

Villanova University

Parking Portal

User Guide

How to:

- Log In
- Order a Permit
- Link a Vehicle to a Current Permit
- Add/Edit Vehicles
- Waitlists
- Citations: Appeals and Payment

Parking and Transportation

Garey Hall Monday – Friday 8am-4pm

Monday – Friday 8am-4pm

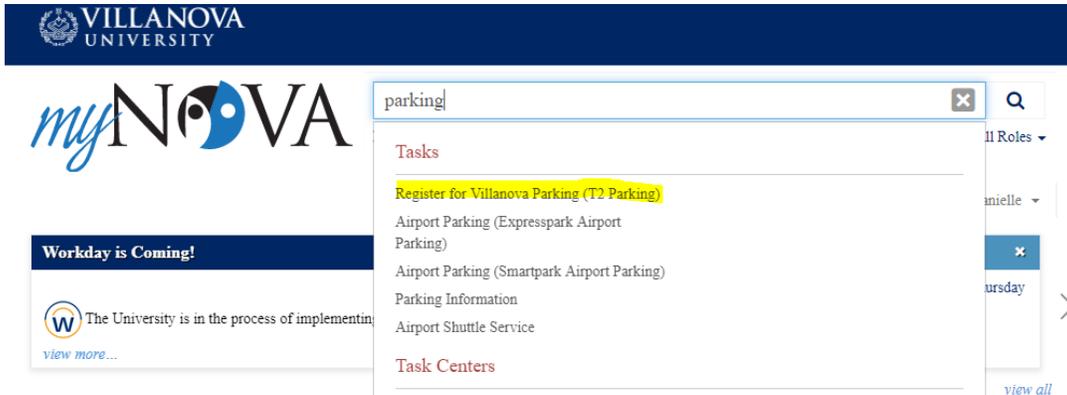
610-519-6989

parking@villanova.edu

Villanova.edu/Parking

Log In

On MyNova, search for parking.



If already signed into My Nova, you will automatically be logged into the Parking Portal when you click the icon below.



From the Villanova.edu/Parking webpages, the word 'Parking Portal' is hyperlinked to the registration site

Permit Registration

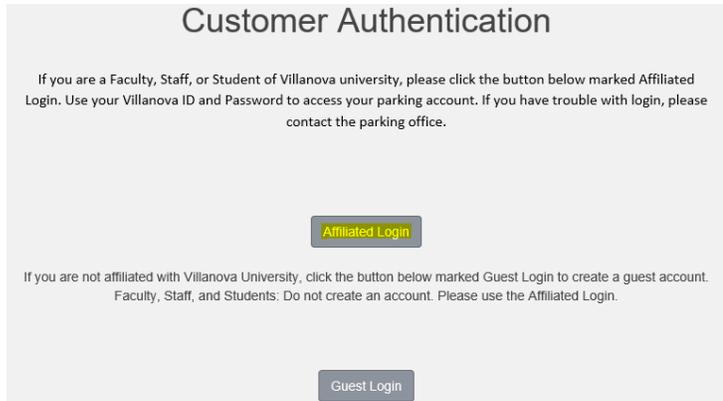
For Registration, log into the [Parking Portal](#)

The site address is <https://villanovauniversity.t2hosted.com/Account/Portal>

If your name does not appear in the upper right-hand corner, click LOGIN

Choose Affiliated Login

The single sign on window will open
Use your Villanova ID and password
(same as your email login)



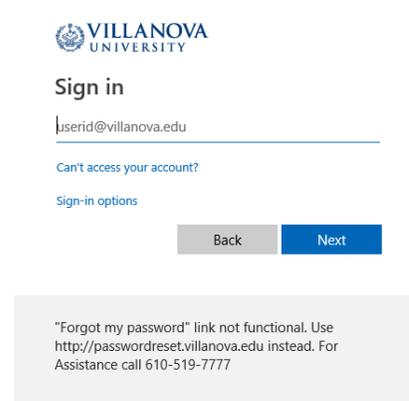
Customer Authentication

If you are a 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.

Affiliated Login

If you are not affiliated with Villanova University, click the button below marked Guest Login to create a guest account. Faculty, Staff, and Students: Do not create an account. Please use the Affiliated Login.

Guest Login



 **VILLANOVA UNIVERSITY**

Sign in

userid@villanova.edu

[Can't access your account?](#)

[Sign-in options](#)

Back **Next**

"Forgot my password" link not functional. Use <http://passwordreset.villanova.edu> instead. For Assistance call 610-519-7777

****Guest accounts do not have permits available. Do not create a guest account if you are Faculty, Staff, or Student of Villanova. Your parking account may not be active until your hire paperwork has been entered by HR or your classes are fully registered by the registrar, and UNIT has had you set up your email. Please contact parking if your employee temp pass is expiring or your classes are beginning, and you still cannot log in to the Parking Portal.**

Order a Permit

You must be signed in to order a permit. From the home screen, click the button Get Permits

Parking Portal

Welcome! Use the Parking Portal to order a Permit and manage your parking account.

Student Parking Registration for 2018-2019 will begin July 10, 2018. First time student registrants, please have a copy of your Proof of Ownership available for upload. Then click Get Permits below and choose Affiliated Login on the next screen.

Links to the Villanova University Home Page, Parking Regulations, and Student Registration Information are available below. Contact information for the Parking Office is available at the bottom of all Parking Portal screens.

| CITATIONS | |
|-------------------------------------|---|
| View Your Citations | 0 |
| View Your Appeals | 0 |
| View Your Letters | 0 |

Citation Number

-OR-

State **Plate Number**

Unknown

Search Citations

| PERMITS | |
|-----------------------------------|---|
| View Your Permits | 1 |

Get Permits

Request ADA Parking

Add/Edit Waitlists

Click Next >>

Purchase a Permit

Student Permits available are based on the criteria of your classification (example: Commuter, Resident).
Faculty and Staff Permits are based on Building Code and if a lot is Waitlisted.

Please click Next>> to view the Permits available to you. Have a copy of Proof of Ownership available for upload.

Next >>

Permit choices are based on subclassification, building assignment(employees), and availability. See Villanova.edu/Parking for campus parking maps and permit details. Choose the permit that best fits your needs, accept the statements, and click Next >>

Select Permit and Permit Agreement

Please choose from the permits below and agree to the statements below. To continue your purchase, click Next.

Student Parking Registration for 2018-2019 will begin July 10, 2018.

Faculty and Staff: Some Lots may not be available to you because of a waitlist. Please choose a lot from below and then you can add/edit waitlists on your account from the Parking Portal home page.

| Select | Quantity | Permit Fee | Permit Description | Permit Effective | Permit Expires |
|-------------------------------------|----------|------------|---------------------------------|------------------|----------------|
| <input checked="" type="checkbox"/> | 1 | \$100.00 | Current Annual Permit / Example | 08/16/2019 | 08/15/2020 |

I agree to follow the rules and regulations as outlined in the Parking Handbook. I agree to the following statements:

I will abide by the parking rules and regulations

- I understand my permit may not be transferred to another user
- Failure to abide may result in revocation of parking privileges

Next >>

On this screen you can choose a vehicle already on your account or click Add Vehicle and follow the steps to register a new vehicle.

Permits must have at least one vehicle associated with it for the order to process. Students ordering residential or I-1 Garage permits can only register 1 vehicle to the permit. Faculty, Staff, Law, and Evening Students can have multiple vehicles associated with their permit.

Select your Vehicles for Permit

Please select the vehicle(s) that are currently on your account that you want to use with your permit. If you need to add new vehicles, choose 'Add Vehicle' below. Students are only allowed one vehicle for their Permit. When finished, click Next >>

| Select | State | Plate Number | Year | Make | Model | Color |
|-------------------------------------|--------------|--------------|------|-------|---------|--------|
| <input type="checkbox"/> | PENNSYLVANIA | TESTY | 2015 | Tesla | Model 3 | Silver |
| <input checked="" type="checkbox"/> | PENNSYLVANIA | EXAMPLE | 2019 | Ford | Focus | White |

Add Vehicle

Next >>

Note: you cannot edit the vehicle from this screen. If you have transferred the plate to a different vehicle, click Vehicles from the top menu to make this change.

View the details of your order. Click Confirm Selection

view Cart

Please review your order and click Confirm Selection at the bottom of the page.

Students: Only Permit orders made before the start of Fall Semester will be mailed. Otherwise, all Permits are available for pick up from the Parking Office. The charge below will be added to your Bursar Account.

Faculty and Staff: After registering, please come to the Parking Office to pick up your permit. The charge below will be sent to Payroll for a deduction from your paychecks.

Please bring your Wildcard and email confirmation to the Parking Office during normal business hours to pick up your Permit or contact us to make other arrangements.

| Qty | Type | Description | Amount | Actions |
|-----|--------|---|----------|------------------------|
| 1 | Permit | Current Annual Permit / Example [VULOT0001] (08/16/2019 - 08/15/2020) view details | \$100.00 | Remove |

Total Billed: \$100.00

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

Checkout

Email Address

[Confirm Selection](#)

Student Permit charges are processed through the Bursar. Please remit payment to the Bursar when invoiced. Faculty and Staff charges are processed through a Payroll with a paycheck deduction. Click Finalize.

Payment Information

Please review the totals below and click next to proceed to make your payment.

| Qty | Type | Description | Amount | Actions |
|-----|--------|---|----------|------------------------|
| 1 | Permit | Current Annual Permit / Example [VULOT0001] (08/16/2019 - 08/15/2020) view details | \$100.00 | Remove |

Total Billed: \$100.00

[Finalize](#)

Special note: Undergraduate Commuter Students will be prompted to enter their Local Off-Campus Address before they order their permit. This is where your permit will be mailed to early August. Please accurately provide the full address including apartment number, then click Next>>

Local Off-Campus Address Information

Please verify your personal information below and make any necessary changes. If you are submitting your information to this system for the first time, please enter it below.

Address

Address line 2

Suite/Apt #

City

State/Province

Country

Postal Code

Email Address

Phone

* indicates a required field

Link a Vehicle to a Current Permit

You must be signed in make changes to your permit and account. Faculty, Staff, Law and Evening Students can have multiple vehicles linked to their permits. Resident or I-1 Garage Students, can add a new vehicle to their account, but must come to the Parking Office with the scraped off decal and exchange it for a replacement decal.

On the top menu click Permits and View Your Permits



Click the Permit Number

View Your Account Permits

Below is the Permits that have been associated with your account. Please click on the Permit Number to view the vehicles associated with that permit.

| Permit Number | Type | Status | Issue Date | Effective Date | Expiration Date |
|---------------------------|-------------|--------|------------|----------------|-----------------|
| BLANK2000 | BLANK DATED | Active | 10/17/2018 | 08/15/2018 | 08/15/2019 |

1

You can see the vehicle(s) already linked to your permit. Click Add Vehicles To Permit

Associated Vehicles

| Plate Number | Plate State | Vehicle Make | Vehicle Model | Vehicle Color |
|--------------|--------------|--------------|---------------|---------------|
| <u>TESTY</u> | PENNSYLVANIA | Tesla | Model 3 | Silver |

Associated Receipts

| Receipt Number | Description | Permit Amount | Date | Payment Method |
|----------------|------------------------------|---------------|-----------------------|----------------|
| 34294 | Payment - Permit (BLANK2000) | \$0.00 | 10/17/2018 4:26:34 PM | No Charge |

No contract profiles were found on this record.

No space overages were found on this record.

[Add Vehicles To Permit](#) [Report As Missing](#)

Any other vehicles already on your account will be displayed and can be selected or click Add new vehicle and follow the steps to register a new vehicle.

Add Vehicle to Your Permit

Choose the vehicle(s) you wish to add to your permit.

This permit is currently associated with 1 vehicles.

| Select | Plate Number | Make | Model | Color |
|--------------------------|--------------|------|-------|-------|
| <input type="checkbox"/> | EXAMPLE | Ford | Focus | White |

[Add the selected vehicle](#) [Add a new vehicle](#)

[Return to Permit](#)

Add/Edit Vehicles

Removal: Only the Parking Office can remove a vehicle from your account. For removal, please email the date the license plate was no longer registered to you and the plate number with state to parking@villanova.edu.

On the top menu click Vehicles



All the vehicles that have been added to your account will be listed.

Manage your Account Vehicles

Below is a list of the vehicles associated with your account. If you have changed your vehicle and kept the same license plate, please click on the plate number to edit the vehicle information and add your new Proof of Ownership. To add a new vehicle with a new license plate, select the "Add Vehicle" button below.

Students can only have 1 active vehicle. If permanently changing vehicles, please edit or add the new vehicle, and you must always provide Proof of Ownership for vehicles on your account. Once the replacement vehicle is on your account, please come to the Parking Office for a replacement decal available for \$10. The \$10 can be waived if you bring the scraped off old decal with you to the office. If temporarily using a borrowed vehicle, you are responsible for notifying the Parking Office and a temp pass can be issued.

Faculty and Staff can have multiple vehicles on their account and linked to their permit. Click Permits above to view all vehicles associated with a permit.

Only the Parking Office can remove a vehicle from an account.

| Rel. Type | Plate Number | Plate State | Year | Vehicle Make | Vehicle Model | Vehicle Color | Registration Exp |
|-----------|----------------|--------------|------|--------------|---------------|---------------|------------------|
| Owner | <u>EXAMPLE</u> | PENNSYLVANIA | 2019 | Ford | Focus | White | |
| Owner | <u>TESTY</u> | PENNSYLVANIA | 2015 | Tesla | Model 3 | Silver | |

1

Add Vehicle

Add Bicycle

Editing: If you still have the same license plate and just transferred it to a different vehicle, click on the Plate Number to change the vehicle information and upload the Proof of Ownership.

Adding: If you have a new license plate and/or vehicle, you will need to click Add Vehicle.

****Resident or I-1 Garage Students,** can add a new vehicle to their account with these steps, but must come to the Parking Office with the scraped off decal and exchange it for a replacement decal.

****Faculty, Staff, Law and Evening Students** can have multiple vehicles linked to their permits. It is best to follow the How to: Link a Vehicle to a Current Permit steps when adding a new vehicle if it should be linked to your permit. These steps will only add the vehicle to your account and you will still have to link it.

License plates cannot be changed once entered. Carefully, enter the plate with state and the vehicle information. Click Next>>

Register Additional Vehicle - Step 1 of 2

Only register your vehicle or a vehicle owned by a family member of your household. Upper classmen are not permitted to register vehicles of under classmen. Improper registration will result in, but not limited to, a fine and loss of parking privileges for both students. Please see all [rules and regulation](#).

**Note: Plate letters must be capital. Dashes and spaces are not accepted. If you have a top and bottom letter, enter the top first and bottom second.

Plate Number

Plate Number (confirm)

State/Province

Unknown ▼

Year

Make

Select One ▼

Model

.....

Select Make First ▼

Color

Select One ▼

Style

Select One ▼

Next >>

Upload a picture of your vehicle Proof of Ownership. Do not register another student's vehicle. Acceptable formats include pdf, jpeg, png and click Next>>

Register Additional Vehicle - Step 2 of 2

Please upload your Proof of Ownership. Acceptable documents include: State Issued Vehicle Registration, Insurance Card, or Purchasing Paperwork. The document must include your Name (or a member of your household), License Plate, Make, and Model. If the information is insufficient, you will be contacted to provide additional documentation.

REGISTRATION

*

[Back to Vehicle Information Form](#)

[Next >>](#)

The above steps can be reached by clicking Add Vehicle anytime you are doing other actions like ordering a permit

Select your Vehicles for Permit

Please select the vehicle(s) that are currently on your account that you want to use with your permit. If you need to add new vehicles, choose 'Add Vehicle' below. Students are only allowed one vehicle for their Permit. When finished, click Next>>

| Select | State | Plate Number | Year | Make | Model | Color |
|-------------------------------------|--------------|--------------|------|-------|---------|--------|
| <input type="checkbox"/> | | | | | | |
| <input checked="" type="checkbox"/> | PENNSYLVANIA | TESTY | 2015 | Tesla | Model 3 | Silver |

[Add Vehicle](#)

[Next >>](#)

Waitlists

From the home screen click the Add/Edit Waitlists button.

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CITATIONS

| | |
|-------------------------------------|---|
| View Your Citations | 0 |
| View Your Appeals | 0 |
| View Your Letters | 0 |

Citation Number

-OR-

State **Plate Number**

PERMITS

| | |
|-----------------------------------|---|
| View Your Permits | 1 |
|-----------------------------------|---|

Agree to the statement and click View Existing Request or Next >> and confirm your vehicles.

Add/Edit your Account Waitlists

Welcome to the Waitlist Signup. You will be able to add yourself to the end of any of the available waitlist. You can be on more than one waitlist, but please select the most desired lot first.

I agree to the Parking Rules and Regulations

We've identified existing waitlist requests on your account. You may click the 'View Existing Requests' button below to view your requests.

Update Account Vehicles

Please make sure that all of your current vehicles are listed in our records below. If you need to add new vehicles, choose "Add Vehicle" below. When finished, click Next >>

| Plate Number | Make | Model | Color |
|--------------|-------|---------|--------|
| TESTY | Tesla | Model 3 | Silver |
| EXAMPLE | Ford | Focus | White |

The Waitlists available to you are based on your subclassification. Click Add for any of the lots you would prefer to park in or at the bottom, click Delete to be removed from a waitlist. If on two or more list, you can prioritize which list you prefer to park in the most.

Add Waitlist Selections

To sign up for a new waitlist click the Sign Up link in the list below. If you wish to remove yourself from a waitlist click the Delete link. Please keep in mind that your choices may disqualify you from participating in other waitlists. When you have completed as many selections as you wish to make, simply click Done to view your receipt.

Currently Available Waitlists

| Current Sign Ups | Maximum Sign Ups | Waitlist Description | Last Sign Up Date | Sign Up |
|------------------|------------------|----------------------|-------------------|---------------------|
| 7 | No Limit | A-1 | No Deadline | Add |
| 1 | No Limit | A-2 | No Deadline | Add |
| 3 | No Limit | A-3 | No Deadline | Add |
| 0 | No Limit | L-1 | No Deadline | Add |
| 84 | No Limit | M-1 | No Deadline | Add |
| 13 | No Limit | M-4 | No Deadline | Add |
| 7 | No Limit | M-5 | No Deadline | Add |
| 59 | No Limit | S-2 | No Deadline | Add |
| 42 | No Limit | S-3 | No Deadline | Add |
| 10 | No Limit | S-4 | No Deadline | Add |

| | | | | |
|---|----------|-----|-------------|---------------------|
| 3 | No Limit | S-5 | No Deadline | Add |
| 8 | No Limit | S-6 | No Deadline | Add |
| 0 | No Limit | W-1 | No Deadline | Add |
| 0 | No Limit | W-3 | No Deadline | Add |

Your Current Saved Waitlist Selections

| Waitlist Priority | Waitlist Position | Waitlist Description | Request Date | Prioritize | Sign Up |
|-------------------|-------------------|----------------------|--------------|------------|------------------------|
| 1 | 144 | M-2 | 05/13/2019 | -- | Delete |

[Done](#)

Citations

If signed in, you can click View Your Citations for citations issued to any vehicle registered to your account. If the vehicle has not been registered to your account yet, you can search for the citation with the number or plate and link the vehicle to your account.

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| CITATIONS | |
|-------------------------------------|---|
| View Your Citations | 3 |
| View Your Appeals | 0 |
| View Your Letters | 0 |

Citation Number

-OR-

State **Plate Number**

Unknown

***If you are not a Faculty, Staff, or Student of Villanova, you can create a guest account in order to pay or appeal citations. Do not create a guest account if you are affiliated with the University. Instead, log in with your Villanova ID and password. Then, link the vehicle to your account.

View Your Citations will display a list of the citations that have been assigned to the vehicles registered to your account.

View your Parking Citations

Citation Procedures

Appeal: The option to appeal is available for 10 business day from the citation issue date. **DO NOT APPEAL ANYONE ELSE'S CITATION.** This will connect the vehicle to your account and any future citations will be added to your account.
 Click for more [Appeal Information](#)

Add to Basket: For payment, add the citation(s) to the basket in order to check out. Visa and MasterCard are accepted.

Pay at Cashier's Office: If an appeal or payment through the Parking Portal has not been made within the allotted 10 business days, the citation transfers to your Bursar Account. Please remit payment to the Bursar's Office in Kennedy Hall
 If you have already submitted payment to the Bursar, the citation will still appear here during the 10 business day window.

[Edit this page](#)

YOUR CITATION(S) TOTAL **\$30.00** [Add To Basket](#)

| Citation # | Status | Balance | Issue Date | License Plate | Location | Appeal this Citation | Pay this Citation |
|-----------------------------|--------------|----------------|------------|---------------|----------------------|---------------------------|-------------------------------|
| TESTING0001 | Zero Balance | \$0.00 | 01/01/2019 | TE*** | I-2 SOUTH CAMPUS LOT | Void or Warning | Citation has no balance due |
| TESTING0002 | Unpaid | \$15.00 | 05/05/2019 | TE*** | I-2 SOUTH CAMPUS LOT | Appeal | Add to Basket |
| TESTING0003 | Unpaid | \$15.00 | 01/04/2019 | TE*** | I-2 SOUTH CAMPUS LOT | Cite is too old to appeal | Add to Basket |

**TESTING0001 is a warning with no money due. TESTING0002 was issued less than 10 business days ago and is eligible for appeal or a payment can be made online. TESTING0003 will be a payment example further in this section. You may also see this information:

After an appeal is made it will update to

| | |
|--------------------------------|-------------------------------------|
| Cite has already been appealed | Citation is currently under appeal. |
|--------------------------------|-------------------------------------|

Once a citation has been transferred it can not be paid online and must be paid to the Bursar <https://www1.villanova.edu/villanova/finance/bursar/paymentmethods.html>

| | |
|---|--------------------------------|
| Citation Transferred to: BURSAR_CITATION. Please Pay at Cashier's Office | Please Pay at Cashier's Office |
|---|--------------------------------|

Citation Details: click on the Citation # for more details including any photos taken

Your Citation Details

Below are the details for your Citation.

| | |
|-------------------|----------------------|
| Citation Number | TESTING0003 |
| Issue Date | 01/04/2019 |
| Description | Expired/No Permit |
| Location | I-2 SOUTH CAMPUS LOT |
| Balance | \$15.00 |
| Status | Unpaid |
| Responsible Party | Testy T Tester |

[Add to Basket](#)

Appeals

No appeals were found on this record.

Attachments

- Photo [tesla.PNG](#)

Appeal: click the button Appeal to submit an appeal and agree to the statements

Appeal Agreement

Please review the details of your citation including the pictures and read the agreement below. When you are ready to proceed, click to accept the agreement, then click Next>>

NOTE: The Parking Appeals Committee will not consider appeals based on the following reasons:

- No spaces were available in my regularly permitted lot.
- I did not know the Parking Rules and Regulations
- I received incorrect information from someone other than Public Safety
- I was only parked for a minute
- I was running late
- Another person parked my vehicle when it received the citation
- I did not see the sign
- Others were committing the same violation
- I didn't get a dashboard pass

Additionally, for Staff and Faculty:

- Parking passes are only valid during work hours
- Event parking takes precedence over permit parking

continued Appeal Agreement:

| | |
|------------------------------|---------------------|
| Citation Number | TESTING0002 |
| Citation Date | 5/5/2019 1:00:00 AM |
| License Plate | TESTY PA |
| Citation Balance | \$15.00 |
| Payment Status | Unpaid |
| Violation Description | Expired/No Permit |
| Attachments | Photo [tesla.PNG] |

**I agree that I have read and understand all Parking Rules and Regulations.
I agree that I have read and understand the Parking Appeals Committee Mission and Operating Procedures.
I agree and accept that all appeal decisions are final.**

I have read and understand the above statements

Next >>

Enter your appeal and/or upload any photos or documents and click Submit

Appeal Details

Please complete the form below and click submit to submit your appeal.

[Edit this page](#)

Email

parking@villanova.edu * **Add**

Home Phone

Business Phone

1234567890

Cell Phone

Appeal Reason (10 - 500 characters) *

500 characters left

Attachment 1

Browse...

Attachment 2

Browse...

Attachment 3

Browse...

* indicates a required field

Submit

Payment: (Visa or Mastercard) click the Add to Basket button, view your cart before checkout, and Confirm Selection when ready.

View Cart

Please review your order and click Confirm Selection at the bottom of the page.

Students: Only Permit orders made before the start of Fall Semester will be mailed. Otherwise, all Permits are available for pick up from the Parking Office. The charge below will be added to your Bursar Account.

Faculty and Staff: After registering, please come to the Parking Office to pick up your permit. The charge below will be sent to Payroll for a deduction from your paychecks.

Please bring your Wildcard and email confirmation to the Parking Office during normal business hours to pick up your Permit or contact us to make other arrangements.

| Qty | Type | Description | Amount | Actions |
|-----|----------|---------------------------------|---------|---|
| 1 | Citation | TESTING0003 - Expired/No Permit | \$15.00 | Remove |

Total Billed: \$15.00

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

Checkout

Email Address

parking@villanova.edu

[Confirm Selection](#)

By clicking Next >>, you will be redirected to the TouchNet sponsored Villanova Payment Page

Payment Information

Please review the totals below and click next to proceed to make your payment.

| Qty | Type | Description | Amount | Actions |
|-----|----------|---------------------------------|---------|---|
| 1 | Citation | TESTING0003 - Expired/No Permit | \$15.00 | Remove |

Total Billed: \$15.00

[Next >>](#)

After entering your credit card information (Visa or Mastercard), you will be emailed a receipt.



VILLANOVA
UNIVERSITY
IGNITE CHANGE. GO NOVA.

Please enter your credit card information

* Indicates required information

* Payment method:

Credit Card



* Credit Card Type:

Select a Credit Card Type

* Account Number:

* Expiration Date:

05 2019

* Security Code: [\(View example\)](#)

* Name on Card:

*Email:

name@email.com

Day Phone:

(555) 555-5555

Night Phone:

(555) 555-5555

Mobile Phone:

(555) 555-5555