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

~ 1 ~
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
Click the Dept Login button

Faculty, Staff, or Student of Villanova university: please click the button below marked Affiliated Log in. Use your Villanova ID and Password to access your parking account. If you have trouble with login, please contact the parking office.

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

Please enter your login information below and click Log in.
To return to the customer authentication page click here.
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 Form]

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

![Updated Information]

You will now Login using the new password

![Dept Login]

~ 4 ~
Use your Dept Login ID and new Password

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 guest must first be reviewed by the Parking Customer Service Specialist and will require Director approval for inner campus lot parking. All Guest 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

Your request has been recorded. You will receive confirmation once it has been approved.

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

no-reply@t2systems.com
Tue 11/5/2019 2:55 PM
Danielle McCullough

Your Guest Pass Request has been approved:

Request Date: 11/05/2019
Need By Date: 11/06/19
Quantity: 1
Location: A-2 Rear of Pavilion 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/perm/index.aspx?key=068a86e88f5643f9980c2f554b2df54d

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
- Parking Office Contact Information # 610-519-6989 or parking@villanova.edu

Thank you,
Parking Office
610-519-6989

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.

2. **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

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

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

<table>
<thead>
<tr>
<th>Select</th>
<th>Quantity</th>
<th>Permit Fee</th>
<th>Permit Description</th>
<th>Permit Effective</th>
<th>Permit Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>$0.00 / day</td>
<td>Guest Pass / Guest Pass</td>
<td>-select-</td>
<td>-select-</td>
</tr>
</tbody>
</table>

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)

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

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

~ 10 ~
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

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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

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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.