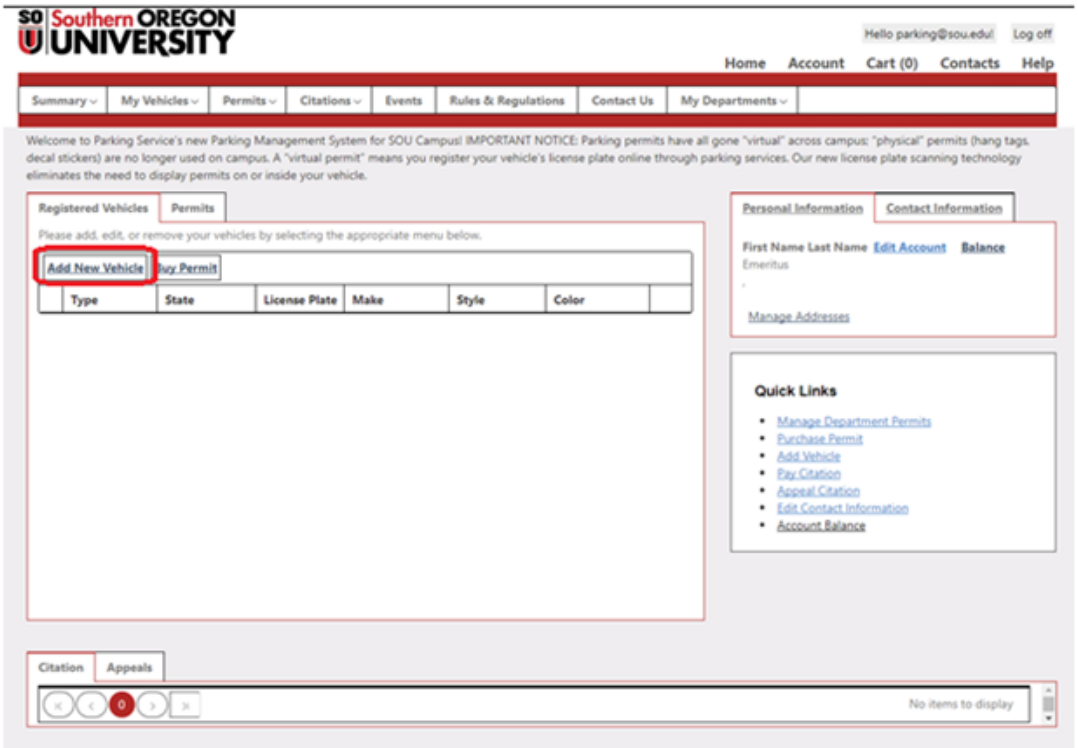
Using the Parking Portal to Purchase a Virtual Parking Permit

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

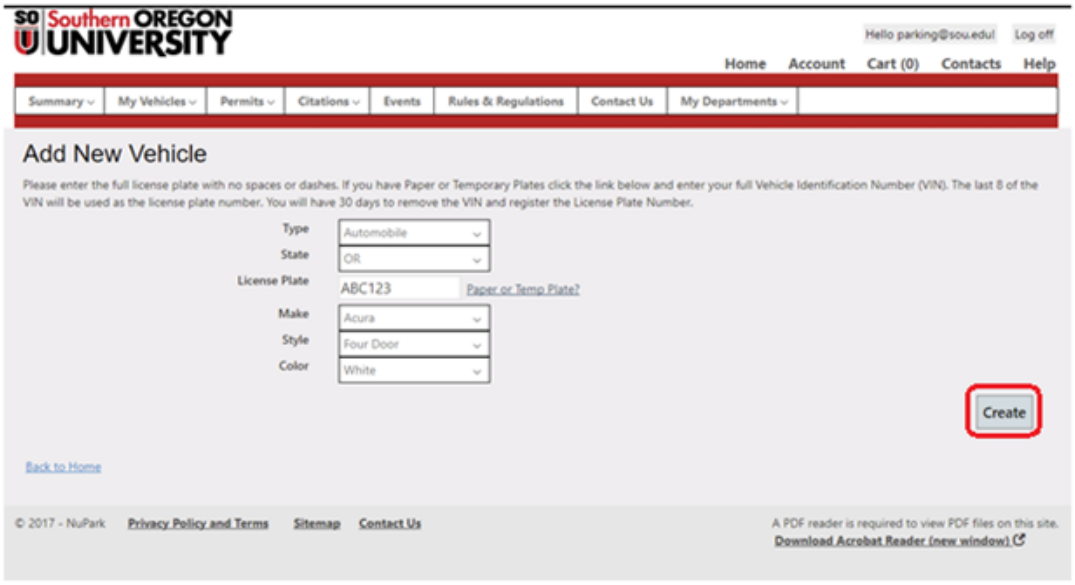
You can access the parking portal directly at https://sou.nupark.com/portal or by searching for the Parking Portal link within the Online Services box when signed in to InsideSOU.

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

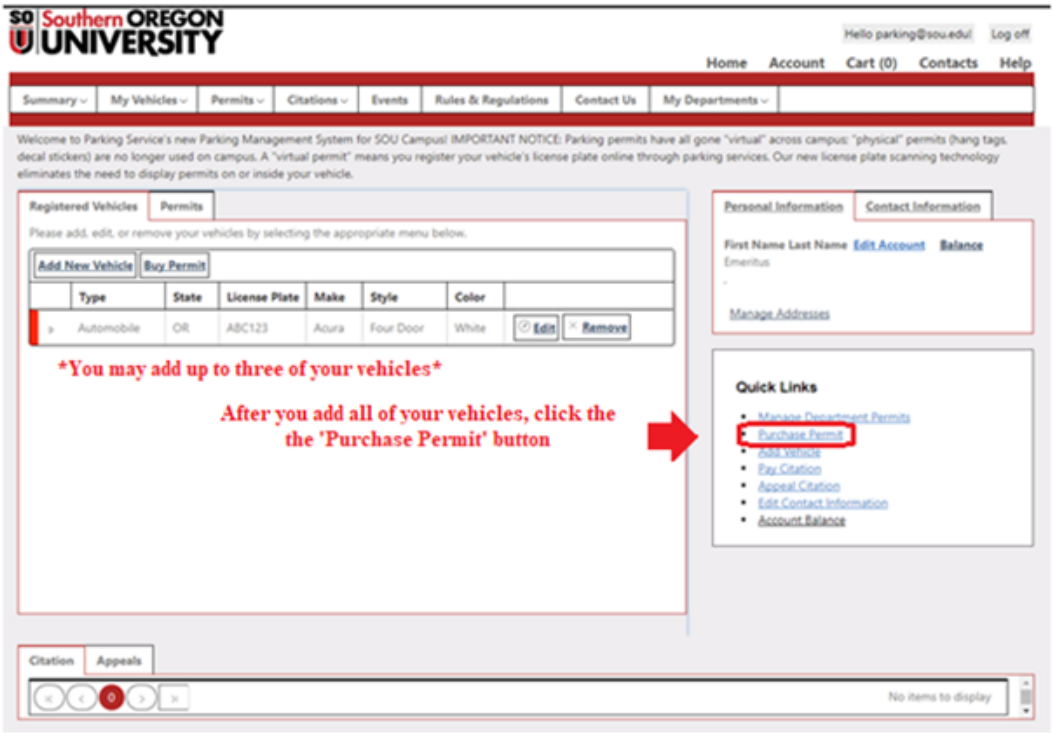
On the next screen, find and click on the **Add New Vehicle** button.



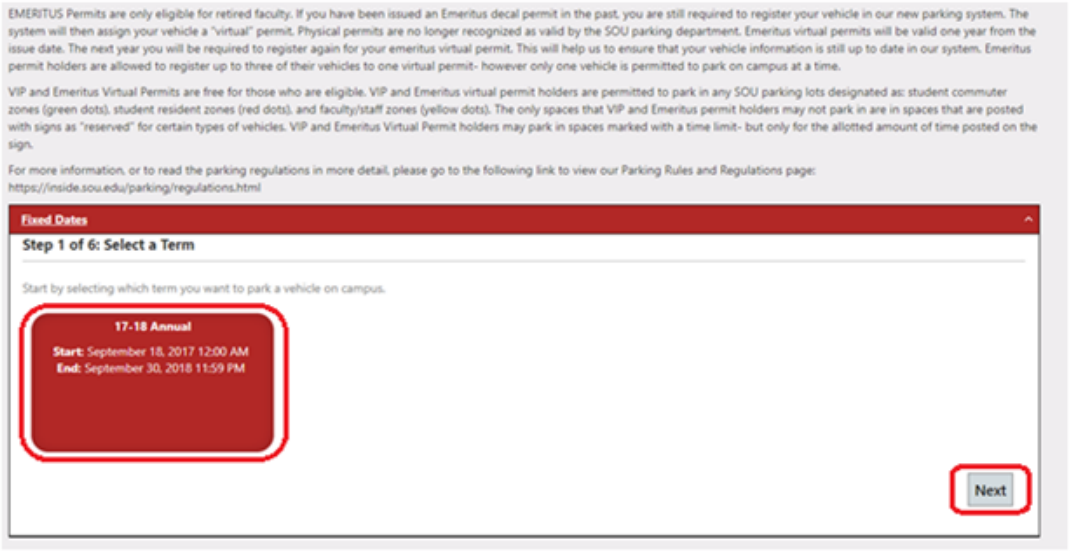
Enter the details of your vehicle on the next page and then click on the **Create** button.



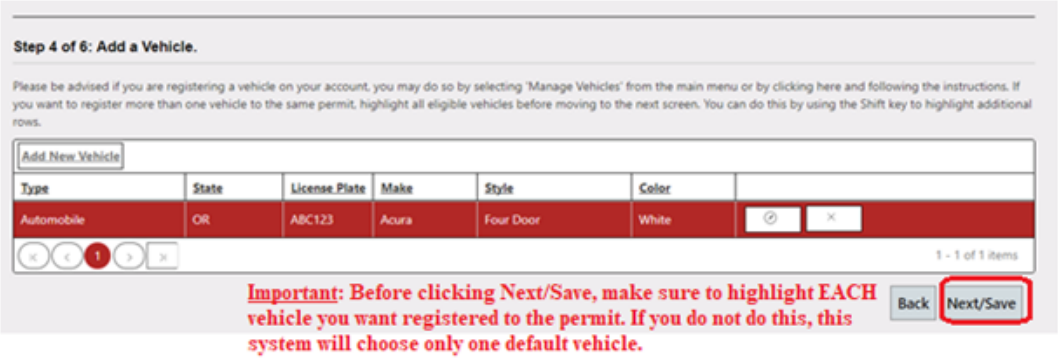
Repeat the previous two steps as needed to add up to three vehicles. When you are finished adding your vehicles, click on the **Purchase Permit** link under Quick Links.



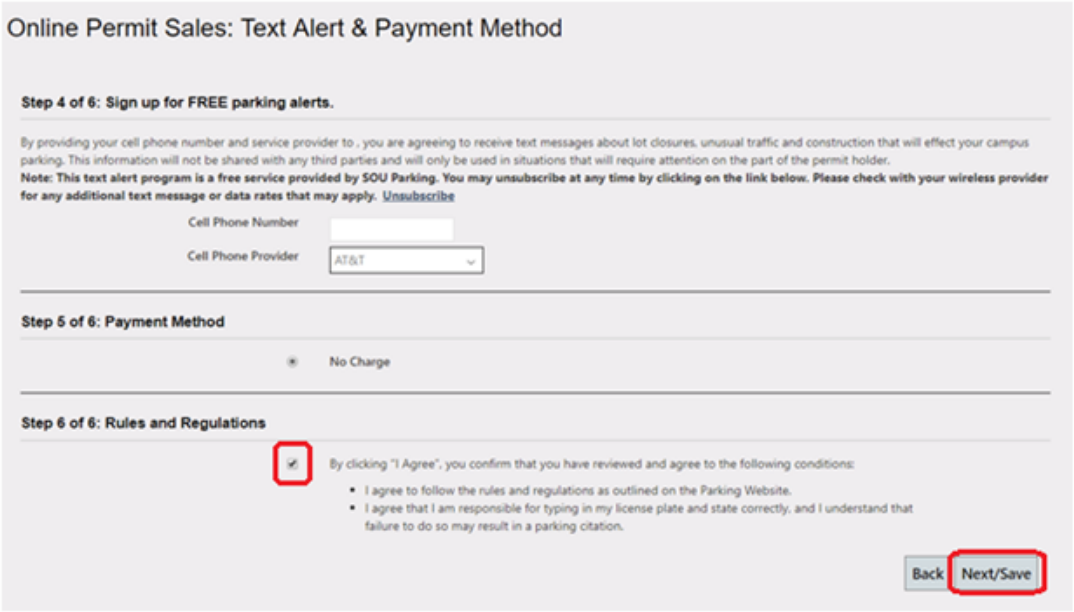
Select your term for the parking permit and then click **Next**.



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.



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.



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).