

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 able 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:

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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, deactivate an old vehicle

Navigation Menu

Prowler Panther
External ID: HPU1924
Email: pantherpurple@hpu.edu

Help Text
<p>This page provides an overview of your permits, tickets, and messages.</p>

Helpful Links
There are no helpful links to display at this time.

Messages
There are no messages to display

Permits
Fall 2023 Staff

Permit #: EMP2308071158150
Status: Pending
Issued: 08/07/2023
Expires: 12/31/2033

Vehicles: 1
2023 BMW ActiveHybrid X6

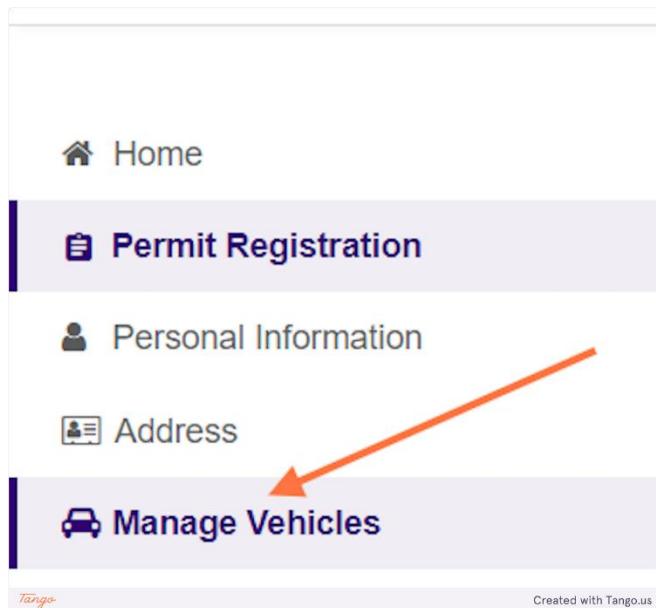
Apply for Permit

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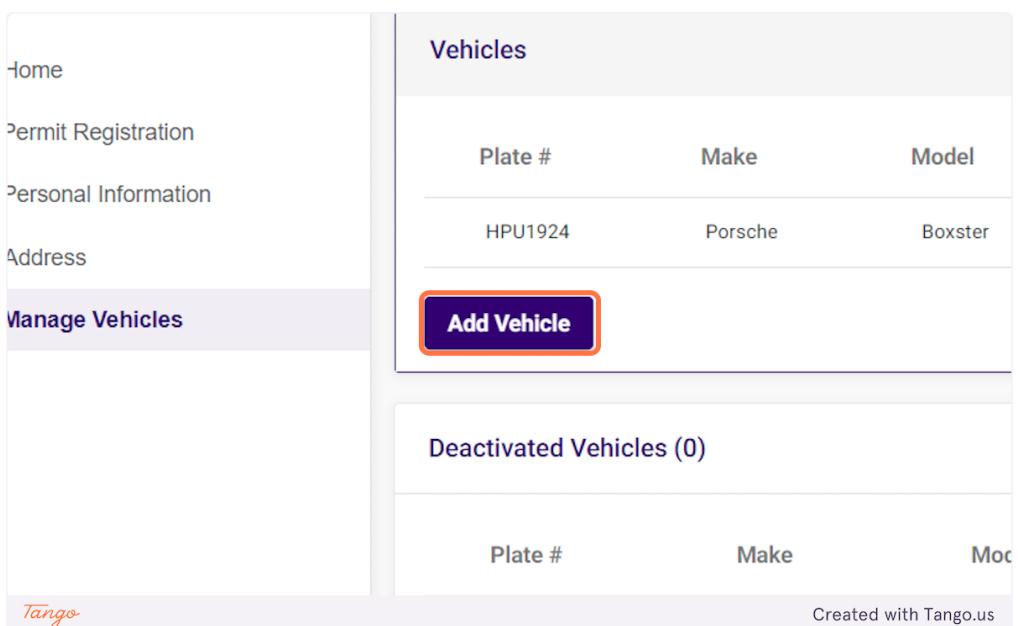
3. First step is to add your vehicle to the system by clicking on "Manage Vehicles" in the left navigation menu

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

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

Make *	Model *	Year *
License Plate # *	Country *	State *
Color 1 *	Color 2	Color 3

Insurance Company Insurance Policy #

Is Owner of Vehicle Owner Name

Save Vehicle **Cancel**

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

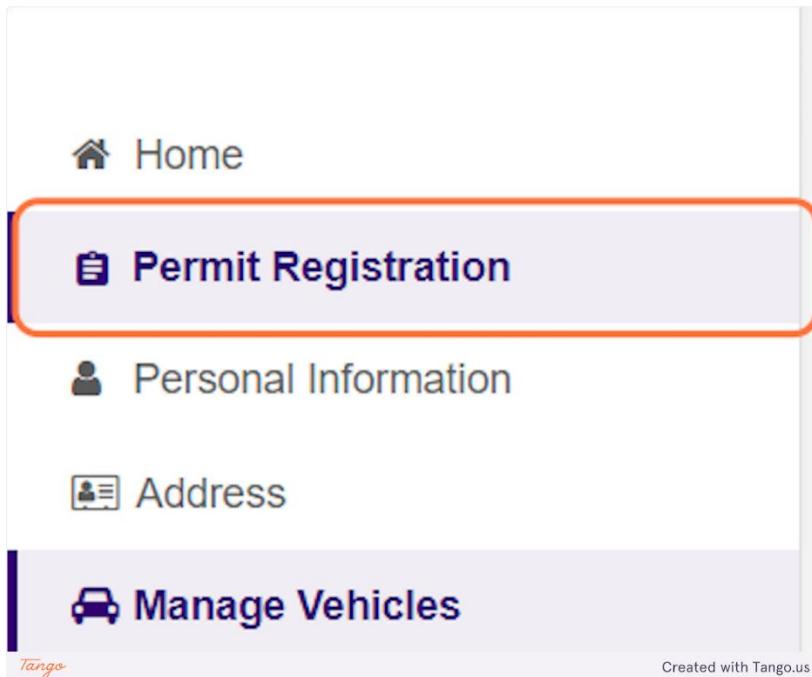
Add Vehicle

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

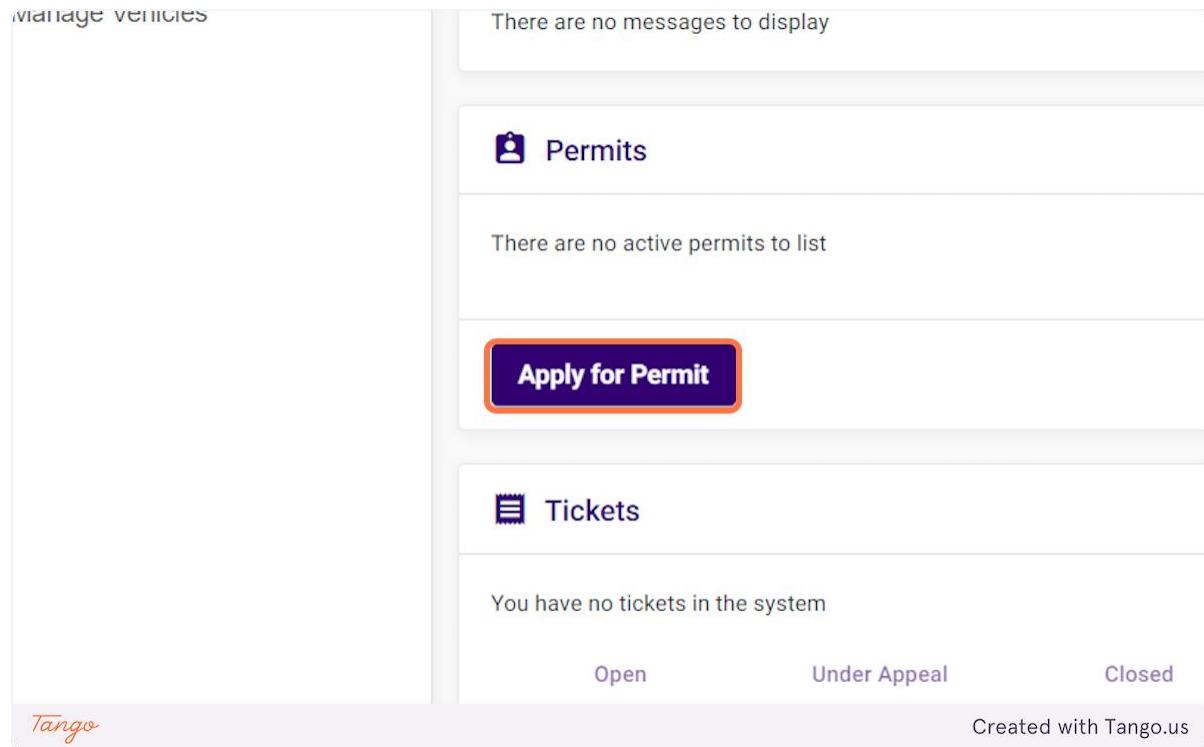
Make *	Model *	Year *
BMW	ActiveHybrid X6	2023
License Plate # *	Country *	State *
HPU1925	United States	North Carolina
Color 1 *	Color 2	Color 3
Black		
Insurance Company	Insurance Policy #	
<input checked="" type="checkbox"/> Is Owner of Vehicle	Owner Name	

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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

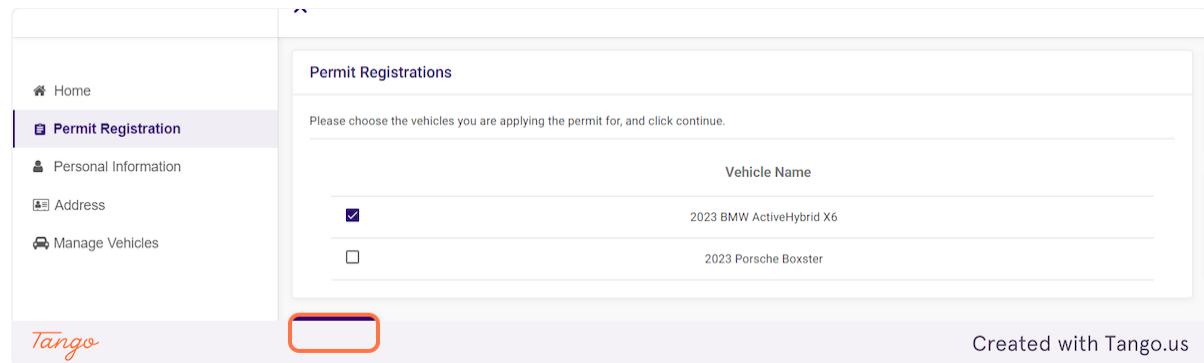


8. To register for a permit click either: - Permit Registration in left navigation menu - Click the "Apply for Permit" button under the "Permits" section (pictured below)



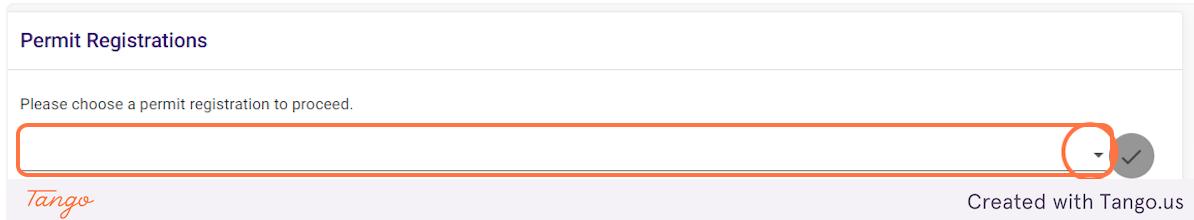
The screenshot shows a software interface with a left navigation menu and a main content area. The left menu includes 'Manage Vehicles', 'Permit Registration' (which is highlighted in blue), 'Personal Information', 'Address', and 'Manage Vehicles'. The main content area has a header 'There are no messages to display'. Below it is a section titled 'Permits' with the sub-section 'Tickets'. A large, prominent button labeled 'Apply for Permit' is centered in the 'Permits' section. At the bottom of the main area, there are three filter buttons: 'Open', 'Under Appeal', and 'Closed'. The bottom of the screen features a 'Tango' logo on the left and 'Created with Tango.us' on the right.

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



The screenshot shows a 'Permit Registrations' page. On the left, a sidebar lists 'Home', 'Permit Registration' (which is highlighted in blue), 'Personal Information', 'Address', and 'Manage Vehicles'. The main content area has a header 'Permit Registrations' and a sub-header 'Please choose the vehicles you are applying the permit for, and click continue.' Below this, there is a table with two rows. The first row has a checked checkbox and the text '2023 BMW ActiveHybrid X6'. The second row has an unchecked checkbox and the text '2023 Porsche Boxster'. The bottom of the screen features a 'Tango' logo on the left and 'Created with Tango.us' on the right.

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



Permit Registrations

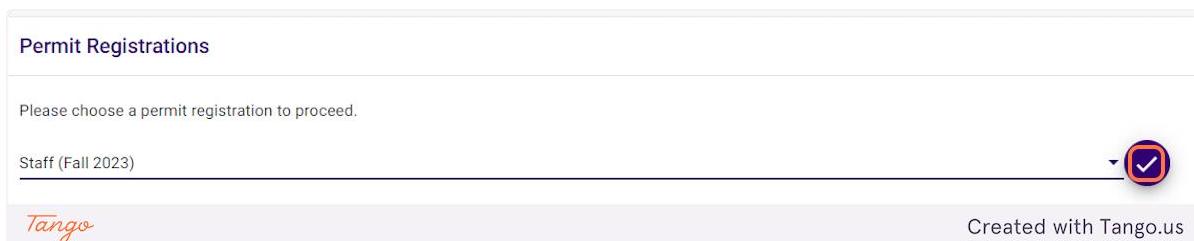
Please choose a permit registration to proceed.

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A screenshot of a web page titled "Permit Registrations". A dropdown menu is open, showing a list of options. A checkmark icon is highlighted with a red circle. The page includes a "Tango" watermark and a "Created with Tango.us" footer.

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



Permit Registrations

Please choose a permit registration to proceed.

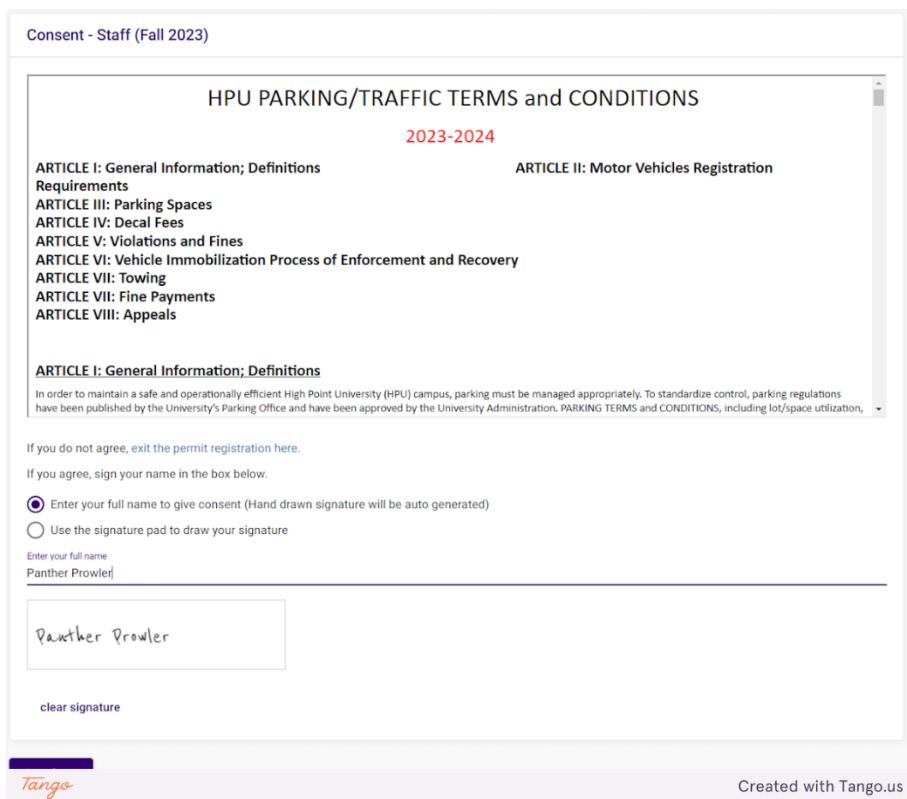
Staff (Fall 2023)

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A screenshot of a web page titled "Permit Registrations". A dropdown menu is open, showing a list of options. The first option, "Staff (Fall 2023)", has a checkmark icon highlighted with a red circle. The page includes a "Tango" watermark and a "Created with Tango.us" footer.

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 VII: Fine Payments
ARTICLE VIII: Appeals

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, are as follows:

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

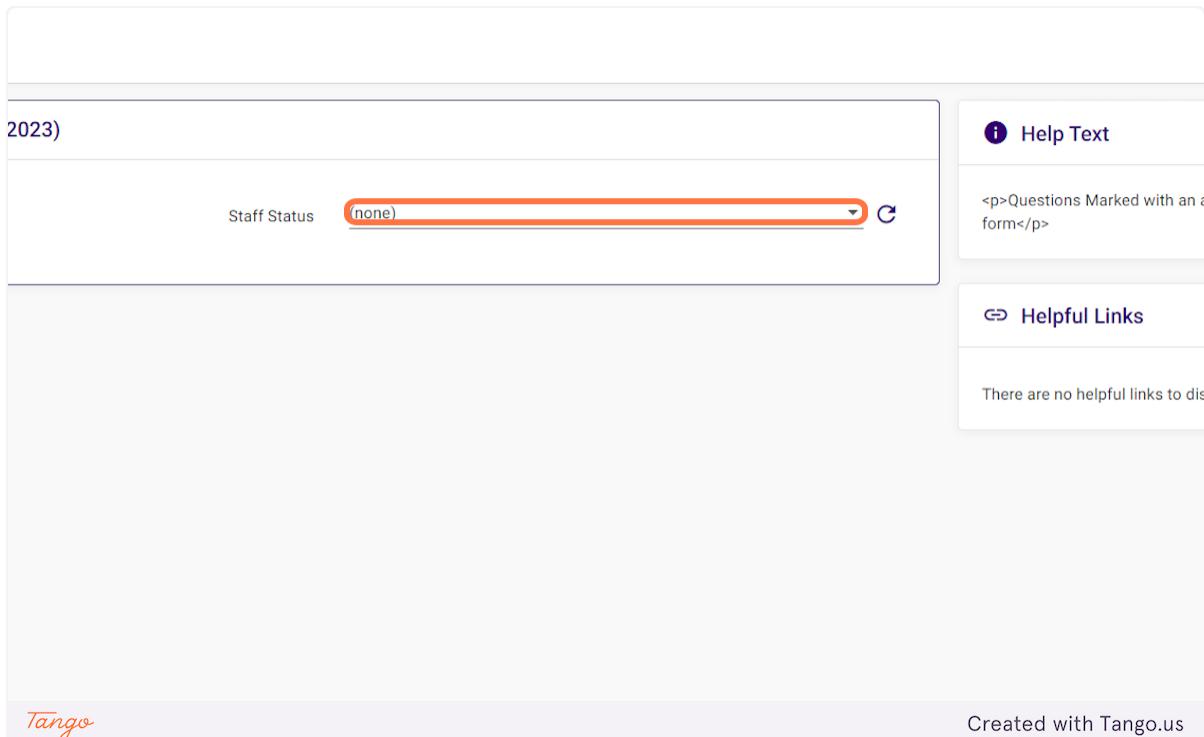
clear signature

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A screenshot of a web page titled "Consent - Staff (Fall 2023)". It displays the "HPU PARKING/TRAFFIC TERMS and CONDITIONS" for the "2023-2024" academic year. The page lists various articles and their contents. Below this, there is a section for "ARTICLE I: General Information; Definitions" with a detailed description. A note at the bottom states that parking regulations have been published by the University's Parking Office and have been approved by the University Administration. The page includes a signature input field with a "Panther Prowler" placeholder, a "clear signature" button, and a "Tango" watermark and "Created with Tango.us" footer.

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



2023)

Staff Status (none)  

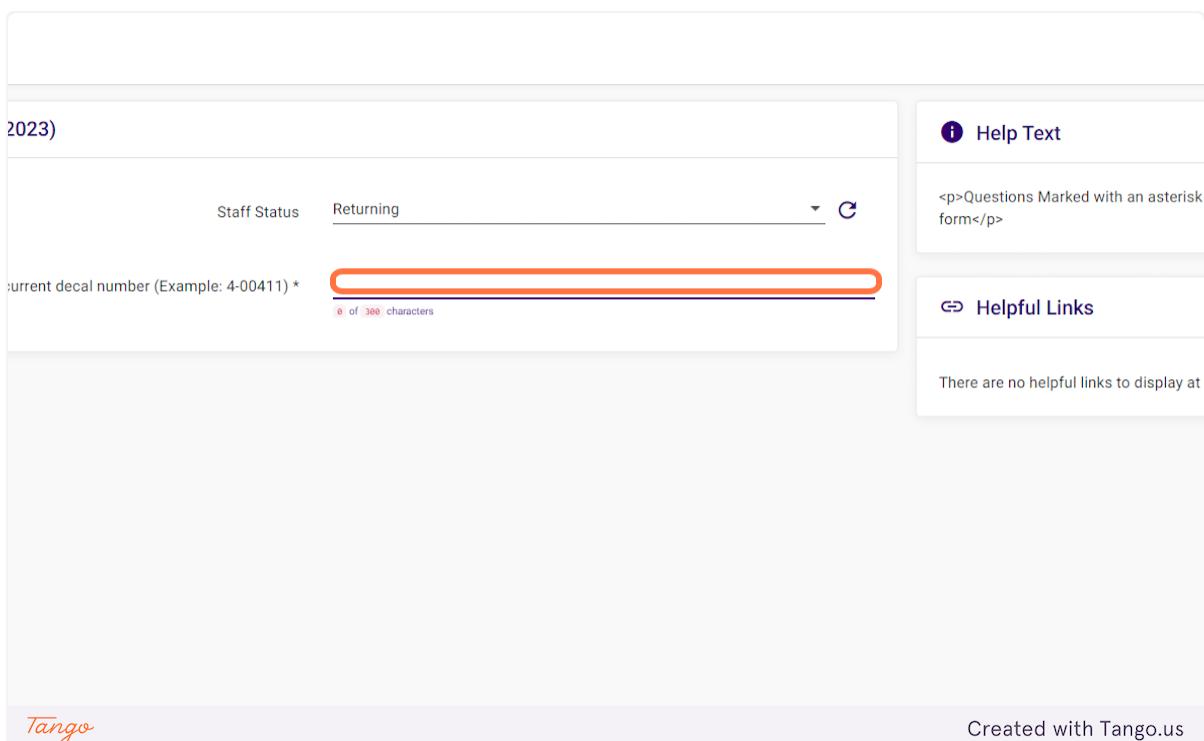
Help Text
<p>Questions Marked with an asterisk are required to complete this form</p>

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) *  
0 of 300 characters

Help Text
<p>Questions Marked with an asterisk are required to complete this 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?		
<input checked="" type="radio"/> Yes <input type="radio"/> No		
Please provide your current decal number and Make & Model of vehicle (Example: 4-00411 Honda Civic) *		
4-00411 Ford F-150 <small>18 of 388 characters</small>		
Please provide your 2nd Permit decal number AND Vehicle make & Model (i.e. 4-00412 Honda Civic)		
4-00412 Honda Civic <small>19 of 388 characters</small>		
Please provide your 3rd Permit decal number AND Vehicle make & Model (i.e. 4-00413 BMW 4 Series)		
4-00413 BMW 4 Series <small>20 of 388 characters</small>		
Please provide your 4th Permit decal number AND Vehicle make & Model (i.e. 4-00414 Tesla Model Y)		
4-00414 Tesla Model Y <small>22 of 388 characters</small>		

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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
Digital 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	<input type="button" value="C"/>
Do you have multiple vehicles and permit numbers already issued?		
<input checked="" type="radio"/> Yes <input type="radio"/> No		
Please provide your current decal number and Make & Model of vehicle (Example: 4-00411 Honda Civic) *		
4-00411 Ford F-150 <small>18 of 388 characters</small>		
Please provide your 2nd Permit decal number AND Vehicle make & Model (i.e. 4-00412 Honda Civic) *		
4-00412 Honda Civic <small>19 of 388 characters</small>		
Please provide your 3rd Permit decal number AND Vehicle make & Model (i.e. 4-00413 BMW 4 Series) *		
4-00413 BMW 4 Series <small>20 of 388 characters</small>		
Please provide your 4th Permit decal number AND Vehicle make & Model (i.e. 4-00414 Tesla Model Y) *		
4-00414 Tesla Model Y <small>22 of 388 characters</small>		

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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: 12/31/2033, 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 TAPE but AFFIXED.
- There are **NO** exceptions to the decal policy.

Thank You
High Point University Parking
parking@highpoint.edu

Print your Receipt
Download and save your Receipt

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

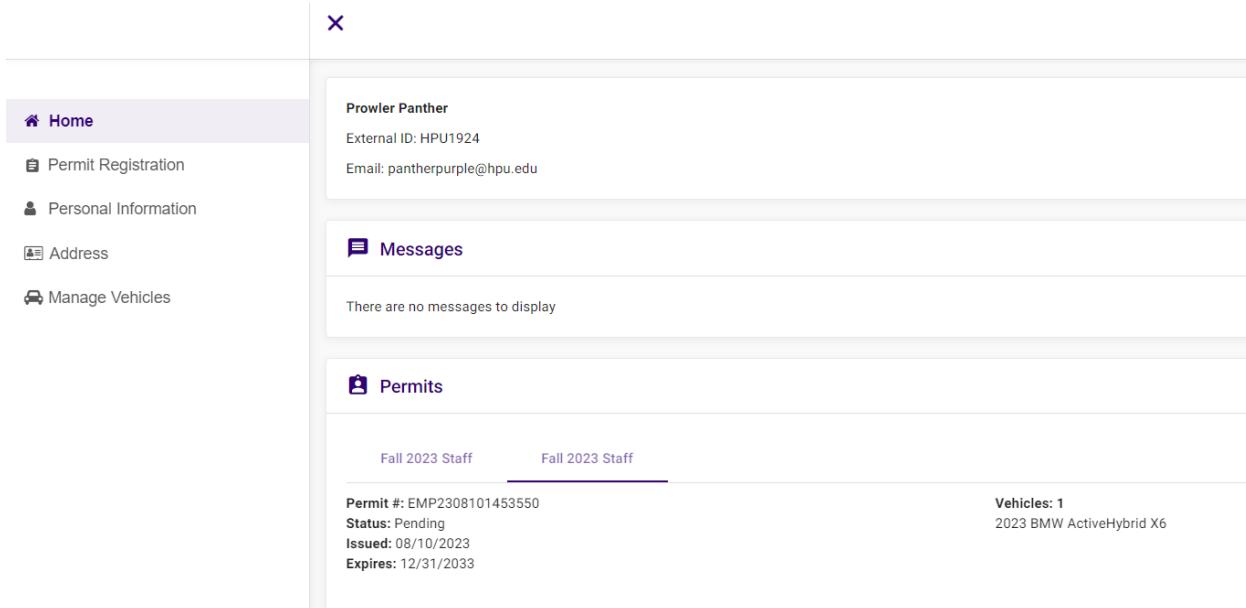
Your request was received: 08/07/2023 11:57:21 AM

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

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

Home  Created with Tango.us

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



The screenshot shows the MyParking Person Dashboard. The left sidebar has a purple header "Home" and links: Permit Registration, Personal Information, Address, and Manage Vehicles. The main content area has a purple header "Prowler Panther" with details: External ID: HPU1924, Email: pantherpurple@hpu.edu. Below is a "Messages" section with a message: "There are no messages to display". The "Permits" section has a purple header and two tabs: "Fall 2023 Staff" (selected) and "Fall 2023 Staff". Under the "Permits" section, the following details are shown: Permit #: EMP2308101453550, Status: Pending, Issued: 08/10/2023, Expires: 12/31/2033. To the right, it shows "Vehicles: 1" and "2023 BMW ActiveHybrid X6".

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