display the Registered Permit Information under the “Permits” Panel

×

Home

Permit Registration

Personal Information

Address

Manage Vehicles

Prowler Panther

External ID: HPU1924

Email: pantherpurple@hpu.edu

Messages

There are no messages to display

Permits

Fall 2023 Staff

Fall 2023 Staff

Permit #: EMP2308101453550

Status: Pending

Issued: 08/10/2023

Expires: 12/31/2033

Vehicles: 1

2023 BMW ActiveHybrid X6