

Villanova University

Parking Portal

Guest Pass

User Guide

How to:

- **Log In**
- **Order a Guest Pass**
- **View Guest Passes**
- **Create a Guest Account (also available separately to be shared with Guest)**

Parking and Transportation

Garey Hall

Monday – Friday 8am-4pm

610-519-6989

parking@villanova.edu

Villanova.edu/Parking

Log In

All departments must identify the individuals that will be responsible for ordering Guest Passes. The parking office will create a Dept Login for each department and the users. You will be provided with a unique login and temporary password.

With the login and password, either go directly to the site with the web address:
<https://villanovauniversity.t2hosted.com/Account/Portal>

Or

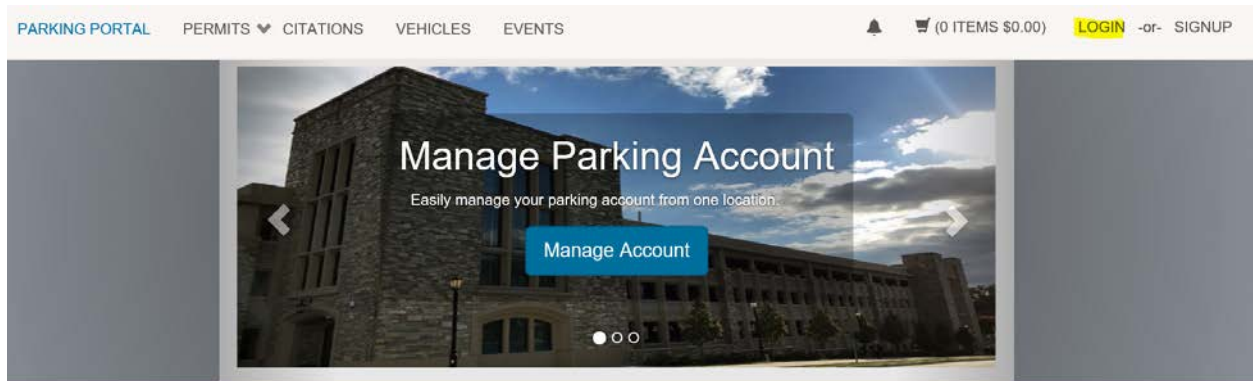
From the Villanova.edu/Parking webpages, the word 'Parking Portal' is hyperlinked to the registration site

Permit Registration

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

I do not recommend accessing it through MyNova which automatically logs into your personal account and logging out takes you away from the site.

From the top menu bar, click Login



Click the Dept Login button

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.

Guest Pass Requesters with Department Login, please use the button below.

Enter the Dept Login ID and Password you were provided from the parking office

Customer Authentication

Please enter your login information below and click submit.

To return to the customer authentication page [click here](#).

Dept Login ID

Password

* indicates a required field

First time login will require you to change your password. If you forget your password, please contact the parking office to have it reset. Please include the email address you would like to receive the approval email to.

Change Your Password

Please enter your new password below and click Update. If your account does not have an active email address associated with it you will be asked to provide one.

Password
 *


Password (confirm)
 *

Email Address
 *

Email Type
 ▼ *

* indicates a required field

After you click update, this message will appear at the top of your screen

 Your information has been updated. Please log in with your updated password.

You will now Login

Guest Pass Requesters with Department Login, please use the button below.

Use your Dept Login ID and new Password

Customer Authentication

Please enter your login information below and click submit.

To return to the customer authentication page [click here](#).

Dept Login ID

 *

Password

 *

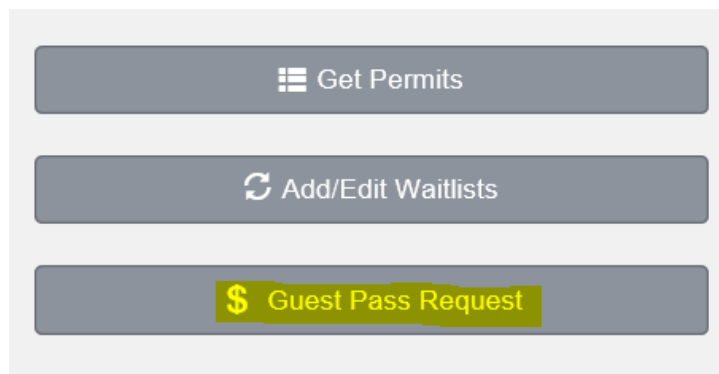
* indicates a required field

Log In

Order a Guest Pass

*Please note, any request of multiple passes between 9-5 on the same day may not be able to be accommodate. Please have large groups park in the I-1 Garage.
Evening requests with multiple guest must first be reviewed by the Parking Customer Service Specialist and will require Director approval for inner campus lot parking. All Guest with access to inner campus will be required to provide their license plate information.*

From the main page, scroll down to find the Guest Pass Request button



Enter the date the guest will come to campus and the number of passes needed.

New Guest Pass Request

Enter the details of your request below and click Submit. All fields are required

Request Date
 *

Parking Needed Date
 *

Quantity Requested
 *

Maximum Allowed Per User
 *


Requested By
 *

Permit Type
 *

Facility
 *

* indicates a required field

After you click Submit, this message will appear at the top of your screen

 Your request has been recorded. You will receive confirmation once it has been approved.

Once approved, an email with a link will be generated

[EXTERNAL] Guest Parking Request

no-reply@t2systems.com

Wed 7/31/2019 5:54 PM

To: Parking Office <parking@villanova.edu>;

Your Guest Pass Request has been approved:

Request Date: 07/31/2019
Need By Date: 09/04/2019
Quantity: 1
Location: M-2 SAC Garage

Please either use the link below to order the Guest Pass or forward the link to the Guest so they may order the pass. Permits will be issued on a first come, first served basis, and only one permit per account will be allowed.

<https://villanovauniversity.t2hosted.com/per/index.aspx?key=58cbb2474a434cd292fec250236e3281>

If forwarding the above link to the Guest to order the pass, please include the following:

- Only use this link to the Parking Portal to order your pass.
- You must use the Guest Login to create an account or sign in
- Permits will be issued on a first come, first served basis, and only one permit per account will be allowed
- The Villanova University Parking Portal Guest Pass User Guide can be found [here](#)

Thank you,
Parking Office
610-519-6989


Clicking the link or pasting it into your browser will bring you to the Parking Portal allowing you to order the Guest Pass. If you have logged out, you must log back in with your Dept Login and will then see the screen on the next page. If still logged in, you will automatically see the screen on the next page.

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 you ordered will be available. 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.

[Edit this page](#)

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

You can add the vehicle information of your Guest.

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	QUEST	2000	Honda	Odyssey	Burgundy

[Add Vehicle](#)

[Next >>](#)

Note the email address option here. It will default to your email, or you can enter the Guest's email here to have it sent when you finish the order. Click Confirm

Qty	Type	Description	Amount	Actions
1	Permit	Guest Pass / Guest Pass (08/02/2019 - 08/02/2019) view details	Free Permit	Remove

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) view details	Free Permit	Remove

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 or save

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) Print Guest Pass view details	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



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

You can forward the above email or save the pdf and attach it to the next email with your Guest.

This is an example of the printed Guest Pass. It will have your Department name and phone number. It will have the date and the parking lot listed. It will have the instructions to present the pass to the Guard and to park with the plate facing the drive lane for LPR Enforcement. The full directions are included

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.**

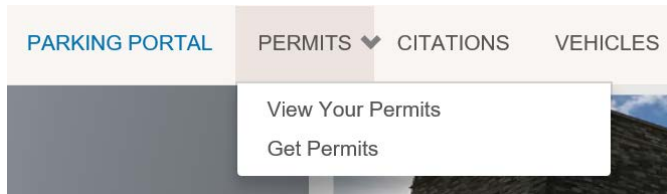
For GPS systems, our address is: 800 E. Lancaster Avenue, Villanova, PA 19085 (Lancaster and Ithan Avenues)
All Parking Lot instructions below are from 476 Turnpike heading East on Lancaster Ave (US 30)

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.

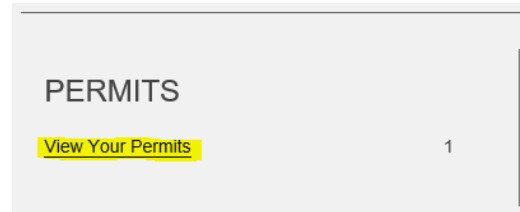
View Guest Passes

Do you need to reprint a permit? Do you want to check that your Guest has ordered their permit? You can go to View Permits.

From the top menu



Or scroll down



All the Guest passes are listed and you can click the pass for more information

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
GUEST00012	Guest Pass	Active	07/31/2019	08/01/2019	08/01/2019

You can reprint the permit by clicking the Print Permit button

Your Permit Details

Below are the details for your Permit. To add a new vehicle to your account or edit vehicle information, please Click Vehicle above and follow the steps. If a vehicle is on your account and not linked to the permit below, please contact the Parking Office.

Only the Parking Office can remove a vehicle.

Permit Number GUEST00012
Type Guest Pass
Amount Due \$0.00
Status Active
Issue Date 07/31/2019
Effective Date 08/01/2019
Expiration Date 08/01/2019

Associated Vehicles

Plate Number	Plate State	Vehicle Make	Vehicle Model	Vehicle Color
<u>LINDA</u>	PENNSYLVANIA	Buick	Electra	Black

Associated Receipts

Receipt Number	Description	Permit Amount	Date	Payment Method
40681	Payment - Permit (GUEST00012)	\$0.00	7/31/2019 10:02:05 AM	No Charge

No contract profiles were found on this record.

No space overages were found on this record.

Print Permit

Report As Missing

This is an example of the printed Guest Pass. It will have your Department name and phone number. It will have the date and the parking lot listed. It will have the instructions to present the pass to the Guard and to park with the plate facing the drive lane for LPR Enforcement. The full directions are included.

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.**

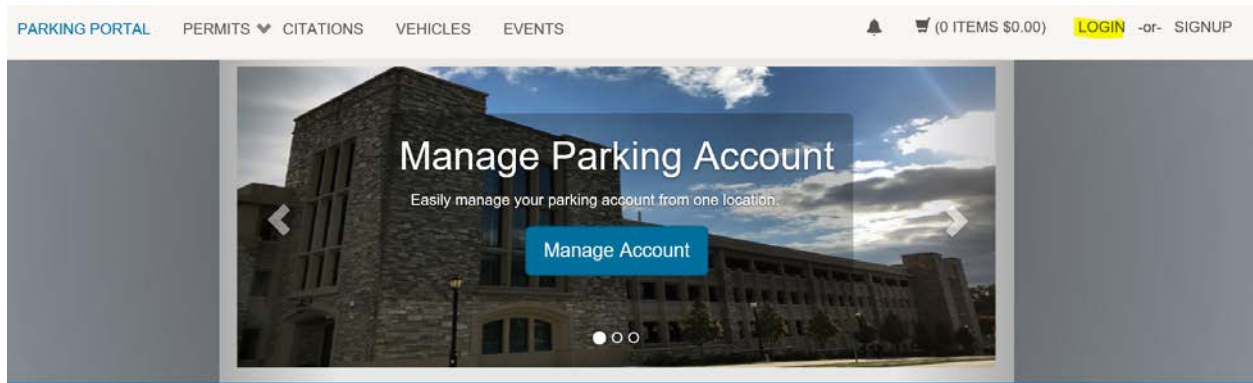
For GPS systems, our address is: 800 E. Lancaster Avenue, Villanova, PA 19085 (Lancaster and Ithan Avenues)
All Parking Lot instructions below are from 476 Turnpike heading East on Lancaster Ave (US 30)

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.

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	Guest Pass / Guest Pass	-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	QUEST	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

Unknown

Year

Make

Select One

Model

Select Make First

Color

Select One

Style

Select One

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	GUEST	2000	Honda	Odyssey	Burgundy

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) view details	Free Permit	Remove

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) view details	Free Permit	Remove

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) Print Guest Pass view details	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

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.