Create a Guest Account

You have been invited to Villanova University and will be using 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.

From the top menu bar, click Login

Scroll down and click Guest 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 Affiliated Login.
If this is your first visit, please use the link to create a new Guest Account

Please provide your personal information and click Create Account

You must provide at least one phone number
This screen will appear confirming your Guest Account Registration

Guest User Registration Complete

Your user account has been created. Please make note of your ID and password for future access to this site. 

Use your new Login information

Guest Login

Enter your ID and Password. If you do not have an ID and password you may create one or you may retrieve your lost information if you have lost it.

Email Address
Required Field
Password
Required Field
* indicates a required field

Log In

You will be redirected to the permit order screen, 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 >>
The pass that was ordered for you will display. Agree to the terms and click next.

You can add your vehicle information.
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. Upperclassmen are not permitted to register vehicles of underclassmen. 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.

<table>
<thead>
<tr>
<th>Plate Number</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Plate Number (confirm)</td>
<td></td>
</tr>
<tr>
<td>State/Province</td>
<td>Unknown</td>
</tr>
<tr>
<td>Year</td>
<td></td>
</tr>
<tr>
<td>Make</td>
<td>Select One</td>
</tr>
<tr>
<td>Model</td>
<td></td>
</tr>
<tr>
<td>Make</td>
<td>Select Make First</td>
</tr>
<tr>
<td>Color</td>
<td>Select One</td>
</tr>
<tr>
<td>Style</td>
<td>Select One</td>
</tr>
</tbody>
</table>

The second step has been removed for our Guest. Please click Next

**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>>

<table>
<thead>
<tr>
<th>Select</th>
<th>State</th>
<th>Plate Number</th>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔</td>
<td>PENNSYLVANIA</td>
<td>GUESS</td>
<td>2008</td>
<td>Honda</td>
<td>Odyssey</td>
<td>Burgundy</td>
</tr>
</tbody>
</table>

Add Vehicle

Next>>
The email you added to your account will be here for the confirmation to be sent to, click Confirm Selection

Click Finalize
From this screen, if you click **Print Guest Pass** a pdf of the pass will open in a separate window to print.
Email confirmation of Guest Pass order. The **Print Guest Pass** option is here too

[EXTERNAL] Receipt for your transaction

no-reply@t2systems.com
Wed 7/31, 6:17 PM

Thank you for your purchase.

*Please keep this email for your records.*

**Date:** 07/31/2019 06:16:58 PM
**Billing Method:** No Charge
**Total:** $0.00
**Basket Number:** 529162

**Items purchased:**
Free Permit - Guest Pass / Guest Pass [GUEST00015] (09/04/2019 - 09/04/2019) **Print Guest Pass**

**Valid for dates:** 09/04/2019 - 09/04/2019

**Valid for vehicles:** GUEST2, 2000, Jaguar
**Valid for facilities:** M-2 SAC Garage

For a set of complete rules and regulations, please visit the [website](mailto:https://www.villanova.edu/parking/).  

Villanova University Parking and Transportation  
Garey Hall  610-519-6989  [parking@villanova.edu](mailto:parking@villanova.edu)
This is an example of the printed Guest Pass. Directions to the inner campus lots are included on the bottom of the pass.

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.

I-1 In the right-hand lane, proceed on Lancaster Ave to Ithan Ave light. After the light, make right at marked I-1 Lot.

L-2 In the right-hand lane, proceed on Lancaster Ave to SpringMill Rd light. After the light, make right at marked L-2 Lot.

M-1, M-2, or S-3 In the left-hand lane, proceed on Lancaster Ave to Ithan Ave light. Make left onto Ithan Ave. Make left into Main Entrance and pull up to Guard House.