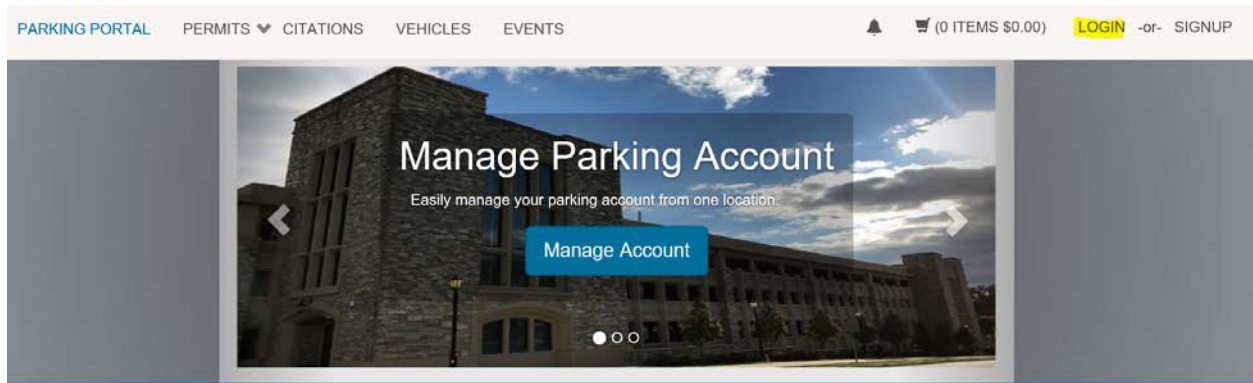


# Create a Guest Account

*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.*

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.

Guest Login

If this is your first visit, please use the link to create a new Guest Account

### 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

Please provide your personal information and click Create Account

### Guest User Registration

Enter all required information below and click "Create Account"

**Email Address**

**Email Address (confirm)**

**First Name**

**Middle Name**

**Last Name**

**Phone 1**

**Phone 2**

**Phone 3**

**Password**

**Password (confirm)**

indicates a required field

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. [Proceed to log in to your new account](#)

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

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.

The pass that was ordered for you will display. Agree to the terms 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 2019-2020 will begin June 12, 2019.**

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 type="radio"/>	1	\$0.00 / day	<b>Guest Pass / Guest Pass</b>	-select-	-select-

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 >>](#)

You can add your vehicle information.

## 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>>

[Edit this page](#)

Select	State	Plate Number	Year	Make	Model	Color
<input checked="" type="checkbox"/>	PENNSYLVANIA	<del>QUEST</del>	2000	Honda	Odyssey	Burgundy

[Add Vehicle](#)

[Next >>](#)

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**

**Year**

**Make**

**Model**

**Color**

**Style**

Next >>

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>>

[Edit this page](#)

Select	State	Plate Number	Year	Make	Model	Color
<input checked="" type="checkbox"/>	PENNSYLVANIA	<del>GUEST</del>	2000	Honda	Odyssey	Burgundy

Add Vehicle

Next >>

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

Qty	Type	Description	Amount	Actions
1	Permit	Guest Pass / Guest Pass (08/02/2019 - 08/02/2019) <a href="#">view details</a>	Free Permit	<a href="#">Remove</a>

**Total Billed: \$0.00**

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

## Checkout

Email Address

[Confirm Selection](#)

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	Guest Pass / Guest Pass (09/04/2019 - 09/04/2019) <a href="#">view details</a>	Free Permit	<a href="#">Remove</a>

**Total Billed: \$0.00**

There is no charge for your purchase.

[Finalize](#)

From this screen, if you click [Print Guest Pass](#) a pdf of the pass will open in a separate window to print

## Registration Confirmation

Your transaction has been charged to your account. Permits purchased Aug 10th and after will be available for pick up in the Parking Office starting Monday, Aug 14th.

### Purchased Items

Qty	Type	Description	Amount
1	Permit	Guest Pass / Guest Pass [GUEST00015] (09/04/2019 - 09/04/2019) <a href="#">Print Guest Pass</a> <a href="#">view details</a>	Free Permit

Total Billed: \$0.00

### Transaction Summary

**CC Receipt Number** NO CHARGE  
**Payment Method** No Charge  
**Payment Date** 07/31/2019 06:16:58 PM

[Logout](#)

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



Reply | v



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](#).

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.