

Using the Parking Portal to Purchase a Virtual Parking Permit

David Raco - 2018-09-11 - Comments (0) - InsideSOU

You can access the parking portal directly at <https://sou.nupark.com/portal> or by searching for the Parking Portal link within the Online Services box when signed in to InsideSOU.

Upon arriving at the parking portal page, click on the **SOU Parking** button.



On the next screen, find and click on the **Add New Vehicle** button.

**SO Southern OREGON
U UNIVERSITY**

Hello parking@sou.edu | Log off

Home Account Cart (0) Contacts Help

Summary ▾ My Vehicles ▾ Permits ▾ Citations ▾ Events Rules & Regulations Contact Us My Departments ▾

Welcome to Parking Service's new Parking Management System for SOU Campus! IMPORTANT NOTICE: Parking permits have all gone "virtual" across campus: "physical" permits (hang tags, decal stickers) are no longer used on campus. A "virtual permit" means you register your vehicle's license plate online through parking services. Our new license plate scanning technology eliminates the need to display permits on or inside your vehicle.

Registered Vehicles **Permits**

Please add, edit, or remove your vehicles by selecting the appropriate menu below.

Add New Vehicle **Buy Permit**

Type	State	License Plate	Make	Style	Color
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Personal Information **Contact Information**

First Name Last Name [Edit Account](#) [Balance](#)
Emeritus
-

[Manage Addresses](#)

Quick Links

- [Manage Department Permits](#)
- [Purchase Permit](#)
- [Add Vehicle](#)
- [Pay Citation](#)
- [Appeal Citation](#)
- [Edit Contact Information](#)
- [Account Balance](#)

Citation **Appeals**

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No items to display

Enter the details of your vehicle on the next page and then click on the **Create** button.

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Add New Vehicle

Please enter the full license plate with no spaces or dashes. If you have Paper or Temporary Plates click the link below and enter your full Vehicle Identification Number (VIN). The last 8 of the VIN will be used as the license plate number. You will have 30 days to remove the VIN and register the License Plate Number.

Type: Automobile ▾
 State: OR ▾
 License Plate: ABC123 [Paper or Temp Plate?](#)
 Make: Acura ▾
 Style: Four Door ▾
 Color: White ▾

Create

[Back to Home](#)

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A PDF reader is required to view PDF files on this site. [Download Acrobat Reader \(new window\)](#)

Repeat the previous two steps as needed to add up to three vehicles. When you are finished adding your vehicles, click on the **Purchase Permit** link under Quick Links.

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Registered Vehicles **Permits**

Please add, edit, or remove your vehicles by selecting the appropriate menu below.

[Add New Vehicle](#) [Buy Permit](#)

Type	State	License Plate	Make	Style	Color	
Automobile	OR	ABC123	Acura	Four Door	White	Edit Remove

You may add up to three of your vehicles

After you add all of your vehicles, click the 'Purchase Permit' button

Personal Information **Contact Information**

First Name Last Name [Edit Account](#) [Balance](#)
 Emeritus
 Manage Addresses

Quick Links

- [Manage Payment Permits](#)
- [Purchase Permit](#)**
- [Add Vehicle](#)
- [Pay Citation](#)
- [Appeal Citation](#)
- [Edit Contact Information](#)
- [Account Balance](#)

Citation **Appeals**

[Citation](#) [Appeals](#)

No items to display

Select your term for the parking permit and then click **Next**.

EMERITUS Permits are only eligible for retired faculty. If you have been issued an Emeritus decal permit in the past, you are still required to register your vehicle in our new parking system. The system will then assign your vehicle a "virtual" permit. Physical permits are no longer recognized as valid by the SOU parking department. Emeritus virtual permits will be valid one year from the issue date. The next year you will be required to register again for your emeritus virtual permit. This will help us to ensure that your vehicle information is still up to date in our system. Emeritus permit holders are allowed to register up to three of their vehicles to one virtual permit- however only one vehicle is permitted to park on campus at a time.

VIP and Emeritus Virtual Permits are free for those who are eligible. VIP and Emeritus virtual permit holders are permitted to park in any SOU parking lots designated as: student commuter zones (green dots), student resident zones (red dots), and faculty/staff zones (yellow dots). The only spaces that VIP and Emeritus permit holders may not park in are in spaces that are posted with signs as "reserved" for certain types of vehicles. VIP and Emeritus Virtual Permit holders may park in spaces marked with a time limit- but only for the allotted amount of time posted on the sign.

For more information, or to read the parking regulations in more detail, please go to the following link to view our Parking Rules and Regulations page:
<https://inside.sou.edu/parking/regulations.html>

Fixed Dates

Step 1 of 6: Select a Term

Start by selecting which term you want to park a vehicle on campus.

17-18 Annual

Start: September 18, 2017 12:00 AM

End: September 30, 2018 11:59 PM

Next

When you reach step 4 of 6, be sure to highlight/select each vehicle you want registered to the permit. If you forget to do this, the system will only register one vehicle by default. Note that if you only entered one vehicle, you do not need to worry about this.

Step 4 of 6: Add a Vehicle.

Please be advised if you are registering a vehicle on your account, you may do so by selecting 'Manage Vehicles' from the main menu or by clicking here and following the instructions. If you want to register more than one vehicle to the same permit, highlight all eligible vehicles before moving to the next screen. You can do this by using the Shift key to highlight additional rows.

Add New Vehicle

Type	State	License Plate	Make	Style	Color	
Automobile	OR	ABC123	Acura	Four Door	White	<input checked="" type="checkbox"/> <input type="checkbox"/>

1 - 1 of 1 items

Important: Before clicking Next/Save, make sure to highlight EACH vehicle you want registered to the permit. If you do not do this, this system will choose only one default vehicle.

Back **Next/Save**

Enter your cell phone number and cell phone carrier if you would like to receive free parking alerts. Choose your payment plan in step 5 (apologies for the lack of a screenshot showing this). Finally, be sure to click the checkbox to indicate that you have read, understand, and agree to the [rules and regulations on the parking website](#). When you are ready, click **Next/Save** to secure your parking pass.

Online Permit Sales: Text Alert & Payment Method

Step 4 of 6: Sign up for FREE parking alerts.

By providing your cell phone number and service provider to , you are agreeing to receive text messages about lot closures, unusual traffic and construction that will effect your campus parking. This information will not be shared with any third parties and will only be used in situations that will require attention on the part of the permit holder.

Note: This text alert program is a free service provided by SOU Parking. You may unsubscribe at any time by clicking on the link below. Please check with your wireless provider for any additional text message or data rates that may apply. [Unsubscribe](#)

Cell Phone Number
Cell Phone Provider

Step 5 of 6: Payment Method

☒ No Charge

Step 6 of 6: Rules and Regulations



By clicking "I Agree", you confirm that you have reviewed and agree to the following conditions:

- I agree to follow the rules and regulations as outlined on the Parking Website.
- I agree that I am responsible for typing in my license plate and state correctly, and I understand that failure to do so may result in a parking citation.

You will receive an email receipt for your virtual permit at your SOU email address. If you have questions or encounter problems with the registration process, please email parking@sou.edu or call 541-552-PARK (541-552-7275).