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
610-519-6989
parking@villanova.edu
Villanova.edu/Parking
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)

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

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

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.
You must be signed in to 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.

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Type</th>
<th>Status</th>
<th>Issue Date</th>
<th>Effective Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLANK2000</td>
<td>BLANK DATED</td>
<td>Active</td>
<td>10/17/2018</td>
<td>08/15/2018</td>
<td>06/15/2019</td>
</tr>
</tbody>
</table>
You can see the vehicle(s) already linked to your permit. Click Add Vehicles To Permit.

<table>
<thead>
<tr>
<th>Associated Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plate Number</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>TESTY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Associated Receipts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt Number</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>34294</td>
</tr>
</tbody>
</table>

No contract profiles were found on this record.

No space overages were found on this record.

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.

<table>
<thead>
<tr>
<th>Select</th>
<th>Plate Number</th>
<th>Make</th>
<th>Model</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

- EXAMPLE  Ford  Focus  White

Add the selected vehicle  Add a new vehicle

Return to Permit
**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.*

<table>
<thead>
<tr>
<th>Rel. Type</th>
<th>Plate Number</th>
<th>Plate State</th>
<th>Year</th>
<th>Vehicle Make</th>
<th>Vehicle Model</th>
<th>Vehicle Color</th>
<th>Registration Exp</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner</td>
<td>EXAMPLE</td>
<td>PENNSYLVANIA</td>
<td>2019</td>
<td>Ford</td>
<td>Focus</td>
<td>White</td>
<td></td>
</tr>
<tr>
<td>Owner</td>
<td>TESTY</td>
<td>PENNSYLVANIA</td>
<td>2015</td>
<td>Tesla</td>
<td>Model 3</td>
<td>Silver</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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. 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 regulations.

**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.
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

Browse...

Back to Vehicle Information Form

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>>

<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>TESTY</td>
<td>2015</td>
<td>Tesla</td>
<td>Model 3</td>
<td>Silver</td>
</tr>
</tbody>
</table>

Add Vehicle

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

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

<table>
<thead>
<tr>
<th>Current Sign Ups</th>
<th>Maximum Sign Ups</th>
<th>Waitlist Description</th>
<th>Last Sign Up Date</th>
<th>Sign Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>No Limit</td>
<td>A-1</td>
<td>No Deadline</td>
<td>Add</td>
</tr>
<tr>
<td>1</td>
<td>No Limit</td>
<td>A-2</td>
<td>No Deadline</td>
<td>Add</td>
</tr>
<tr>
<td>3</td>
<td>No Limit</td>
<td>A-3</td>
<td>No Deadline</td>
<td>Add</td>
</tr>
<tr>
<td>0</td>
<td>No Limit</td>
<td>L-1</td>
<td>No Deadline</td>
<td>Add</td>
</tr>
<tr>
<td>84</td>
<td>No Limit</td>
<td>M-1</td>
<td>No Deadline</td>
<td>Add</td>
</tr>
<tr>
<td>13</td>
<td>No Limit</td>
<td>M-4</td>
<td>No Deadline</td>
<td>Add</td>
</tr>
<tr>
<td>7</td>
<td>No Limit</td>
<td>M-5</td>
<td>No Deadline</td>
<td>Add</td>
</tr>
<tr>
<td>59</td>
<td>No Limit</td>
<td>S-2</td>
<td>No Deadline</td>
<td>Add</td>
</tr>
<tr>
<td>42</td>
<td>No Limit</td>
<td>S-3</td>
<td>No Deadline</td>
<td>Add</td>
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<tr>
<td>10</td>
<td>No Limit</td>
<td>S-4</td>
<td>No Deadline</td>
<td>Add</td>
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</tbody>
</table>

### Your Current Saved Waitlist Selections

<table>
<thead>
<tr>
<th>Waitlist Priority</th>
<th>Waitlist Position</th>
<th>Waitlist Description</th>
<th>Request Date</th>
<th>Prioritize</th>
<th>Sign Up</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>144</td>
<td>M-2</td>
<td>05/13/2019</td>
<td>--</td>
<td>Delete</td>
</tr>
</tbody>
</table>

Done
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.

***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.

**TESTING0001 is a warning with no money due. TESTING0002 was issued less that 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

Once a citation has been transferred it can not be paid online an must be paid to the Bursar
https://www1.villanova.edu/villanova/finance/bursar/paymentmethods.html
**Citation Details:** click on the Citation # for more details including any photos taken

---

**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:

<table>
<thead>
<tr>
<th>Citation Number</th>
<th>TESTING0002</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citation Date</td>
<td>5/5/2019 1:00:00 AM</td>
</tr>
<tr>
<td>License Plate</td>
<td>TESTY PA</td>
</tr>
<tr>
<td>Citation Balance</td>
<td>$15.00</td>
</tr>
<tr>
<td>Payment Status</td>
<td>Unpaid</td>
</tr>
<tr>
<td>Violation Description</td>
<td>Expired/No Permit</td>
</tr>
<tr>
<td>Attachments</td>
<td>Photo [tesla.png]</td>
</tr>
</tbody>
</table>

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.

Email
parking@villanova.edu

Home Phone

Business Phone
1234567800

Cell Phone

Appeal Reason (10 - 500 characters)

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.

By clicking Next >>, you will be redirected to the TouchNet sponsored Villanova Payment Page.
After entering your credit card information (Visa or Mastercard), you will be emailed a receipt.

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:

day@email.com

Day Phone:

Night Phone:

Mobile Phone:

Cancel  Continue