

Faculty/Staff Vehicle Registration Instructions

Faculty/staff members' students who are attending Harding University or Harding Academy are eligible for complimentary parking permits, but the students will have to register their own vehicles. If you have any questions, please contact our office for further instructions.

You will need the following before you begin:

- *Harding ID (or H-Number)*
- Vehicle Information (License Plate, Make, Model, Year and Color)

1. Go to <https://harding.thepermitstore.com> and click **Order Permits**.

2. Enter ID number and last name. Your ID Number is found on your Harding ID Card and is an "H" followed by the first eight (8) digits. For example: H01234567. Click **Search**.

3. The Faculty/Staff permit should be displayed (based on prequalification) along with the Student permit option. Select the Faculty/Staff permit and click **Add Item**.

NOTE: If you do not see the Faculty/Staff permit option, contact the Parking & Transportation Office at (501) 279-4005 so we can verify your eligibility status.

4. Review the permit ordered in **Order Details** box. If it is correct, click **Continue**. If you need to purchase additional permits, click **Add More Items** and follow the prompts. You will only be able to register three (3) vehicles online.

5. If you are a new customer, click **Create New Account**; otherwise, sign into your iParq account with your username (probably your email address).

6. Enter the requested contact information, including an office number phone number. Click **Continue** when you are finished.

7. **Permit Information.** If your vehicle has never been registered at Harding, click **Add New Vehicle** on the drop down menu and fill in the required vehicle information (VIN is not required) and click **Add**; otherwise, select a previously registered vehicle from the drop down menu. Enter your last name and your ID Number. Click **Continue**.

8. Under **Delivery Options**, review the delivery address (home address or HU Box) and make sure it is correct. Click **Continue**.

9. Review your order and then click **I Agree**. A red link should appear saying **Print a temporary permit**. Click this to print a temporary permit. Place the temporary permit on the dashboard of your vehicle until your permit arrives in the mail.

10. You should receive an email confirmation within a few minutes of placing the order. The permit will be mailed to the mailing address you listed in **STEP 8**. Click on the **Sign Out** button to complete the purchase.

NOTE: Any changes or updates may be made at any time using the **Account** link in the upper right-hand corner of The Permit Store website.

Parking and Transportation Office Contact Information: