UTILIZING ELECTRONIC PARKING PORTAL

FOR NON-MU CAMPUS BASED EXTENSION EMPLOYEES ONLY
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Section 1: Electronic Parking Tags for Off Campus Faculty and State Council Members

Extension Off Campus Faculty or State Council members who do not typically work on campus qualify for an extension annual parking permit. These permits are limited to individuals who indicate the need to conduct official University of Missouri Extension business on any of the University campuses several times in a fiscal year (July 1 through June 30). If an off campus faculty or council member has one of these permits, it will expire at the end of June. Parking permits are no longer issued as a physical hangtag, but rather registered through an online parking portal.

These permits cost the University of Missouri Extension $25.00 each. The faculty or council member will NOT be charged for the permit.

Per Extension’s agreement with Campus Police and Parking & Transportation Services, acceptance of an official parking permit comes with the responsibility to follow all the conditions stated below. Failure to comply with these conditions can result in ineligibility for assignment of future parking permits.

Conditions for use of this permit are as follows:

1) Permit is NOT to be used when large numbers of employees are scheduled to be on a campus at the same time.
2) Permit is NOT to be used for staff regularly on campus to take University courses, nor loaned to family members taking classes. Only one license per permit will be allowed on campus at a time.
3) Permit is valid in most staff parking lots on campus, with some restrictions. Parking and Transportation Services will send a follow up email with a detailed list of restrictions once the faculty or council member has completed the registration steps.
4) Permits are to be shared with clerical staff attending University of Missouri Extension functions. Please add their license plate numbers when registering. You are allowed three plate numbers per permit. Although you are allowed three plate numbers per permit, only one of those vehicles can be on campus at the same time.
5) Staff located on any of the UM campuses (UMKC, UMSL, UMR, UMC) should not use the county extension permit in place of their regularly assigned home parking lot permit.

For those who would like one of these permits, please complete the TWO STEP registration process below. IMPORTANT: If the second step is missed, the centrally-paid parking permit will NOT be set up.

1. Log into the parking portal using the employee/courtesy appt University-assigned Paw Print and Password. Add the vehicle information for up to three vehicles. Parking portal instructions are part of this manual.
2. Email Vicki Bach, Executive Assistant, MU Extension Human Resources Office at bachv@missouri.edu that the registration has been completed. MU Parking will be contacted to request that a permit be issued and payment made.
Getting Started for Section 1

Registering vehicles in Parking Portal

1. Access the parking portal https://mu.nupark.com/portal/Account/Login?ReturnUrl=%2fportal (Ctrl + single click)

Screen below opens.

Click on button labeled “University of Missouri” as seen in image below.

2. Enter username and password, then click “Login”. Tip: This is your university username & password.

Screen changes to image below if the faculty or council member has already registered vehicles. The fields on the screen below would be blank for someone who has not yet registered a vehicle(s); the individual’s personal data would need to be entered.

After populating all fields, all registered vehicle information is detailed. Person’s name and office location is in upper left corner.
- Option to add or remove vehicle is available;
- At the bottom of the screen information regarding any outstanding citations, status of an appeal.

4. Click on the Permits tab to the left of the Registered Vehicle tab, the screen changes to image below. Details of Permit are listed.
Section 2:  Coming to Campus for New Employee Extension HR Orientation

For the purposes of a new employee attending Extension HR Orientation, please note the following options.

Parking on the day of Orientation:

• Off Campus Faculty please refer to Section 1.

• For staff working off campus, Extension HR will contact you via email to set up a one-day pass. Please respond with the following details of the car you’ll be driving on orientation day.

   ➢ Make
   ➢ Model
   ➢ Color
   ➢ State
   ➢ License
Section 3: Purchasing a Visitor Virtual Permit for employees coming to campus for Extension business, but are not eligible for utilization of an annual permit paid for by the central office.

The employee should contact the program or unit office where they are expected to be. The unit will arrange a visitor pass prior to coming to MU Columbia campus. Otherwise, the employee will be personally responsible for paying for a visitor pass and can register before coming on MU Columbia campus. The instructions for purchasing a visitor pass is as follows:

**Getting Started for Section 3**

1. Access the parking portal [https://mu.nupark.com/portal/Account/Login?ReturnUrl=%2fportal](https://mu.nupark.com/portal/Account/Login?ReturnUrl=%2fportal)

(Ctrl + single click)

Screen below opens.

Click on button labeled “University of Missouri” as seen in image below.
2. Click on the “Buy Permit” tab to the right of the “Add New Vehicles Tab.”

3. Select Daily, Weekly, or Monthly pass, then click Next.
4. Select type of permit, then click “Next/Save.”
5. Payment must be made via credit card. You must provide a cell phone number and click inside of the “By registering “I Agree,”. Click “Next/Save.”
6. Review carefully before clicking submit, if information is correct, click on “Submit.” The website will be directed to a secure authorized credit card clearing house where the credit card information will need to be entered. Please make sure the address listed matches the credit card billing statement address, including the zip code.
7. Enter credit card information, verify information, and then click “Pay Now.” Confirmation of permit purchase will be on screen and the assigned identification number for the permit purchase will be visible.
Use your Virtual Permit:

The purchase of a daily virtual permit provides an employee with a full day of parking in the garage/lot chosen. Please park in a non-reserved space and in a way that the license plate is visible to the MU Parking enforcement staff.

Once a Visitor Account has been created, it can be logged into to purchase a daily virtual permit any time a visit to the MU Campus is planned.

<table>
<thead>
<tr>
<th>TEMPORARY PERMISSION</th>
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<tbody>
<tr>
<td>One Day Parking Permission</td>
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</tr>
<tr>
<td>One Week Parking Permission</td>
<td>$15.00</td>
</tr>
<tr>
<td>One Month Parking Permission</td>
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</table>

<table>
<thead>
<tr>
<th>METER PARKING RATES</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Visitor Meters - 60 Minutes</td>
<td>$1.00</td>
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