

Villanova University

Parking Portal

Guest Account

Guest Pass

User Guide

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

Creating a Guest Account

You have been invited to Villanova University and will use one of the inner campus lots to park during your visit. Please use the link from the email to be directed to the Parking Portal where you can order the Guest Pass and register your vehicle. If you have any questions about parking, please contact the department you will be visiting or the Parking Office.

GUEST PASS HOTLINE: 610-519-3832

Please click the link you received to get to the Parking Portal. If at any time you navigate away from the order process, try clicking the link again.

From the main screen, click Login if you have an account or Signup to create one

The screenshot shows the top navigation bar of the Parking Portal with links for PARKING PORTAL, PERMITS, CITATIONS, VEHICLES, and EVENTS. On the right, there is a notification bell, a shopping cart icon showing 0 items for \$0.00, and buttons for LOGIN and SIGNUP. The main content area is titled "Login" and contains three sections: 1. "Faculty, Staff, or Student of Villanova university" with an "Affiliated Login" button. 2. "Departments" with a "Dept Login" button. 3. "Guest" with a "Guest Login" button. The "Guest Login" button is highlighted in yellow.

SIGNUP: creating your account

PARKING PORTAL PERMITS CITATIONS VEHICLES EVENTS (0 ITEMS \$0.00) LOGIN -or- SIGNUP

Guest User Registration

Please enter all information.

Email Address

Email Address (confirm)

First Name

Middle Name

Last Name

Phone

Password

Password (confirm)

* indicates a required field

Create Account

Now, login with your email address and password

Guest Login

Please use the Email and Password you used to create the Guest Account. If you need to create an account, click [SIGNUP](#). Do not create a new account, please reset your account [here](#).

Email Address

Password

* indicates a required field

Log In

Reset Password: Please do not create a new account

Guest Login

Please use the Email and Password you used to create the Guest Account. If you need to create an account, click [SIGNUP](#). Do not create a new account, please reset your account [here](#).

Email Address *

Password *

* indicates a required field

Log In

Enter the email used to create the account and a reset link will be sent

Reset Password

Enter the email address you used to create your account and click submit. Please follow the instructions in the email you receive.

Email Address *

* indicates a required field

Submit

Now try login again with your new password

Guest Login

Please use the Email and Password you used to create the Guest Account. If you need to create an account, click [SIGNUP](#). Do not create a new account, please reset your account [here](#).

Email Address *

Password *

* indicates a required field

Log In

Order a Guest Pass

The department that is inviting you to campus has sent you a link which is uniquely embedded to produce the Guest Pass you will order. Please click the link and login. If you needed to create account, you may need to click the link again now that you have Login.

After Login, this screen will display. If it does not, click the link from the emailed invite again. Click Next

The screenshot shows a web page with a navigation bar at the top containing 'PARKING PORTAL', 'PERMITS', 'CITATIONS', 'VEHICLES', and 'EVENTS'. On the right side of the navigation bar, there is a notification bell icon and a shopping cart icon labeled '(0 ITEMS \$0.00)'. The main content area has a large heading 'Order a Guest Pass'. Below the heading, the text reads: 'Click Next to get your Guest Pass. Please have your vehicle information including license plate with state available.' Underneath this text is the 'Guest Pass Helpline: 610-519-3832'. At the bottom center of the main content area is a yellow button with the text 'Next >>'.

The link will display the pass ordered for you or click the link again. Click Next

The screenshot shows a web page with a navigation bar at the top containing 'PARKING PORTAL', 'PERMITS', 'CITATIONS', 'VEHICLES', and 'EVENTS'. On the right side of the navigation bar, there is a notification bell icon and a shopping cart icon labeled '(0 ITEMS \$0.00)'. The main content area has a large heading 'Guest Pass'. Below the heading, the text reads: 'The Guest Pass Requested for you is below. Please click **Next** below.' Underneath this text is the 'Guest Pass Helpline: 610-519-3832'. Below the helpline is a table with the following data:

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

Below the table, the text reads: 'Vehicles must be parked with license plate facing the drive lane. License Plate Recognition is in use.' At the bottom center of the main content area is a yellow button with the text '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
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Add Vehicle, plate and state are required, then click Next to go back to Selection

PARKING PORTAL PERMITS ▼ CITATIONS VEHICLES EVENTS  (0 ITEMS \$0.00)

Register a Vehicle

Enter your Vehicle 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.

Guest Pass Helpline: 610-519-3832

Plate Number

Plate Number (confirm)

State/Province

After the vehicle has been entered and selected, click Confirm Selection

PARKING PORTAL PERMITS ▼ CITATIONS VEHICLES EVENTS (1 ITEMS \$0.00)

View Cart

Click **Confirm Selection** Below

Qty	Type	Description	Amount	Actions
1	Permit	Guest Pass / Guest Pass (11/20/2019 - 11/20/2019) view details	Free Permit	Remove

Total Billed: \$0.00

[Cancel Purchase](#) [Add Permits](#)

Checkout

Email Address

[Confirm Selection](#)

You must click Finalize

PARKING PORTAL PERMITS ▼ CITATIONS VEHICLES EVENTS (1 ITEMS \$0.00) Welcome, dan mccullough!

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 (11/20/2019 - 11/20/2019) view details	Free Permit	Remove

Total Billed: \$0.00

There is no charge for your purchase.

[Finalize](#)

Click Print Guest Pass to get a copy of the pass. A confirmation email with has been sent and you can print from there later.

PARKING PORTAL PERMITS CITATIONS VEHICLES EVENTS (0 ITEMS \$0.00) Welcome, dan mccullough!

Confirmation

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

Purchased Items

Qty	Type	Description	Amount
1	Permit	Guest Pass / Guest Pass [GUEST01364] (11/20/2019 - 11/20/2019) Print Guest Pass view details	Free Permit


Total Billed: \$0.00

Transaction Summary

CC Receipt Number NO CHARGE
Payment Method No Charge
Payment Date 11/19/2019 02:19:48 PM

[Logout](#)

This is an example of the confirmation email

 no-reply@t2systems.com
Tue 11/19/2019 2:19 PM
Danielle McCullough

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

Please keep this email for your records.

Date: 11/19/2019 02:19:48 PM
Billing Method: No Charge
Total: \$0.00
Basket Number: 613338

Items purchased:
Free Permit - Guest Pass / Guest Pass [GUEST01364] (11/20/2019 - 11/20/2019) [Print](#)
[Guest Pass](#)

Valid for dates: 11/20/2019 - 11/20/2019

Valid for vehicles: GUEST2, 2000, Jaguar
Valid for facilities: S-4 North Campus Parking Garage

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