How to:

- **Creating a Guest Account:** Signup and Login [pg 2]
- **Order a Guest Pass:** Using the Link, Entering your Vehicle, Getting to the Printable Guest Pass [pg 5]

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.

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

Departments: please use the button below.

Guest: click the button below to Login with an existing account. To create a new Guest Account, please click here. Faculty, Staff, and Students: Do not create an account. Please use Affiliated Login.
SIGNUP: creating your account

Now, login with your email address and password
**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

~ 4 ~
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 link will display the pass ordered for you or click the link again. Click 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
After the vehicle has been entered and selected, click Confirm Selection.

You must click Finalize.

Finalize Your Order

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

There is no charge for your purchase.
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.

This is an example of the confirmation email

no-reply@it2systems.com
Tue 11/19/2019 2:19 PM
Daniele 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:

- Guest Pass

Valid for dates: 11/20/2019 - 11/20/2019
Valid for vehicles: GUEST2, 2000, Jaguar
Valid for facilities: 5+4 North Campus Parking Garage

For a set of complete rules and regulations, please visit the [website](#).

Villanova University Parking and Transportation
Garey Hall 610-519-6988 parking@villanova.edu