Vehicle Registration and Parking Permit Instructions
For
Annual, Semester and Payroll Deduction Permits

1. Navigate to ruparking.regis.edu to access the parking registration portal.
   a. **NOTE:** You will need a Regis email address and password. If you do not have a RegisNET account, navigate to WebAdvisor and click "**Request a RegisNET Account**".
2. Click, **"Login"** in the upper right-hand corner and select RegisNET Login to use your existing Regis username and password to access your parking portal. Please be patient as this process takes several moments.
3. There are scrolling images with links at the top of the page.
   a. Select **"Click Here"** at the "**Register Your Vehicle**" scrolling image to register your vehicle.
   b. Please note, if you do not see the "**Register Your Vehicle**" screen, click the right or left arrows.
4. Click the **"Get a Permit"** button to proceed to the **"Purchase a Permit"** page. Click **"Next."**
   a. **NOTE:** The system will recognize your parking permit options based on your primary role as a student, staff, or faculty member at Regis University.
5. Select the permit option that best suits your preference and select the "**Next**" button at the bottom of the screen.
   a. **NOTE:** If you do not have a vehicle currently registered, you will be asked to add/register a vehicle.
6. Click the "**Add Vehicle**" button at the bottom of the screen.
7. You will now need to enter:
   a. License plate number
   b. License plate state (defaulted to Colorado)
   c. Vehicle make
   d. Vehicle color
   e. Vehicle year and model are optional fields
8. Click the "**Next**" button once you've completed the required information.
9. Check the box next to the vehicle you wish to register for your permit.
   a. **NOTE:** You may add up to four (4) additional vehicles by clicking the "**Add Vehicle**" button; only one of your five (5) vehicles may be on campus at a time. Up to five (5) vehicles may be registered under one permit.
10. Click the "**Next**" button when you've selected your vehicle(s).
11. Ensure all information is correct before clicking the "**Pay Now**" button at the bottom of the screen. Make sure you enter your desired email address to receive your receipt.
12. Verify once more that the *Payment Information* is correct and click the "**Checkout**" button.
13. Enter your credit card information according to the form. Click the "**Pay Now**" button at the bottom of the page. Credit card information must be accurate and complete or transaction may be declined.

You are now registered and permitted to park at the Northwest Denver Campus at Regis University. You will receive your receipt via email within a few minutes of completing your transaction. If you do not, please log back in and view permits to make sure your transaction has been completed.

IF YOU HAVE ANY DIFFICULTY REGISTERING YOUR VEHICLE, PLEASE CONTACT THE OFFICE OF PARKING & TRANSPORTATION SERVICES BETWEEN 8AM-5PM MONDAY THROUGH FRIDAY AT 303-964-5353 OR VIA EMAIL AT RUPARKING@REGIS.EDU.

Additional FAQs

1. **Do I need to register my vehicle at ruparking.regis.edu if I am purchasing a day/evening pass?**
   No, you only purchase a day or evening permit at the Pay Stations in the parking lots. You will need your license plate number to purchase a permit. The pay stations take "exact cash" or credit cards.
2. **What happens if I do not enter my license plate correctly at a pay station?**
   RU utilizes LPR (License Plate Recognition) technology to assist in the enforcement of parking regulations. Those selecting annual, semester, or payroll deduction permits do not need to use a Pay Station unless 2 or more of the registered vehicles are on campus at a time. All other persons parking a vehicle at RU must pay in advance through a Pay Station during enforcement periods. As no physical permit or sticker is used, license plates must be recorded accurately to avoid a citation. Errors in registration are the responsibility of the registrant and will cause the issuance of a citationn.
3. **What if I do not have a license plate?**
   Vehicles without a license plate must register by the LAST eight characters of the vehicle's VIN (Vehicle Identification Number). Any other sequence of the vehicle's VIN will be invalid and result in a citation.
4. **Can I register/pay for my semester, annual or payroll deduct parking permit on my mobile device?**
   Yes, ruparking.regis.edu is designed for mobile devices.
5. **What happens if I start to register and cannot finish?**
   You can terminate your registration at any point in the process. It will not save your information, and you will have to start the process from the beginning.
6. **I registered my vehicle but did not select a permit. Am I ok to park on campus?**
   No, just registering a vehicle does not authorize you to park on campus. You must purchase a permit to avoid citations.
7. **How many vehicles can I register under a single permit?**
   You can add up to 5 vehicles to your one permit at any time. Only one of those registered vehicles may be on campus at a time.
8. **I have a handicap permit, do I need to register and purchase a permit or parking pass?**
   Yes. Individuals with a handicap permit are required to pay for parking, and they will continue to have access to accessible reserved spots. Please note that you will be required to provide documentation to the Office of Parking & Transportation Services once you're registered to ensure that handicapped spots are being used by those with valid handicap permits.

Office of Parking & Transportation at Regis University
303.964.5353 | ruparking@regis.edu | regis.edu/parking