

Villanova University

Parking Portal

Guest Pass

User Guide

How to:

- **Log In:** Get to the Parking Portal, Change Default Password, Department Login [pg 2](#)
- **Order a Guest Pass:** Make the Request, Use the Link to get the Guest Pass [pg 6](#)
- **Send the Link:** Steps to copy and embed the link for email [pg 15](#)

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

Log In

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

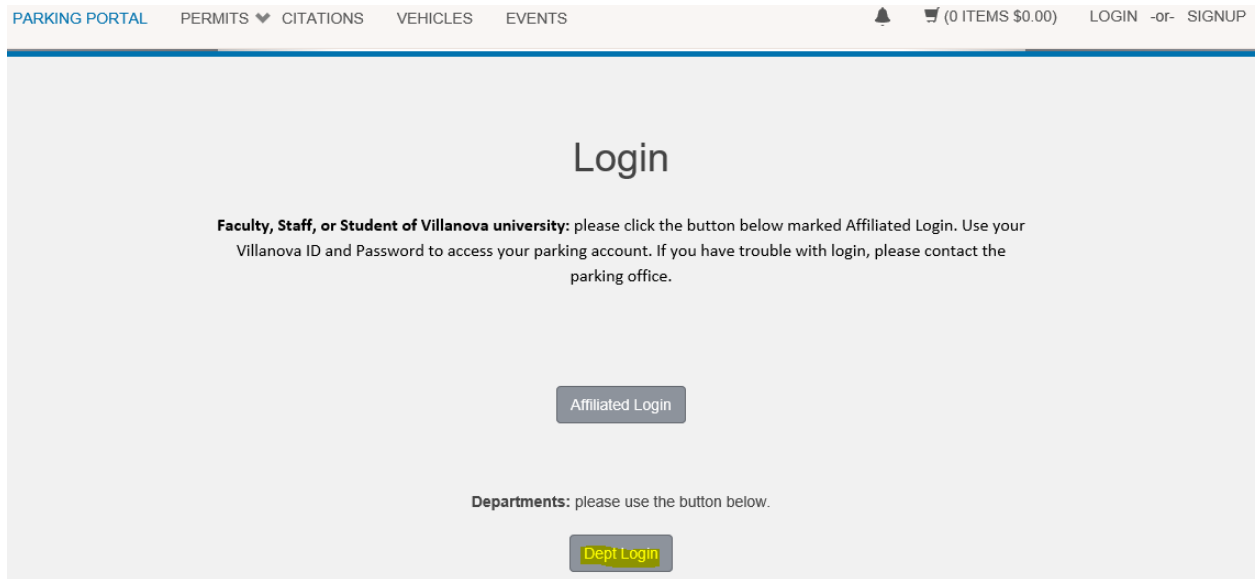
for a Guest Pass Request. Please contact the Parking Office do discuss setting up a Department Login. [Parking Portal](#)

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

The screenshot shows the top navigation bar of the Villanova Parking Portal. It includes links for PARKING PORTAL, PERMITS, CITATIONS, VEHICLES, and EVENTS. On the right, there is a shopping cart icon showing 0 items for \$0.00, and buttons for LOGIN and SIGNUP. The main content area is titled "Parking Portal" and contains a welcome message: "Welcome to the Villanova Parking Portal". Below this, there are three sections of instructions: "Student, Faculty, and Staff" (use Villanova ID and Password for single sign-on to LOGIN through Affiliated Login), "Department" (use Department ID to LOGIN; if requesting a Department Login ID, contact the Parking Office), and "Guest" (if already have a Guest Account, please LOGIN or SIGNUP to create one). At the bottom, the Guest Pass Helpline number 610-519-3832 is displayed.

Click the Dept Login button



Enter the Dept Login ID and Password you were provided from the parking office

Login

Please enter your login information below and click Log in.

To return to the customer authentication page [click here](#).

Dept Login ID

 *

Password

 *

* indicates a required field

Log In

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.

Change Your Password

Please enter your new password below and click Update. If your account does not have an active email address associated with it you will be asked to provide one.

Password

 *

Password (confirm)

 *

Email Address

 *

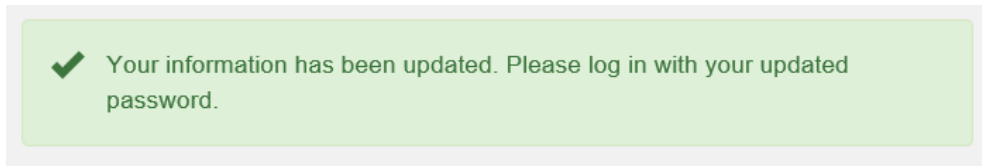
Email Type

 *

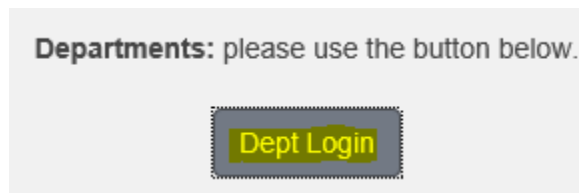
* indicates a required field

Update

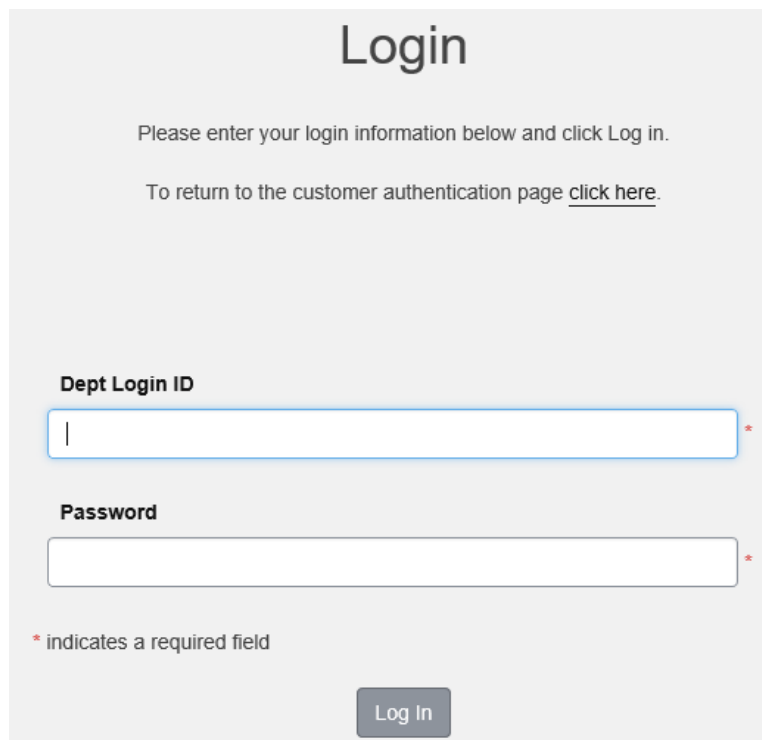
After you click update, this message will appear at the top of your screen



You will now Login using the new password



Use your Dept Login ID and new Password

A grey rectangular box with rounded corners. At the top center is the word "Login" in a large, bold, black font. Below it, there are two lines of text: "Please enter your login information below and click Log in." and "To return to the customer authentication page [click here](#)." Below the text are two input fields. The first is labeled "Dept Login ID" and the second is labeled "Password". Both fields have a small red asterisk to their right. Below the input fields is a line of text: "* indicates a required field". At the bottom center is a grey button with the text "Log In" in white.

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.

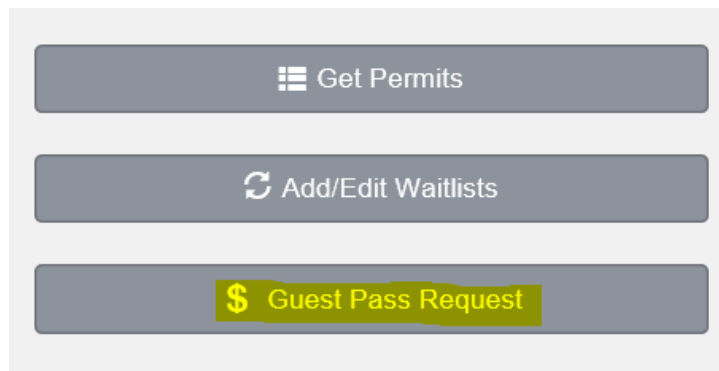
Order a Guest Pass

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.

Request Date

11/06/2019 *

Parking Needed Date

 *

Quantity Requested

 *

Maximum Allowed Per User

1 *

Requested By

Demonstration *

Permit Type

Guest Pass *

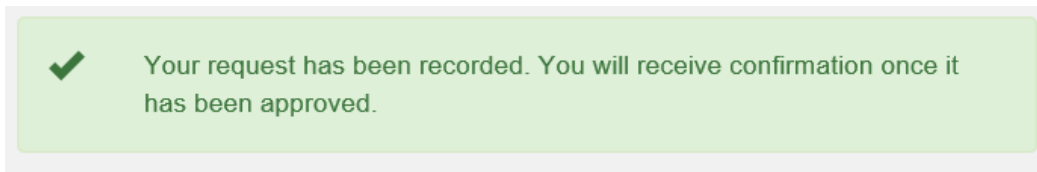
Facility

A-2 Rear of Pavilion Lot *

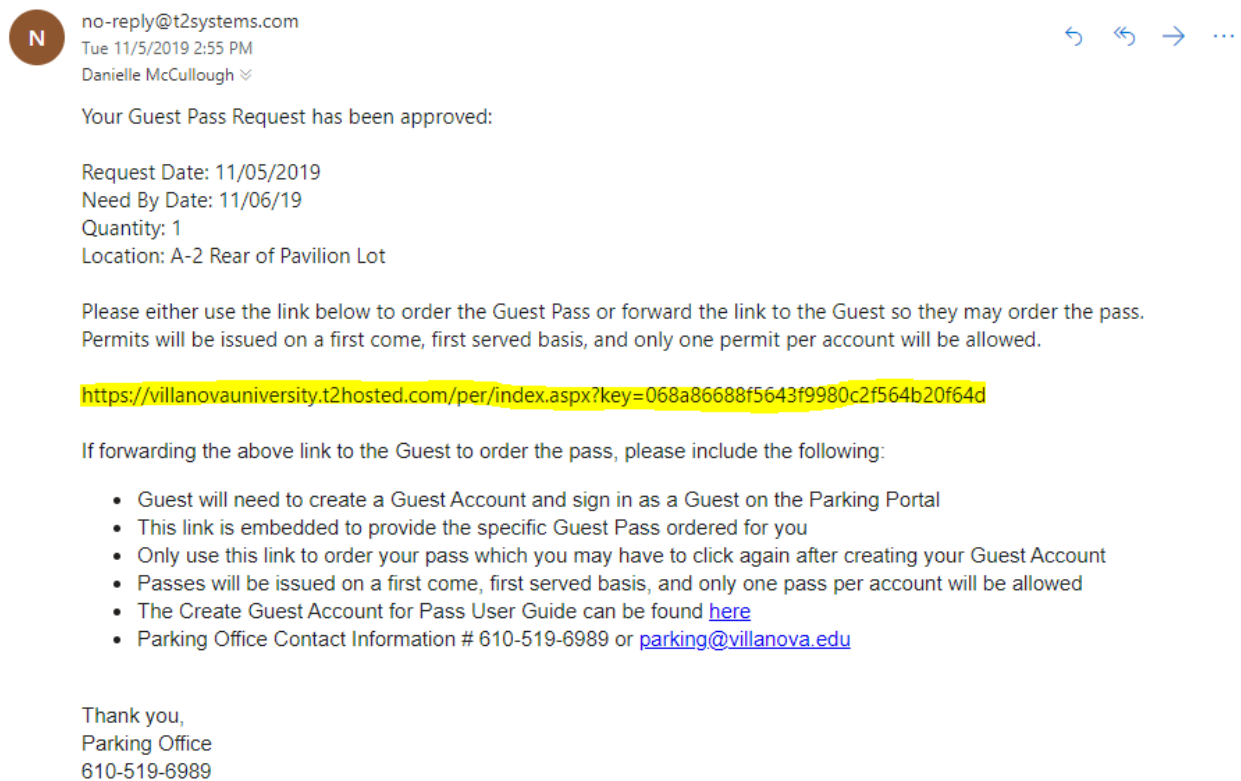
* indicates a required field

Submit

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



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



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

PARKING PORTAL PERMITS ▼ CITATIONS VEHICLES EVENTS (0 ITEMS \$0.00) Welcome, Parking Transportation!

Order a Guest Pass

Please obtain your Guest's vehicle information including license plate with state before you click next. If the Quantity Requested and Maximum Allowed Per User were for more than 1, please complete the first guest's pass and then click the link again to start the next. A printable Guest Pass will be provided at the end and a copy will be emailed to you.

Guest Pass Helpline: 610-519-3832

Next >>

The Guest Pass you requested will be available. Agree to the terms and click Next

PARKING PORTAL PERMITS ▼ CITATIONS VEHICLES EVENTS (0 ITEMS \$0.00) Welcome, Parking Transportation!

Pass and Parking Agreement

The Guest Pass you ordered is below. Please click the agreement then click Next.

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
<input checked="" type="radio"/>	1	\$0.00 / day	Guest Pass / Guest Pass	-select-	-select-

License Plate Recognition is in use.

Guest Passes are for Approved Guests

Next >>

Make sure only the 1 vehicle is selected, then click Next (see below for Adding)

Select your Vehicles for Permit

Please use the Add Vehicle button to enter a new vehicle. Make sure only one Vehicle is selected and click Next.
Please note, if you ordered more than one pass, you will need to complete this transaction for the first one and click the link again to do the next.

Select	State	Plate Number	Year	Make	Model	Color
<div style="display: flex; justify-content: center; gap: 20px;"><div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #f0f0f0;">Add Vehicle</div><div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #f0f0f0;">Next >></div></div>						

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

PARKING PORTALPERMITS ▼ CITATIONSVEHICLESEVENTS🔔🛒 (1 ITEMS \$0.00)Welcome, Parking Transportation!

Register a Vehicle

Enter your Guest's license plate information below.

Please note, the plate must be numbers and capital letters. Do not include dashes or spaces. If there is a top and a bottom letter, enter the top first and then the bottom.

Plate Number

Plate Number (confirm)

State/Province

Next >>

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.

Qty	Type	Description	Amount	Actions
1	Permit	Guest Pass / Guest Pass (11/08/2019 - 11/08/2019) view details	Free Permit	Remove

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.

Qty	Type	Description	Amount	Actions
1	Permit	Guest Pass / Guest Pass (11/08/2019 - 11/08/2019) view details	Free Permit	Remove

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

Confirmation

An email confirmation with a printable pass has been emailed to you or click [Print Guest Pass](#) to get it now.

Purchased Items


Qty	Type	Description	Amount
1	Permit	Guest Pass / Guest Pass [GUEST01169] (11/07/2019 - 11/07/2019) Print Guest Pass view details	Free Permit
			Total Billed: \$0.00

Transaction Summary

CC Receipt Number NO CHARGE
Payment Method No Charge
Payment Date 11/06/2019 12:59:29 PM

[Logout](#)

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:
Free Permit - Guest Pass / Guest Pass [GUEST01224] (11/10/2019 - 11/10/2019) [Print 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-6 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.

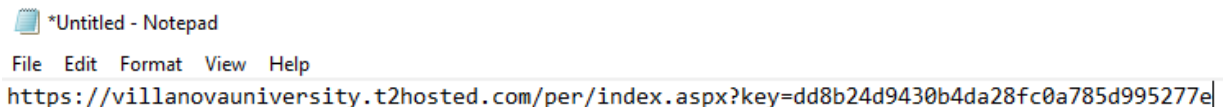
<https://villanovauniversity.t2hosted.com/per/index.aspx?key=dd8b24d9430b4da28fc0a785d995277e>

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.



*Untitled - Notepad
File Edit Format View Help
<https://villanovauniversity.t2hosted.com/per/index.aspx?key=dd8b24d9430b4da28fc0a785d995277e>

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=dd8b24d9430b4da28fc0a785d995277e>

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.

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. A guest pass has been reserved for you, please click **here** to register for it.

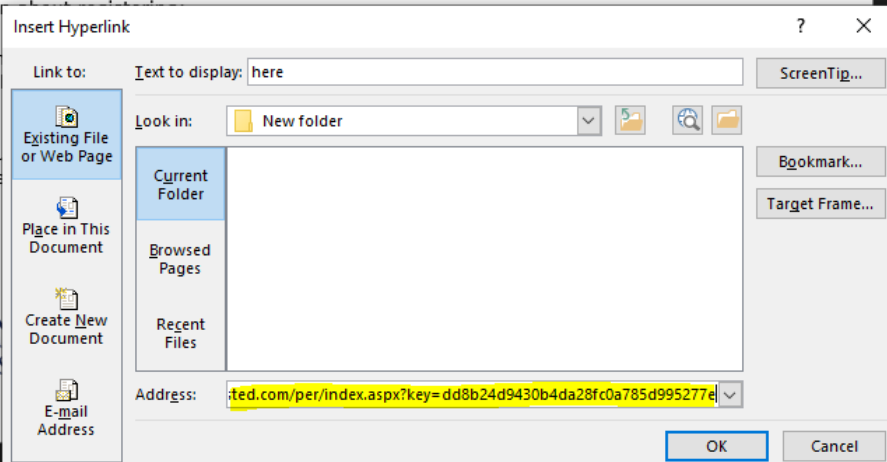
Additional information

- This link is em
- Only use this
- Account
- Passes will be
- The Create Gu
- Guest Pass He

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



ner Reports



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.

Subject

Hi My Guest,
You have been invited to Villanova University's 5-6 Garey Hall lot. In order to park here, you will need to create a guest account. 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
- The Create Guest Account for Pass User Guide can be found [here](#)
- Guest Pass Helpline # 610-519-3832 or parking@villanova.edu

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Ctrl+Click to follow link

https://villanovauniversity.t2hosted.com/per/index.aspx?key=dd8b24d9430b4da28fc0a785d995