

# 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 your H# and last name. Click **Search**.

3. 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. Click **Continue** or **Add More Items** if you need to purchase additional permits.

\*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) and password.

6. Click **Continue**.

7. Click **Add New Vehicle** if needed or select a previously registered vehicle from the drop down menu. Enter your last name and your H#. Click **Continue**.

8. Under **Delivery Options**, review the delivery address. Click **Continue**.

9. Review your order and then click **I Agree**.

10. **Print a temporary permit** and place it on the dashboard of your vehicle until your permit arrives in the mail.

11. You should receive an email confirmation within a few minutes of placing the order.

**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:**

501-279-4005  
Kendall Hall  
Harding University

[parking@harding.edu](mailto:parking@harding.edu)

<http://www.harding.edu/public-safety>