

RMU Information Technology guide to
Requesting a Parking Permit

version 1.3.18.14



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requesting a parking permit

There are six steps required to complete the entire process of requesting a parking permit on the Robert Morris University website. Please following these steps sequentially.

1. accessing the parking portal

This section details how to access the parking portal on the Robert Morris University website.

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2. logging in to the parking portal

To log in to the parking portal, you will need to supply your last name and RMU ID number.

This section outlines to process to logging into the portal.

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3. adding your user profile information

Before you request a permit, you must fill out your user profile. This section will outline the information that is automatically added for you and the information that you are responsible to add to your user profile.

pages: 5-6

4. adding a vehicle

In order to request a permit, you must add your vehicle to the system. This section will show you the process on how to add your vehicle.

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5. requesting a permit

Once you've completed the previous steps, you are ready to submit a request for a parking permit. We've got you covered with the steps on how to do that in this section.

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6. completing your request with ePay

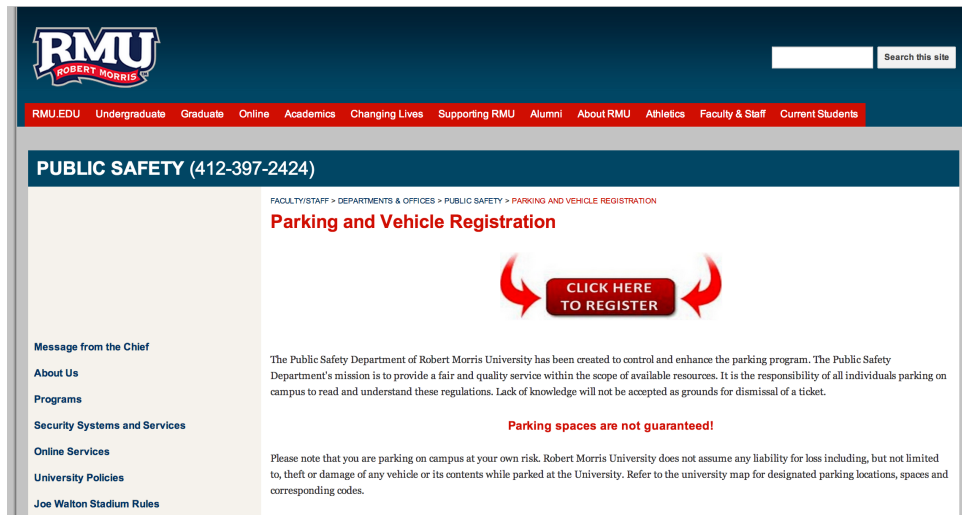
After your request has been submitted, you will need to complete the transaction with the Robert Morris University ePay system. This section will highlight the steps you'll need to take in order to complete the transaction and pay for your request.

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accessing the parking portal

1. To access the RMU parking portal, please use the quick link **rmu.edu/parking**.

You will be taken to the Robert Morris University Public Safety Parking and Vehicle Registration page.



2. Click on the **"CLICK HERE TO REGISTER"** button at the top of the page.



3. You will be taken to the RMU parking portal (pictured below).

A screenshot of the 'Online Parking System' login page. The page features the RMU logo and a police badge icon. Below the logos is the text 'Online Parking System' and 'ONLINE PERMIT REGISTRATION SYSTEM'. There is a 'Login' label followed by a horizontal line. Below this line are two input fields: 'Last Name' and 'Robert Morris University ID *'. Below the 'Robert Morris University ID' field is a checkbox with the text 'I agree to the Information Technology Acceptable Use Policy.' At the bottom of the page is a blue button with white text that says 'Log In'.

logging in to the parking portal

1. Once you've accessed the portal, you can type your last name and RMU Banner ID into the text boxes on the login screen. These will be used to log you into the system. You can find your RMU Banner ID by logging into rmu.edu/bannersss. Your RMU Banner ID will be located at the top of the page in parenthesis and begins with R.



ONLINE PERMIT REGISTRATION SYSTEM

Login

Last Name
LASTNAME

Robert Morris University ID

2. After typing in your last name and ID number, you will have to agree to the Terms of Use in order to log in. Please check the box if you agree to the IT Acceptable Use Policy.

☐ I agree to the [Information Technology Acceptable Use Policy](#).

Log In

3. Press the **Log In** button to log in to the parking portal.

☐ I agree to the [Information Technology Acceptable Use Policy](#).

Log In

4. You will be taken to the home page of the permit registration system, where your user profile should appear at the top.



STUDENT NAME
[Logout](#)

ONLINE PERMIT REGISTRATION SYSTEM

User profile

Please verify that your profile information is correct. You will not be able to register for a permit until this section is complete.

[Name Info](#)

Student ID 00123456
Last Name NAME
First Name STUDENT
Middle Name MI
DOB (mm/dd/yyyy) 01/01/1990
Driver's License #
DL State

[Contact Info](#)

Email STUDENT@MAIL.RMU.EDU
Home Number
Cell Number

adding your user profile information

1. After you've logged into the system, you will be taken to the home page of the permit registration system, where your user profile will appear at the top. By default, your Student ID, Last Name, First Name, Middle Name, DOB, and Email field should be filled out for you.

User profile

Please verify that your profile information is correct. You will not be able to register for a permit until this section is complete.

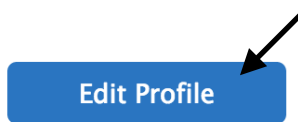
<p>Name Info</p> <p>Student ID 00123456</p> <p>Last Name NAME</p> <p>First Name STUDENT</p> <p>Middle Name MI</p> <p>DOB (mm/dd/yyyy) 01/01/1990</p> <p>Driver's License #</p> <p>DL State</p>	<p>Contact Info</p> <p>Email STUDENT@MAIL.RMU.EDU</p> <p>Home Number</p> <p>Cell Number</p>
<p>Mailing address</p> <p>Street #</p> <p>Street Name/PO Box</p> <p>Additional</p> <p>City</p> <p>State</p> <p>ZIP</p>	<p>Campus Address</p> <p>Street #</p> <p>Street Name</p> <p>Additional</p> <p>City</p> <p>State</p> <p>ZIP</p>

[Edit Profile](#)

important: you cannot request a parking permit until you complete your user profile.

please note: you will only have to complete this step the first time that you log into the system or any time that your information becomes outdated (ex. you have moved or no longer live on campus).

2. Click the **Edit Profile** button at the bottom of the user profile to access the editing mode.



- Once the editing mode has loaded, you will see text boxes appear next to Driver's License #, DL State, Mailing address fields, Contact Info fields, and Campus Address fields.

Please complete all fields with your information.

Fields denoted with a red asterisk (*) are required.

User profile

Please verify that your profile information is correct. You will not be able to register for a permit until this section is complete.

<p>Name Info</p> <p>Student ID 00123456</p> <p>Last Name NAME</p> <p>First Name STUDENT</p> <p>Middle Name MI</p> <p>DOB (mm/dd/yyyy) 01/01/1990</p> <p>Driver's License # * <input type="text" value="12345678"/></p> <p>DL State * <input type="text" value="PENNSYLVANIA"/></p>	<p>Contact Info</p> <p>Email * <input type="text" value="STUDENT@MAIL.RMU.EDU"/></p> <p>Home Number * <input type="text" value="412-555-5555"/></p> <p>Cell Number * <input type="text" value="412-555-5555"/></p>
<p>Mailing address</p> <p>Street # * <input type="text" value="6001"/></p> <p>Street Name/PO Box * <input type="text" value="UNIVERSITY BLVD"/></p> <p>Additional <input type="text"/></p> <p>City * <input type="text" value="MOON TOWNSHIP"/></p> <p>State * <input type="text" value="PENNSYLVANIA"/></p> <p>ZIP * <input type="text" value="15108"/></p>	<p>Campus Address</p> <p>Street # <input type="text"/></p> <p>Street Name <input type="text"/></p> <p>Additional <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> <p>ZIP <input type="text"/></p>

Note: Please fill in the campus address if you are a resident student.

please note: if you are a resident student, fill out the Campus Address section.

- Once you have entered your information and have ensured that it is correct, please select the **Submit** button.

adding a vehicle

1. To begin adding your vehicle to the system, please click on the **"New Vehicle"** button under the Vehicle Info section.

Vehicle Info

If your current vehicle(s) are not found in the list, please add them by clicking "New Vehicle" button shown below. If you no longer own a vehicle displayed in the list, please contact us.



2. The text boxes with title "New Vehicle" will appear under the Vehicle Info section.

Please complete the fields with the appropriate information.

Fields denoted with a red asterisk () are required.*

New vehicle

Vehicle License *	<input type="text" value="LIC1234"/>
Vehicle State *	<input type="text" value="PENNSYLVANIA"/>
Year *	<input type="text" value="2012"/>
Make *	<input type="text" value="CHEVROLET"/>
Model *	<input type="text" value="CRUZE"/>
Color Major *	<input type="text" value="DARK BLUE"/>
Color Minor	<input type="text"/>

Add
Cancel

3. Once you have entered the information corresponding to your vehicle, select the **"Add"** button.



4. The vehicle information that you just entered will appear under the Vehicle Info section.

Vehicle Info

If your current vehicle(s) are not found in the list, please add them by clicking "New Vehicle" button shown below. If you no longer own a vehicle displayed in the list, please contact us.

License	Year	Make	Model	Color
PA LIC1234	2012	CHEVROLET	CRUZE	DARK BLUE

New Vehicle

requesting a permit

1. After you have updated your user profile (see pages 5-6) and added your vehicle (see pages 7-8) to the system, you can begin to request a permit by selecting the **"Request Permit"** button under the Issued Permits section.

Issued Permits



Request Permit

2. You will be taken to *Step 1. Confirm shipping address.*

If you wish to **pick up your parking permit** at the Barry Center on campus, select the check box that says "I wish to pick up the permit at Barry Center Robert Morris University, Moon Township, PA 15108".

If you would prefer to have the parking permit **mailed to your address**, please ensure that your name and address is correct: the information comes from your user profile (see pages 5-6 to update the information if it is incorrect). Ensure that the checkbox stating "I wish to pick up the permit at Barry Center Robert Morris University, Moon Township, PA 15108" is **not checked**.

Permit request

Step 1

Step 2


Step 3

Step 4

Step 1. Confirm shipping address

Please, review and confirm that the mailing address below appears as it should on a shipping label.

☒ I wish to pick up the permit at Barry Center Robert Morris University, Moon Township, PA 15108



STUDENT NAME
Barry Center Robert Morris University
Moon Township, PA 15108

Click next if the address is correct or previous if changes need to be made.

Cancel

Next >>

- Press the "**Next >>**" button to proceed.



- You will be taken to *Step 2. Select vehicle and permit type.*

Select the checkbox next to the vehicle that the permit is being requested for.

Permit request



Step 2. Select vehicle and permit type

Please select the vehicle(s) you may bring onto campus. If the vehicle(s) are not available for selection in the list, go back to your User Profile page and add the vehicle info (at least one vehicle must be selected to associate to the permit).

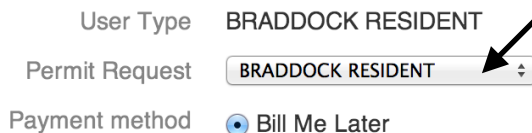
<input type="checkbox"/>	License	Year	Make	Model	Color
<input checked="" type="checkbox"/>	PA LIC1234	2012	CHEVROLET	CRUZE	DARK BLUE

User Type BRADDOCK RESIDENT
 Permit Request **BRADDOCK RESIDENT**
 Payment method ☒ Bill Me Later
 Issue Amount \$200.00
 Additional amount \$0.00
 Total amount \$200.00



Note: Please select and purchase the proper permit. Failure to do so will result in an additional charge. This section is audited by Parking Management for accuracy.

- In the "**Permit Request**" field, ensure that the correct request type is selected.



If the request type that you are wishing to purchase is not available, please contact Public Safety Parking Department at (412) 397-2400.

6. Press the "**Next >>**" button to proceed.



7. You will be taken to *Step 3. Confirm and Submit Information*. This page will show you an overview of all your information pertaining to your request.

Permit request



Step 3. Confirm and Submit Information

Name Info Student ID 00123456 Last Name NAME First Name STUDENT Middle Name MI DOB (mm/dd/yyyy) 01/01/1990 Driver's License # 12345678 DL State PENNSYLVANIA		Contact Info Email STUDENT@MAIL.RMU.EDU Home Number 412-555-555 Cell Number 412-555-555		
Mailing address Street # 6001 Street Name UNIVERSITY BLVD Additional City MOON TOWNSHIP State PA ZIP 15108		Campus Address Street # Street Name Additional City State ZIP		
License	Year	Make	Model	Color
PA LIC1234	2012	CHEVROLET	CRUZE	DARK BLUE

Permit request	
Permit type	BRADDOCK RESIDENT
Issue amount	\$200.00
Additional amount	\$0.00
Total amount	\$200.00
Payment method	Bill Me Later

Cancel	Submit
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8. If your personal information, vehicle information, and permit request information are all correct, proceed by clicking the "**Submit**" button.



9. If your request was successfully submitted, you'll be taken to *Step 4. Print permit.*

At this point, your parking permit request has been submitted to Public Safety; however, your request **cannot** be fulfilled until you complete your payment (see page 13).

You may print a copy of this page for your records.

Permit request

Step 1

Step 2

Step 3

Step 4

Step 4. Print permit

Please print this page for your records. After completing payment, you may pick up your permit after 24 hours at the Barry Center.

Thank you for your request.

To complete your parking permit purchase, you must pay \$200.00 online using ePay.



complete with
RMU ePay

Person: **STUDENT NAME**
Permit type: **BRADDOCK RESIDENT**
Vehicles: LIC1234 / PA

User Profile

Logout

completing your request with ePay

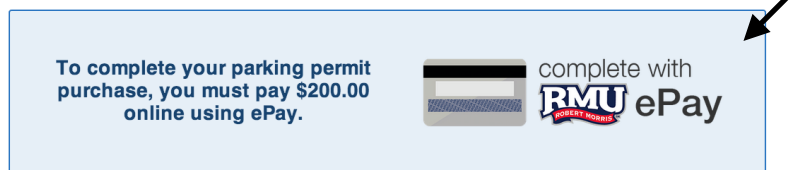
1. When you submit a request for a parking permit, you will need to finalize the transaction by completing a payment for the permit using Robert Morris University's ePay system.

On the confirmation page (see page 12), click on the blue button that says **"To complete your parking permit purchase, you must pay \$XXX.XX online using ePay."**

Step 4. Print permit

Please print this page for your records. After completing payment, you may pick up your permit after 24 hours at the Barry Center.

Thank you for your request.



2. You will be taken to a Robert Morris University ePay transactions page.

Select your method of payment and click the **"Next"** button.

A screenshot of the Robert Morris University (RMU) ePay transactions page. The page has a dark blue header with the RMU logo on the left and navigation links (Faculty & Staff, Current Students, Parents & Families, Military & Veterans, International, Newsroom, Events, Contact) on the right. Below the header is a red navigation bar with links: Undergraduate, Graduate, Online, Academics, Changing Lives, Support RMU, Alumni, About, Athletics, Blog. The main content area is white and titled "ePay transactions". Underneath is a section "ePay - Payment Information" with a green underline. It shows "Pay to the order of: Robert Morris University", "Parking Permit - Current Term Fee", and "Amount: \$200.00". The "Method of Payment" section has two radio buttons: "Credit Card, Bank Debit Card" (selected) and "Checking (ACH Debit)". A note below states: "Note: To make a payment using your bank debit card, please be sure to choose the credit card option. The number listed on your debit card is not your bank checking account number and cannot be processed as a check." At the bottom of the form are "Next" and "Cancel" buttons. An arrow points to the "Next" button. Below the buttons are two bullet points: "Robert Morris University accepts the following forms of payment by credit card: Master Card, Visa, and Discover Card." and "By clicking the 'Next' button, I am accepting the ePay terms/conditions. To view the terms and conditions, please click here."

3. The next step in the ePay transaction is to supply your account information and provide your eSignature.

Please fill out the form with all of your information and press the **"Next"** button.

The screenshot displays the 'ePay transactions' form. It is divided into two main sections: 'Account Holder's Information' and 'eSignature'. The 'Account Holder's Information' section contains fields for First Name, MI, Last Name, Address (multiple lines), City, State/Province (a dropdown menu), Zip, Country (a dropdown menu), and E-Mail. Below these fields are 'Next' and 'Cancel' buttons. The 'eSignature' section includes a text block stating: 'By Checking the eSignature box below I am providing my Electronic Signature and agreeing to all of the provisions set forth in the "Terms and Conditions" of RMU ePayment System.' followed by an 'eSignature:' checkbox. Below the signature section is the 'ePay - Transaction Summary' section, which lists: Transaction ID: 136161, Transaction Date: Tuesday March 18, 2014, Pay to the order of: Robert Morris University, Amount: \$200.00, and Method of Payment: Credit Card. A 'Secured by Entrust' logo is visible on the right side of the summary section.

4. Continue to follow the steps in the ePay transactions form that will instruct you on entering your credit or debit card information.

Once you have completed the entire process, you will be taken to a confirmation page with the information that was submitted for your transaction. Please print this page for your records.

5. When your parking permit is made, Public Safety will check to make sure that you have properly submitted the payment.

You have successfully requested a parking permit for Robert Morris University.