How to:

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Parking and Transportation

Garey Hall

Monday – Friday 8am-4pm

610-519-6989

parking@villanova.edu

Villanova.edu/Parking
NEW! Guest Pass Helpline: 610-519-3832

All departments must identify the individuals that will be responsible for ordering Guest Passes. The parking office will create a Dept Login for each department and the users. You will be provided with a unique login and temporary password.

With the login and password, either go directly to the site with the web address: https://villanovauniversity.t2hosted.com/Account/Portal

Or

From the Villanova.edu/Parking webpages and the old Request page, the word ‘Parking Portal’ is hyperlinked

for a Guest Pass Request. Please contact the Parking Office do discuss setting up a Department Login. Parking Portal

I do not recommend accessing it through MyNova which automatically logs into your personal account and logging out takes you away from the site. You may even want to open in a new browser to avoid picking up your single sign-on.

Click Login

Parking Portal
Welcome to the Villanova Parking Portal

Student, Faculty, and Staff: Please use your Villanova ID and Password (single sign-on) to LOGIN through Affiliated Login.

Department: Please use your Department ID to LOGIN. If you would like to request a Department Login ID, please contact the Parking Office.

Guest: If you already have a Guest Account, please LOGIN or SIGNUP to create one.

Guest Pass Helpline: 610-519-3832
Click the Dept Login button

Enter the Dept Login ID and Password you were provided from the parking office
First time login will require you to change your password. Please include the email address you would like to receive the approval and confirmation email.
After you click update, this message will appear at the top of your screen

✅ Your information has been updated. Please log in with your updated password.

You will now Login using the new password

**Departments:** please use the button below.

[Dept Login]

Use your Dept Login ID and new Password

![Login Form]

*Indicates a required field

Log In
If you forget your password, please contact the parking office to have it reset. Please contact parking to have another user for your Department set up.
Please note, any request of multiple passes between 9-5 on the same day may not be able to be accommodate. Please have large groups park in the I-1 Garage. Evening requests with multiple guests must first be reviewed by the Parking Customer Service Specialist and will require Director approval for inner campus lot parking. All Guests with access to inner campus will be required to provide their license plate information.

1. Make the Request

After using the Department Login, scroll down to find the Guest Pass Request button on the main screen.

This button is only available with the Department Login. Student, Faculty, Staff, and Guest personal accounts do not have this button.
Enter the date the guest will come to campus. This date cannot be today and the guest pass is for 1 day only. Please contact parking for multi-day parking.

Enter the number of passes needed. Leave Maximum 1 if forwarding link to multiple guest. Change Maximum to match Requested if you will be processing all the passes for the guest.

Choose the lot they will be parking in.

### New Guest Pass Request

Enter the details of your request below and click submit. Please note, Maximum Allowed Per User refers to the number of times the link can be used by an account. If you are sending out the link, please keep at 1. If you will be obtaining the Guest’s vehicle information and using the link to process all the passes, please change this number to the same as the Quantity Requested.

<table>
<thead>
<tr>
<th><strong>Request Date</strong></th>
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</thead>
<tbody>
<tr>
<td>11/06/2019</td>
<td></td>
</tr>
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</table>

<table>
<thead>
<tr>
<th><strong>Parking Needed Date</strong></th>
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<table>
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<tr>
<th><strong>Quantity Requested</strong></th>
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</table>

<table>
<thead>
<tr>
<th><strong>Maximum Allowed Per User</strong></th>
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<tbody>
<tr>
<td>1</td>
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<table>
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<tr>
<th><strong>Requested By</strong></th>
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<tr>
<td>Demonstration</td>
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<table>
<thead>
<tr>
<th><strong>Permit Type</strong></th>
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<tbody>
<tr>
<td>Guest Pass</td>
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<table>
<thead>
<tr>
<th><strong>Facility</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A-2 Rear of Pavilion Lot</td>
<td></td>
</tr>
</tbody>
</table>

* indicates a required field

[Submit]
After you click Submit, this message will appear at the top of your screen

![Confirmation Message](image)

Parking reviews the requests several times throughout the day and once approved, an email with a link will be generated

![Email Example](image)

Each link is unique and embedded for your specific request: the number of parkers, which parking lot, and for this date.

If you are completing the pass for your guest, have their vehicle information and click the link or past it into your browser. If you have logged out, you must log back in with your Dept Login and will then see the screen on the next page. If still logged in, you will automatically see the screen on the next page.
2. **Use the Link to get the Guest Pass** If at any time you navigate away from the order process, try clicking the link again to take you back to the first screen.

The link will take you to this screen on the Parking Portal which is how the Guest’s License Plate will be entered into the system and get a printable pass. Click Next.
Make sure only the 1 vehicle is selected, then click Next (see below for Adding)

![Select your Vehicles for Permit]

Add Vehicle, plate and state are required, then click Next to go back to Selection

![Register a Vehicle]
Your email will be in the email address field or you can change this to send the confirmation to a different email. Click Confirm Selection

View Cart

The option to send the confirmation email to another email is below or leave your personal email in the space. Then click Confirm Selection.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Type</th>
<th>Description</th>
<th>Amount</th>
<th>Actions</th>
</tr>
</thead>
</table>

Total Billed: $0.00

Cancel Purchase    Add Permits

Checkout

Email Address

Confirm Selection

You must click Finalize

Finalize Your Order

You must click Finalize to complete the order and receive the printable pass.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Type</th>
<th>Description</th>
<th>Amount</th>
<th>Actions</th>
</tr>
</thead>
</table>

Total Billed: $0.00

There is no charge for your purchase.

Finalize
An email confirmation has been sent and you can print the Guest Pass from here.

This is an example of the confirmation email:

no-reply@t2systems.com
Fri 11/8/2019 1:02 PM
Danielle McCullough

Parking Transportation.

Thank you for registering with Parking. Your printable Guest Pass is available below.

Please keep this email for your records.

Date: 11/08/2019 01:02:28 PM
Billing Method: No Charge
Total: $0.00
Basket Number: 606863

Items purchased:
Guest Pass

Valid for dates: 11/10/2019 - 11/10/2019

Valid for vehicles: PARKING, 2001, Ferrari
Valid for facilities: W-3 Dundale Lot

For a set of complete rules and regulations, please visit the website.

Villanova University Parking and Transportation
Garey Hall 610-519-6989 parking@villanova.edu
This is an example of the printed Guest Pass. It will have your Department name and phone number. It will have the date and the parking lot listed. It will have the instructions to present the pass to the Guard and to park with the plate facing the drive lane for LPR Enforcement. The full directions to campus will be included.

8/1/2019

Requester Name: 

Requester Phone: 

Valid For: 

Valid Facility: 

This pass must be presented to Guard at Campus Entrances. LPR Enforcement is in use, please park with your plate facing the drive lane.

For GPS systems, our address is: 800 E. Lancaster Avenue, Villanova, PA 19085 (Lancaster and Ithan Avenues) All Parking Lot instructions below are from 476 Turnpike heading East on Lancaster Ave (US 30)

A-2 In the left-hand lane, proceed on Lancaster Ave to Ithan Ave light. Make left onto Ithan Ave. Make right into driveway which ends behind the Pavilion at the A-2 Lot.
Send the Link

If you choose to send the link for the guest to self-register, these steps will help ensure that the link will function as expected to when your guest clicks on it.

Once you receive the emailed link, highlight the full link, right click, and copy.

Your Guest Pass Request has been approved:

Request Date: 11/10/2021
Need By Date: 11/22/2021
Quantity: 1
Location: S-G Garey Hall Lot

Please either use the link below to order the Guest Pass or forward the link to the Guest so they may order the pass. Permits will be issued on a first come, first served basis, and only one permit per account will be allowed.

https://villanovauniversity.t2hosted.com/per/index.aspx?key=dd8b24d9430b4da28fc0a785d995277e

If forwarding the above link to the Guest to order the pass, please include the following:

- Guest will need to create a Guest Account and sign in as a Guest on the Parking Portal
- This link is embedded to provide the specific Guest Pass ordered for you
- Only use this link to order your pass which you may have to click again after creating your Guest Account
- Passes will be issued on a first come, first served basis, and only one pass per account will be allowed
- The Create Guest Account for Pass User Guide can be found here
- Guest Pass Helpline # 610-519-3832 or parking@villanova.edu

Thank you,
Parking Office
610-519-6989

Next, open a text editor like Notepad and past the link there. This step ensures that the link does not have any additional hyperlinks included.
Start your guest email remembering to include the bullet point information. Then you can include the link 1 of 2 ways. For both, start the text editor/Notepad to highlight and copy the link. The first way, just paste the link in the email as is.

Hi My Guest,
You have been invited to Villanova Campus and can park in the S-6 Garey Hall lot. In order to park here, you will need to create a guest account and register your license plate with our system. Please click this link to get the guest pass that has been reserved for you:
https://villanovauniversity.t2hosted.com/per/index.aspx?key=dd8b24d9430b4da28fc0a765d995277e

Additional information about registering:
- This link is embedded to provide the specific Guest Pass ordered for you
- Only use this link to order your pass which you may have to click again after creating your Guest Account
- Passes will be issued on a first come, first served basis, and only one pass per account will be allowed
- The Create Guest Account for Pass User Guide can be found here
- Guest Pass Helpline # 610-519-3832 or parking@villanova.edu

Have a good day,
Parking Office
610-519-6989

Or another way, you can embed the long link in a Keyword with just a few extra steps. After copying the link from the text editor/Notepad, go back to your email and highlight the keyword you want to embed. Right click and choose Link. In the popup, paste the link in the Address line and click OK.
Now the Keyword is hyperlinked and when you hover your mouse over it, you can see the full link. Now you can send it to your guest.

Hi My Guest,

You have been invited to Villanova University to visit the 5th Floor of 6 Garey Hall lot. In order to park here, you will need to create a guest account in our parking management system with our system. A guest pass has been reserved for you, please click here to register for it.

Additional information about registering:

- This link is embedded to provide the specific Guest Pass ordered for you
- Only use this link to order your pass which you may have to click again after creating your Guest Account
- Passes will be issued on a first come, first served basis, and only one pass per account will be allowed
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