

## T2 Cardinal Cars – Department Permit Request

Guests of the University of the Incarnate Word must register their vehicles to park on campus and avoid a citation. The T2 Cardinal Cars system allows UIW departments to request visitor parking permits in advance of on-site visits, meetings, or events. The Parking Office advises requests be submitted 2 days in advance of the event to allow adequate time for processing the approval.

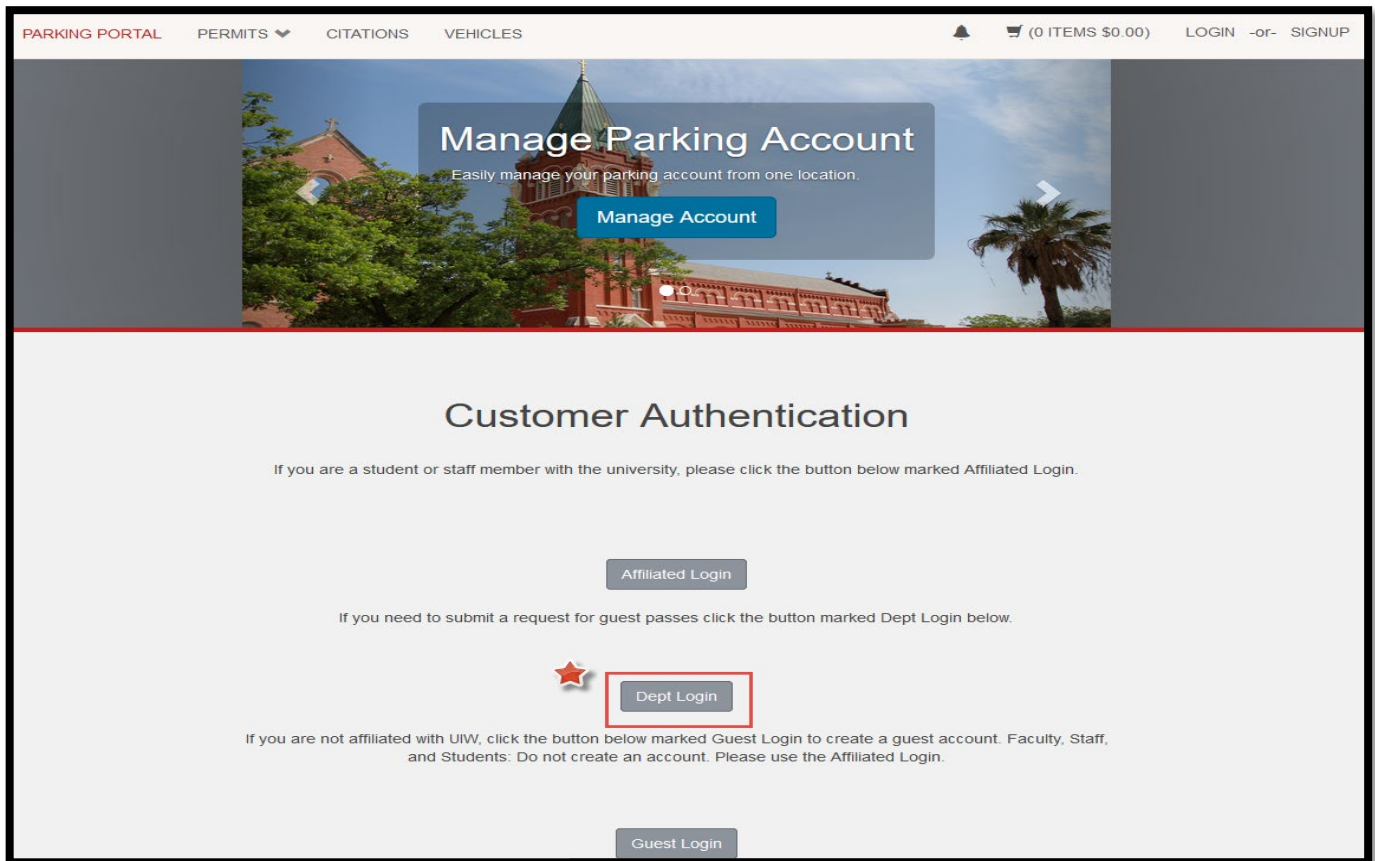
The UIW department will use a Microsoft Outlook department group email account to request guest permits using the T2 Cardinal Cars system. Permit approval notifications will be sent to the department group email inbox and forwarded to the group members. The approval notification will include a link that allows visitors to assign the guest permit to their vehicle.

\*Please note if you require a parking lot or a parking space to be reserved with a cone, you must send an email to [parking@uiwtx.edu](mailto:parking@uiwtx.edu) in addition to submitting your request through Cardinal Cars.

**Step 1: Enter the T2 Cardinal Cars URL on your internet browser.**

[https://uiw.t2hosted.com/cmn/auth\\_ext.aspx](https://uiw.t2hosted.com/cmn/auth_ext.aspx)

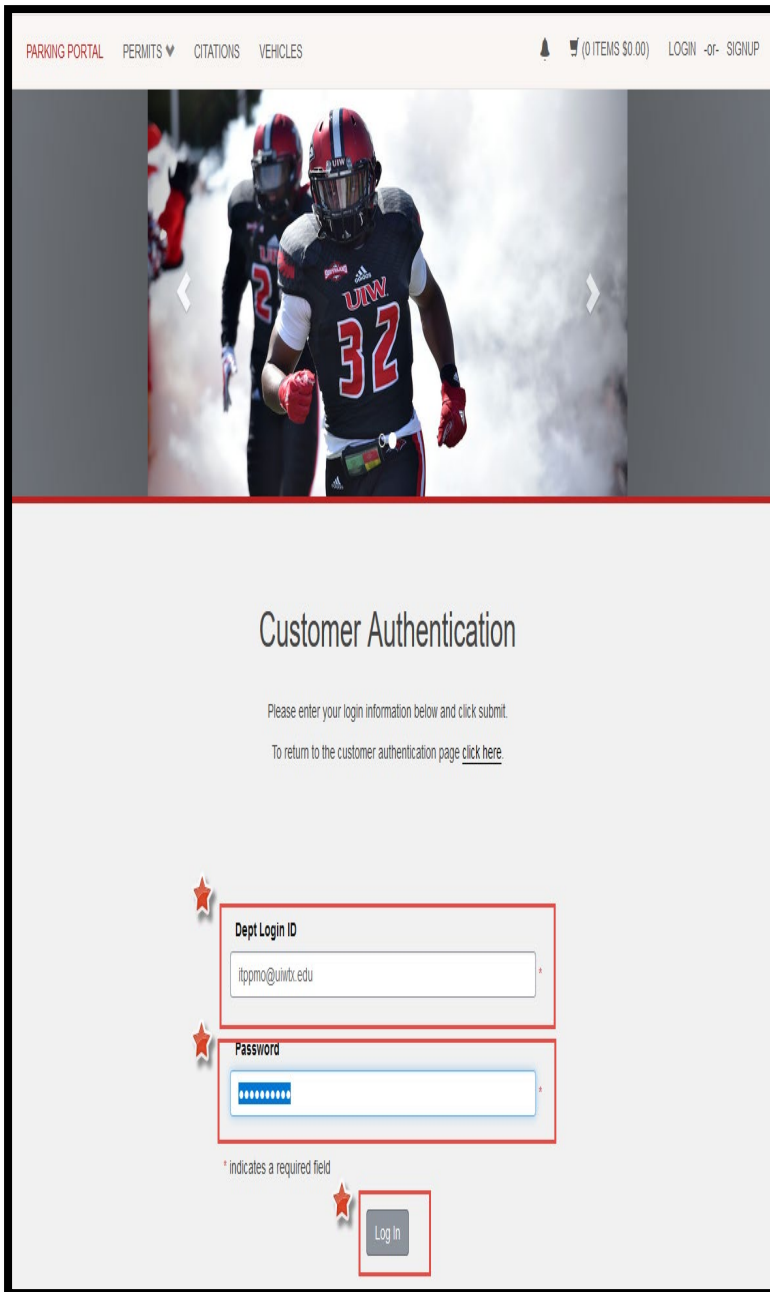
**Step 2: Click on Dept Login.**



The screenshot shows the 'Customer Authentication' page of the T2 Cardinal Cars system. At the top, there is a navigation bar with 'PARKING PORTAL', 'PERMITS', 'CITATIONS', and 'VEHICLES'. Below this is a banner for 'Manage Parking Account' with a 'Manage Account' button. The main section is titled 'Customer Authentication' and contains three login options: 'Affiliated Login', 'Dept Login' (highlighted with a red box and a star icon), and 'Guest Login'. The 'Dept Login' button is the focus of the instruction.

**Step 3: Key in your Department Login ID and password.**

**\*Note: Your Department Login ID is your Microsoft Outlook department group email account. The standard naming convention is 'DepartmentShortNameGP' i.e. 'ITGP' for IT Guest Permit. If you do not have a department login, contact the parking office at [parking@uiwtx.edu](mailto:parking@uiwtx.edu) or call 210-283-5066 to obtain an account. Once you receive your department account, you will need to log in with the 'initial' password provided and reset to a secure password of your choice.**



PARKING PORTAL PERMITS CITATIONS VEHICLES (0 ITEMS \$0.00) LOGIN -or- SIGNUP

## Customer Authentication

Please enter your login information below and click submit.

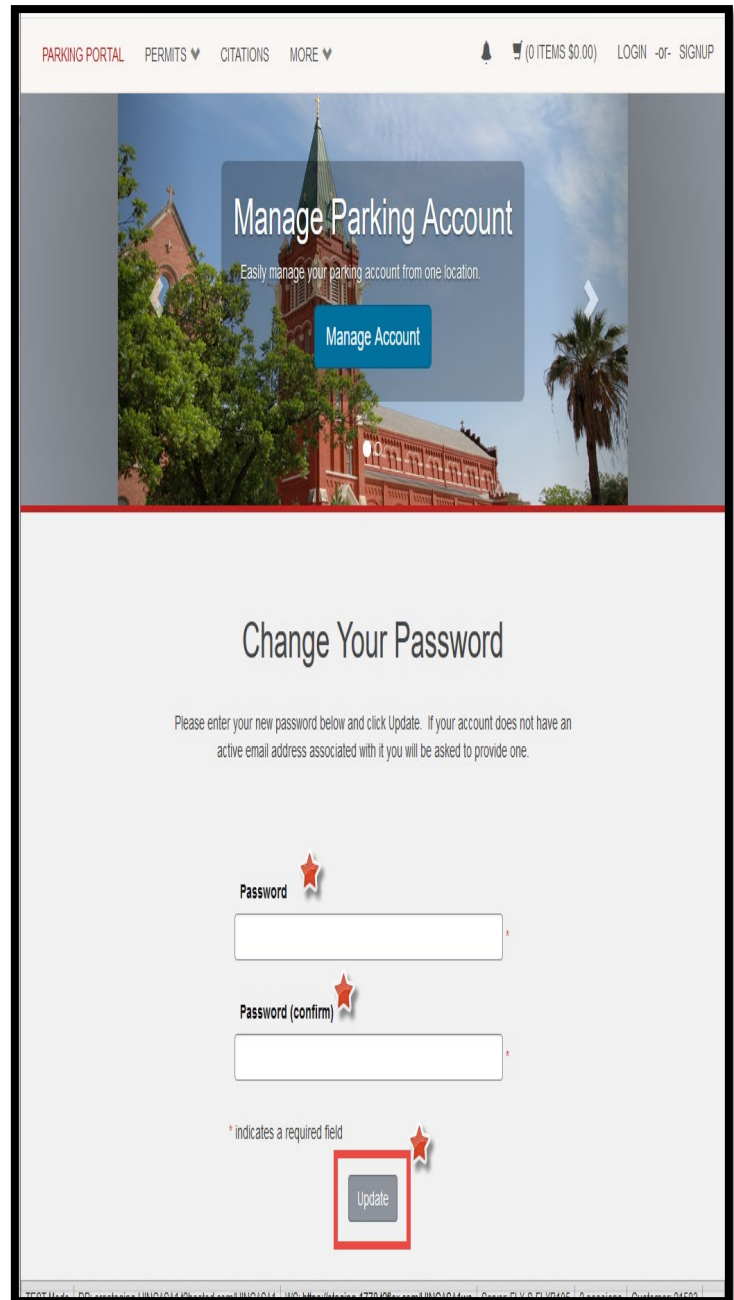
To return to the customer authentication page [click here](#)

**Dept Login ID**

**Password**

\* indicates a required field

**Log In**



PARKING PORTAL PERMITS CITATIONS MORE (0 ITEMS \$0.00) LOGIN -or- SIGNUP

## Manage Parking Account

Easily manage your parking account from one location.

**Manage Account**

## 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.

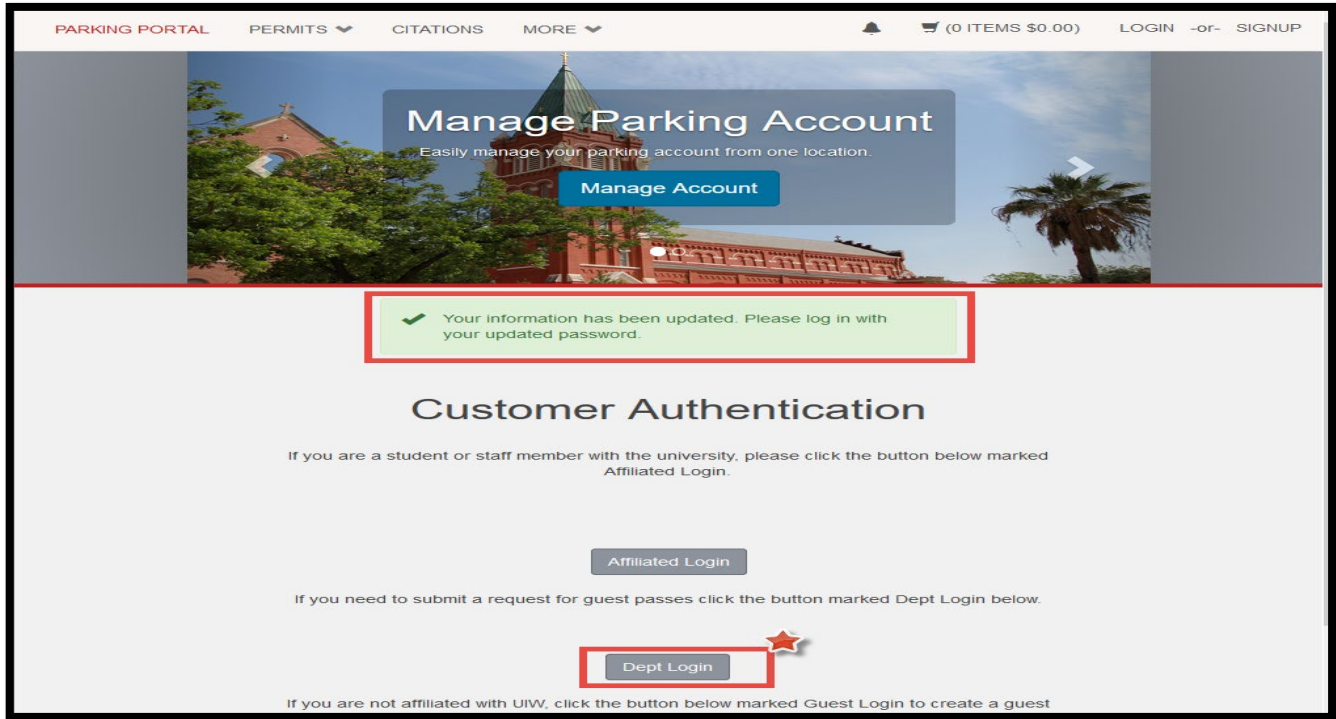
**Password**

**Password (confirm)**

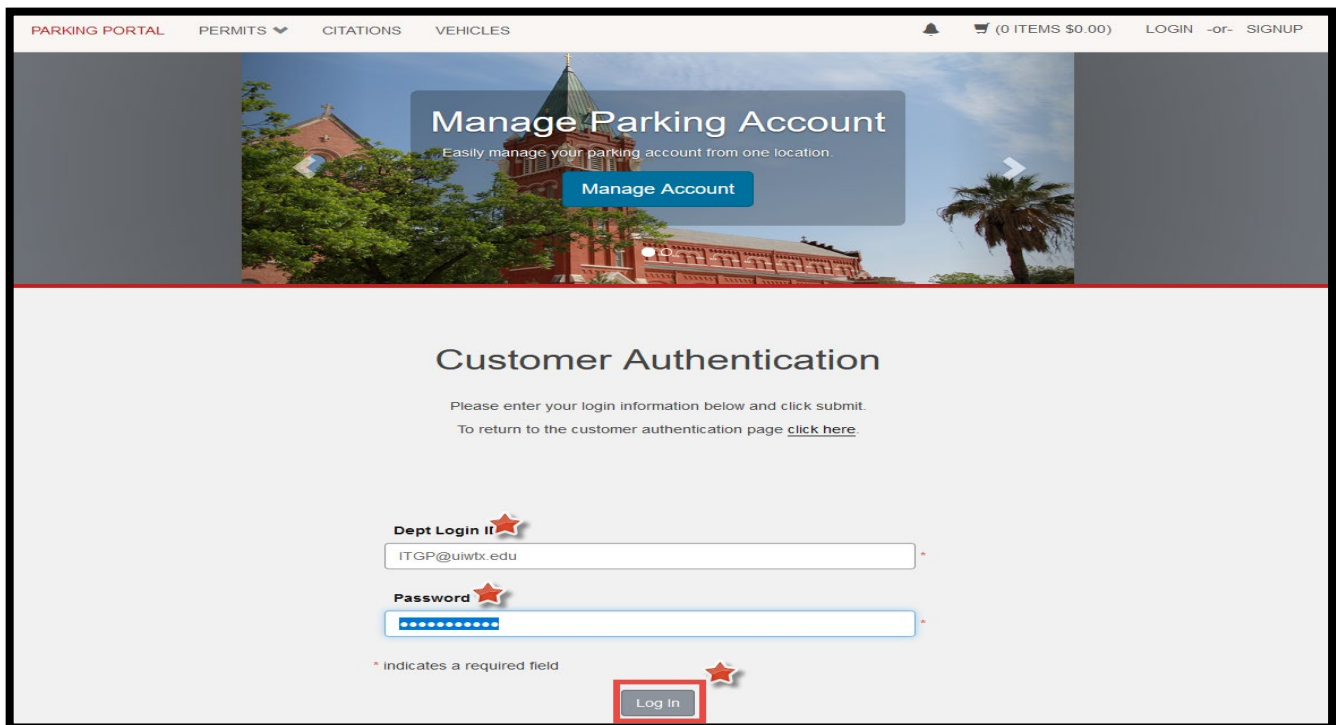
\* indicates a required field

**Update**

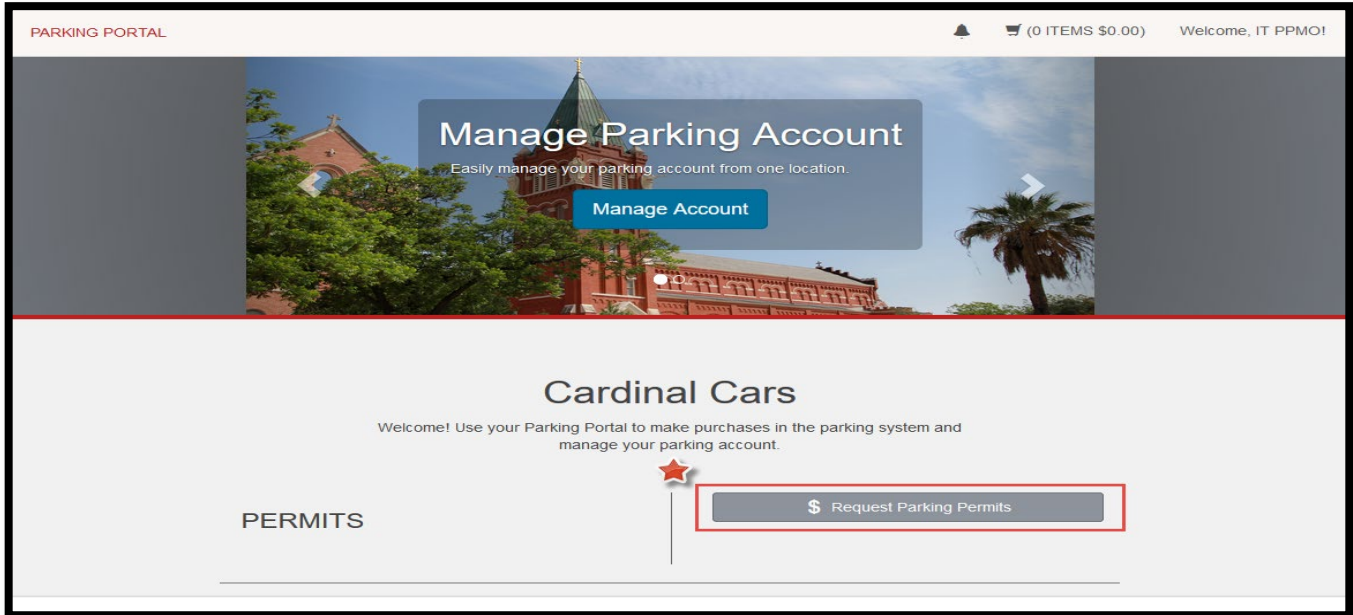
Step 4: You will be prompted that your information has been updated and to log in with the updated password you created.



Step 5: Key in your department log in and new password then click Log In.



**Step 6: Click on 'Request Parking Permits'.**



**Step 7: Enter the parking needed date, quantity of guests, maximum permits per user, permit type, and preferred parking lot/facility. Press Submit.**

**Request Date**  
9/2/2020 \*

**Parking Needed Date**  
09/10/20 \*

**Quantity Requested**  
22 \*

**Maximum Allowed Per User**  
1 \*

**Requested By**  
ITPPMOGP \*

**Permit Type**  
3 Day \*

**Facility**  
Riverside Lots \*

\* indicates a required field

**Submit**

Enter the date your guest(s) will be parking on campus.

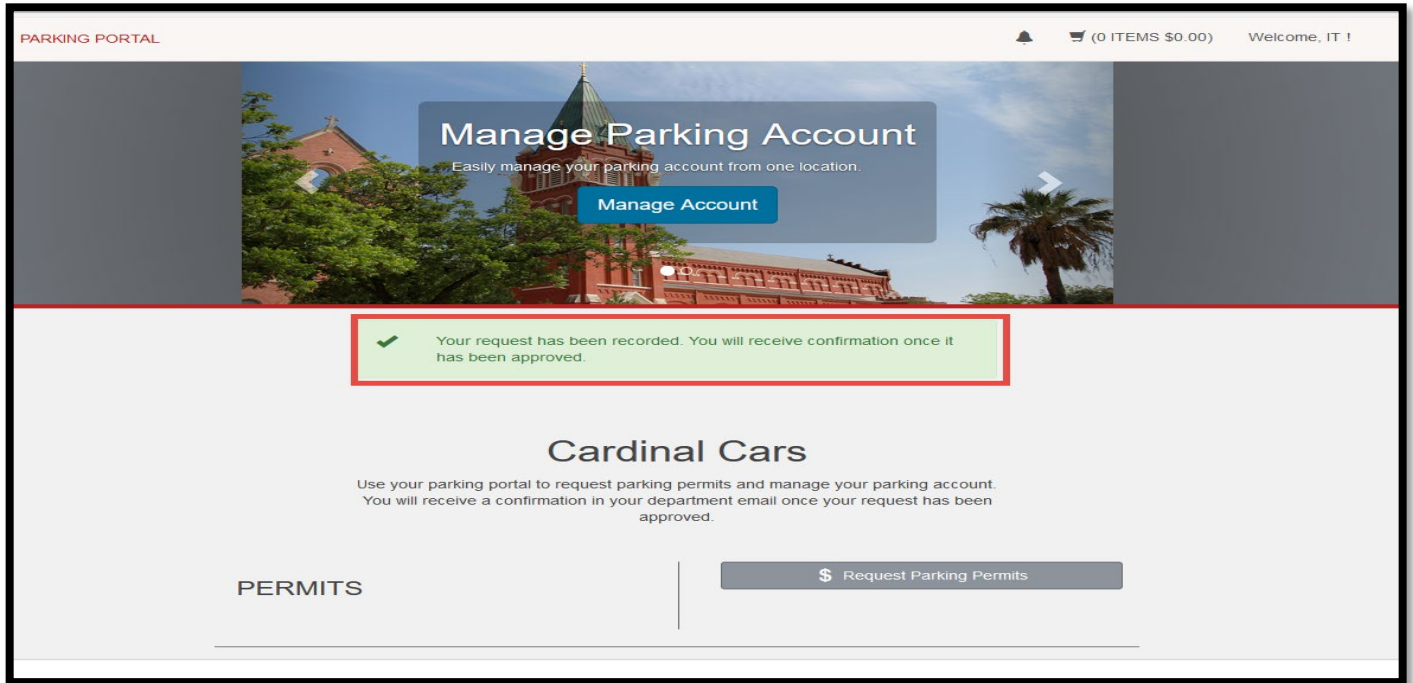
Enter the number of guests parking on campus.

Enter the maximum number of permits each guest will need. One per guest is recommended. Each permit issued will deduct from the total quantity requested.

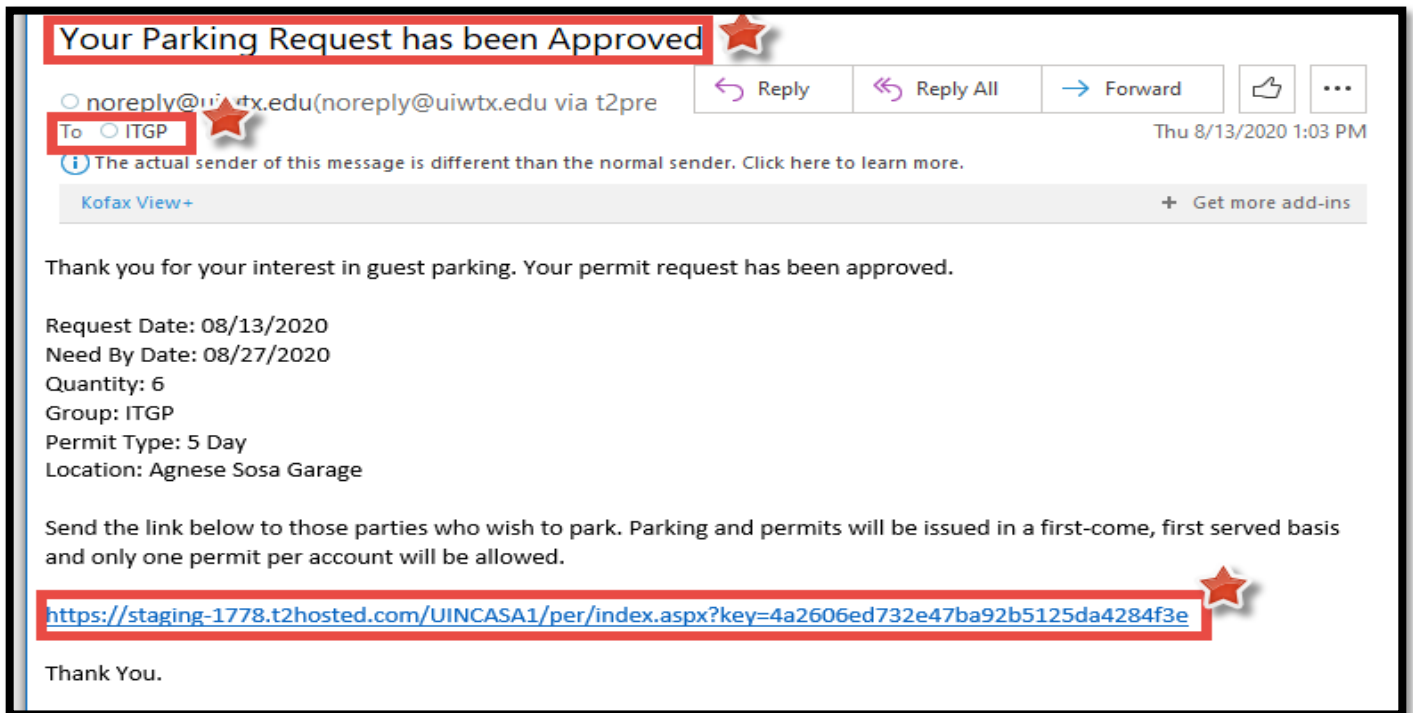
Enter the permit type from the drop down selection:  
1 Day  
3 Day  
5 Day

Enter the preferred parking lot for your event. The guest permit will allow guests to park on any lot with available parking.

Step 8: Check your MS Outlook Group department email account for the confirmation email approving your request and further instructions.



Step 9: An email confirmation will be sent to your MS Outlook Group department email box if the request is approved. You will need to provide your guests with the link provided in the email. The guests will use this link to register their vehicle and license plate information.



## Instructions for Department Guests to Obtain Guest Permits

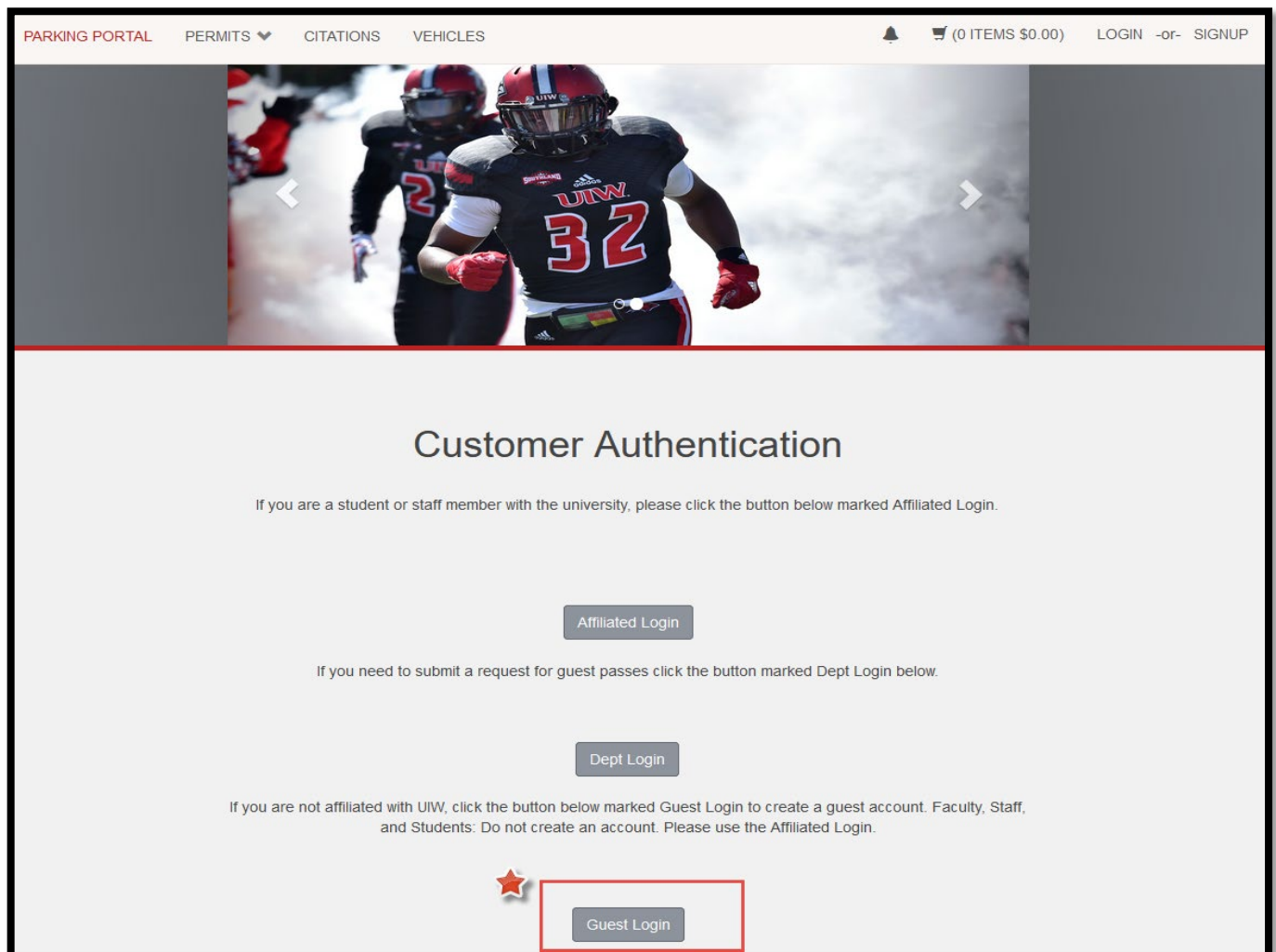
UIW departments will email their visitors the link provided in the department guest permit approval notification email. The link provided will allow visitors to register their vehicle information and obtain the guest parking permit. Below are instructions for your guests to follow to obtain a visitor permit.

**Step 1: Enter the T2 Cardinal Cars URL on your internet browser.**

**SAMPLE LINK: USE THE LINK PROVIDED BY THE UIW DEPARTMENT.**

<https://staging-1778.t2hosted.com/UINCASA1/per/index.aspx?key=3cc4c41d5c0944509fbd29c3728d0d69>

**Step 2: Click on Guest Login.**



PARKING PORTAL PERMITS CITATIONS VEHICLES (0 ITEMS \$0.00) LOGIN -or- SIGNUP

### Customer Authentication

If you are a student or staff member with the university, please click the button below marked Affiliated Login.

Affiliated Login

If you need to submit a request for guest passes click the button marked Dept Login below.

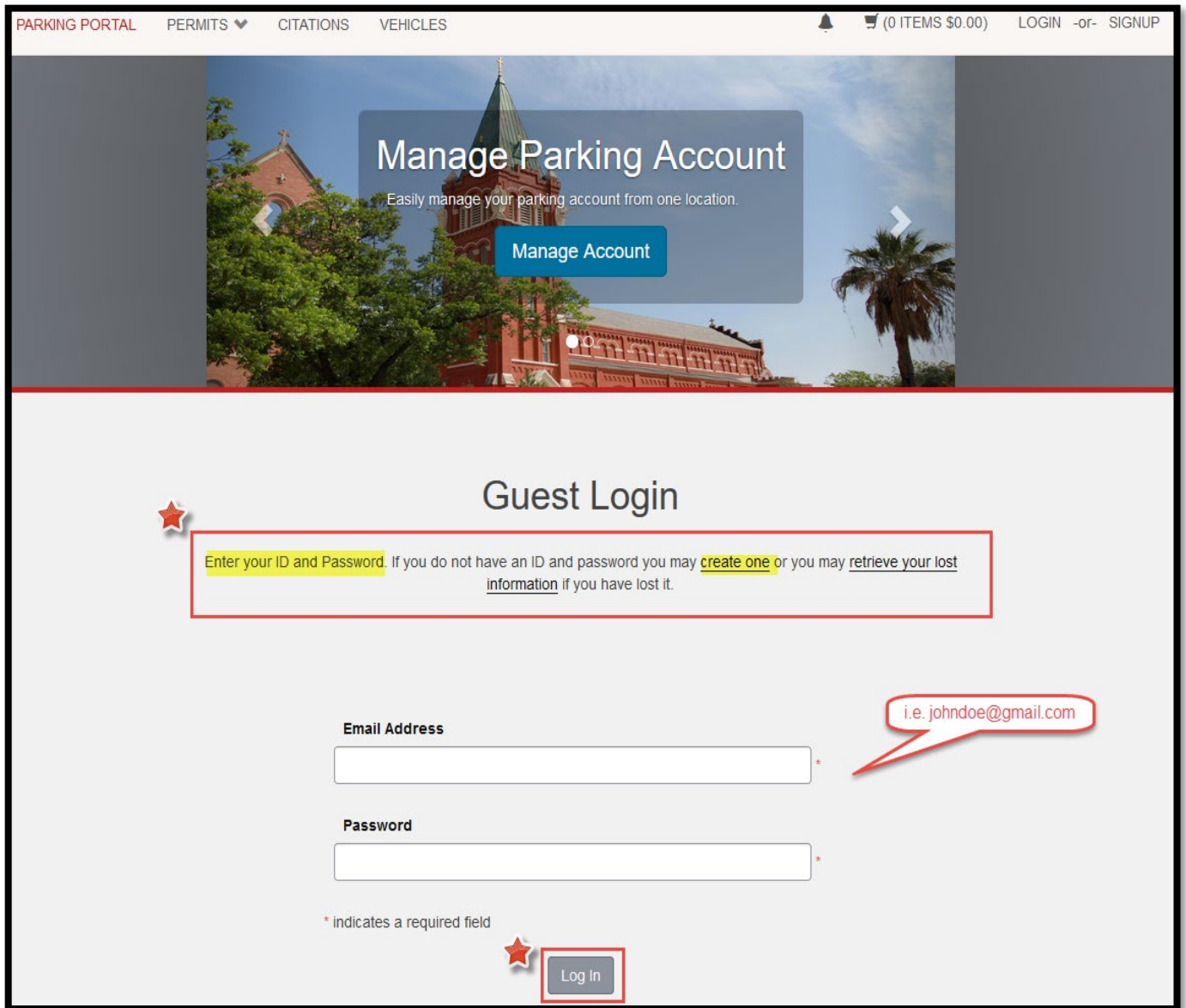
Dept Login

If you are not affiliated with UIW, 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

**Step 3: Enter your guest credentials or click on 'Create One' to create a guest account.**

**\*Note: If your guest has a registered account in the T2 Cardinal Cars system, they will use the email and password they associated with their guest account to login. If your guest, does not have a guest account registered in the system, they will click on the link 'create one' to begin the process of obtaining a guest account.**



PARKING PORTAL PERMITS CITATIONS VEHICLES (0 ITEMS \$0.00) LOGIN -or- SIGNUP

## Manage Parking Account

Easily manage your parking account from one location.

Manage 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 i.e. johndoe@gmail.com

Password

\* indicates a required field

★ Log In

**Step 4: Create a Guest Account by entering a valid email address, your name, and a secure password then click on the CREATE ACCOUNT button. You MUST check your email in box and click on the link provided to activate your guest account.**

**\*Skip this step if you have previously created a Cardinal Cars guest account.**

PARKING PORTAL PERMITS CITATIONS VEHICLES (0 ITEMS \$0.00) LOGIN -or- SIGNUP

## Guest User Registration

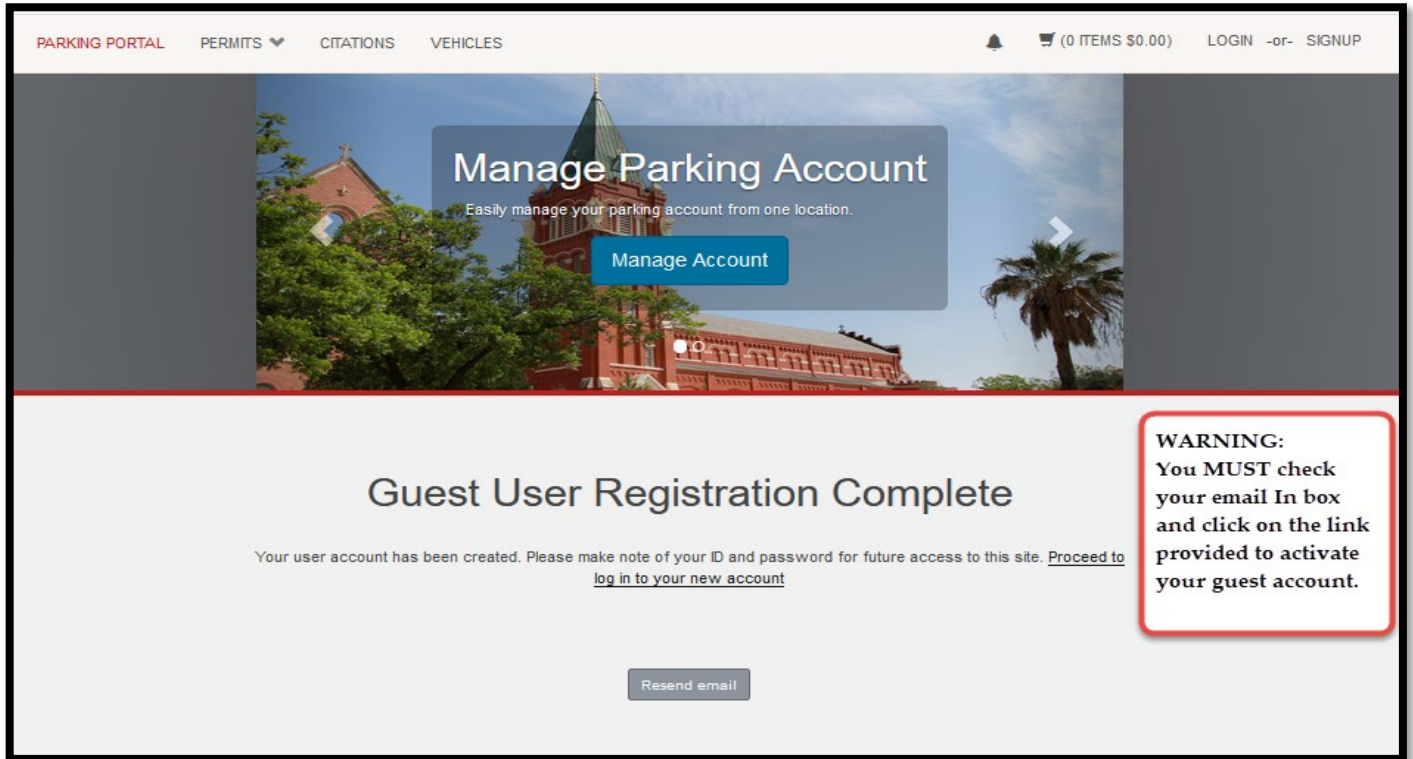
Enter all required information below and click "Create Account"

Email Address	<input type="text" value=".....@gmail.com"/>	Enter a valid email address to associate with your Guest Account.
Email Address (confirm)	<input type="text" value=".....@gmail.com"/>	Confirm your email address.
First Name	<input type="text" value="....."/>	Enter your first name.
Middle Name	<input type="text"/>	
Last Name	<input type="text" value="....."/>	Enter your last name.
Phone 1	<input type="text" value="....."/>	Phone number is optional.
Phone 2	<input type="text"/>	
Phone 3	<input type="text"/>	
Password	<input type="password" value="....."/>	Enter a secure password.
Password (confirm)	<input type="password" value="....."/>	Confirm your password.

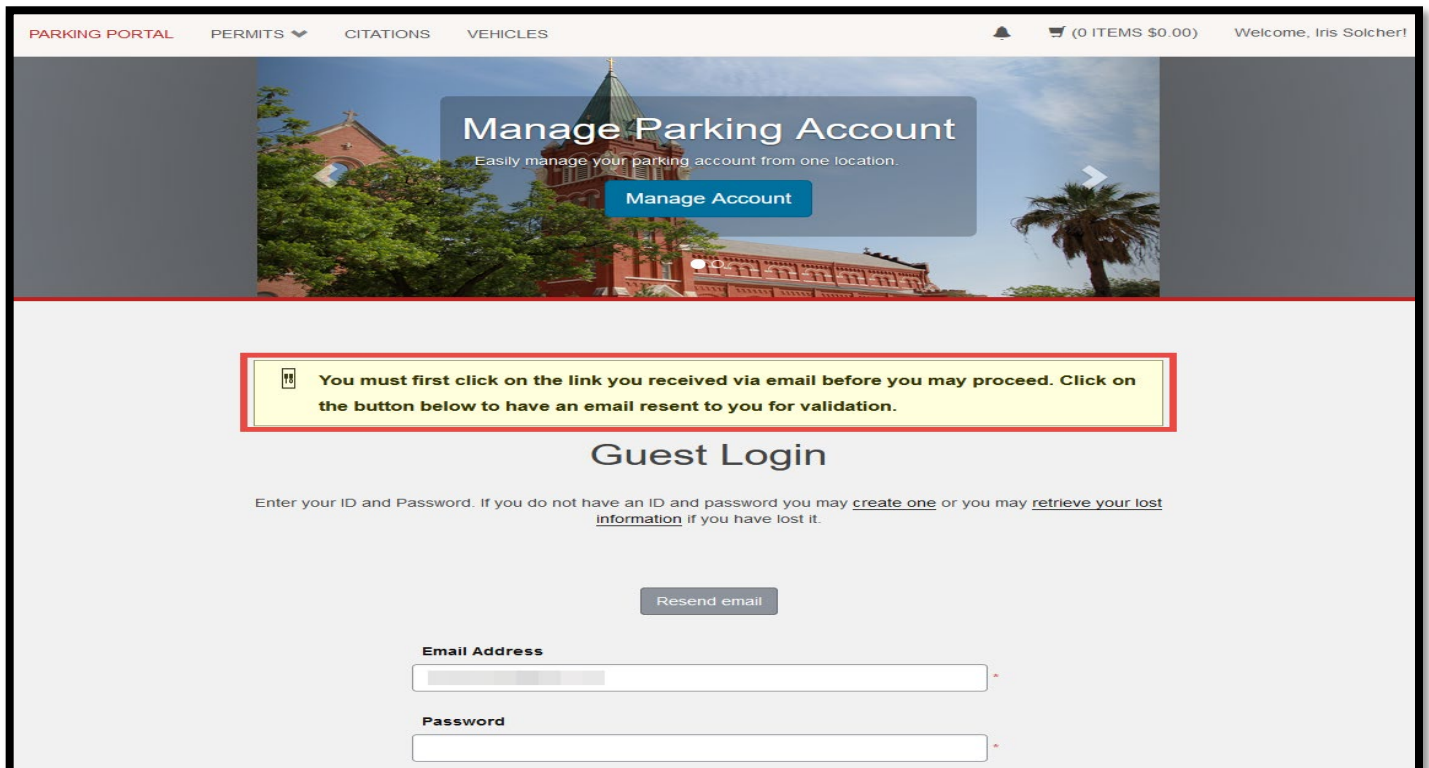
\* indicates a required field



Step 5: You will be prompted that your guest user registration is complete. Please check your email In Box and click on the link provided to activate your guest account. If you attempt to log in without activating your account, you will receive a message directing you to check your email.

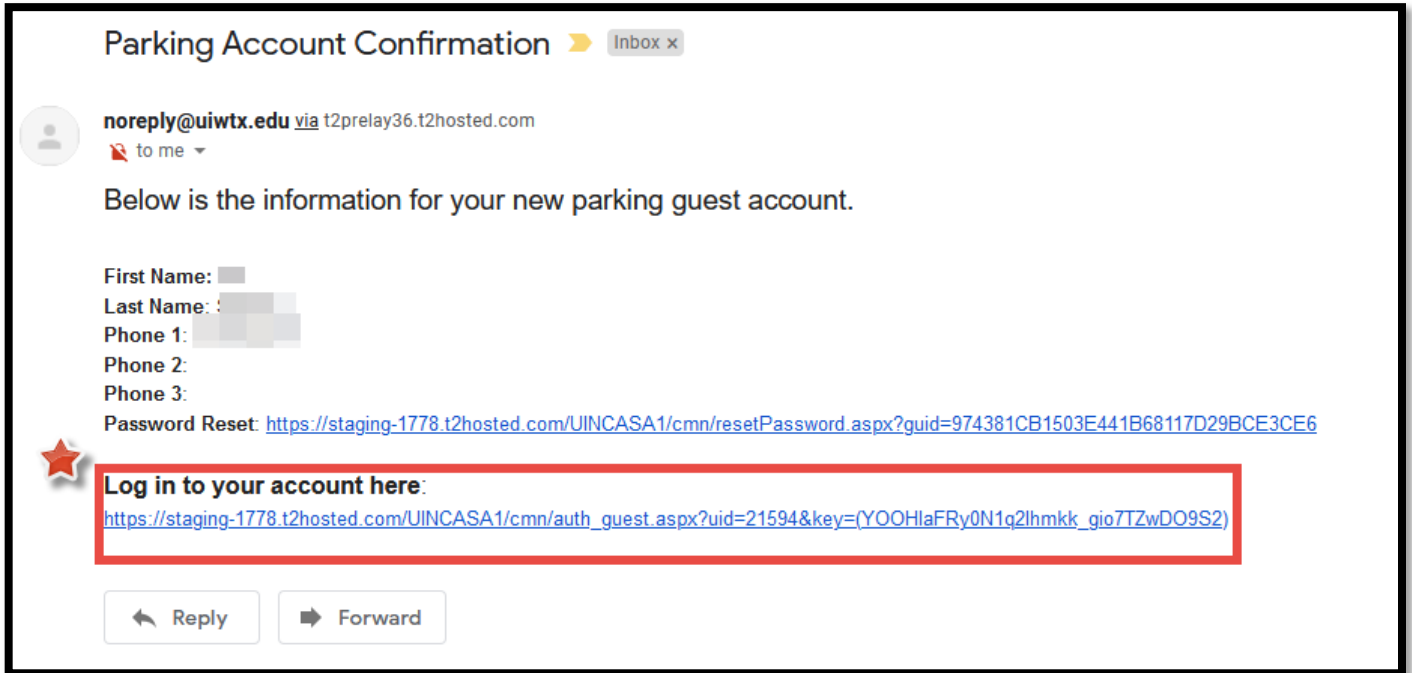


The screenshot shows the top navigation bar with links for PARKING PORTAL, PERMITS, CITATIONS, and VEHICLES. A shopping cart icon shows 0 items for \$0.00, and there are LOGIN and SIGNUP options. The main banner features a 'Manage Parking Account' section with a 'Manage Account' button. Below this, a large heading reads 'Guest User Registration Complete'. A message states: '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](#)'. A 'Resend email' button is located below the message. A red-bordered warning box on the right contains the text: 'WARNING: You MUST check your email In box and click on the link provided to activate your guest account.'

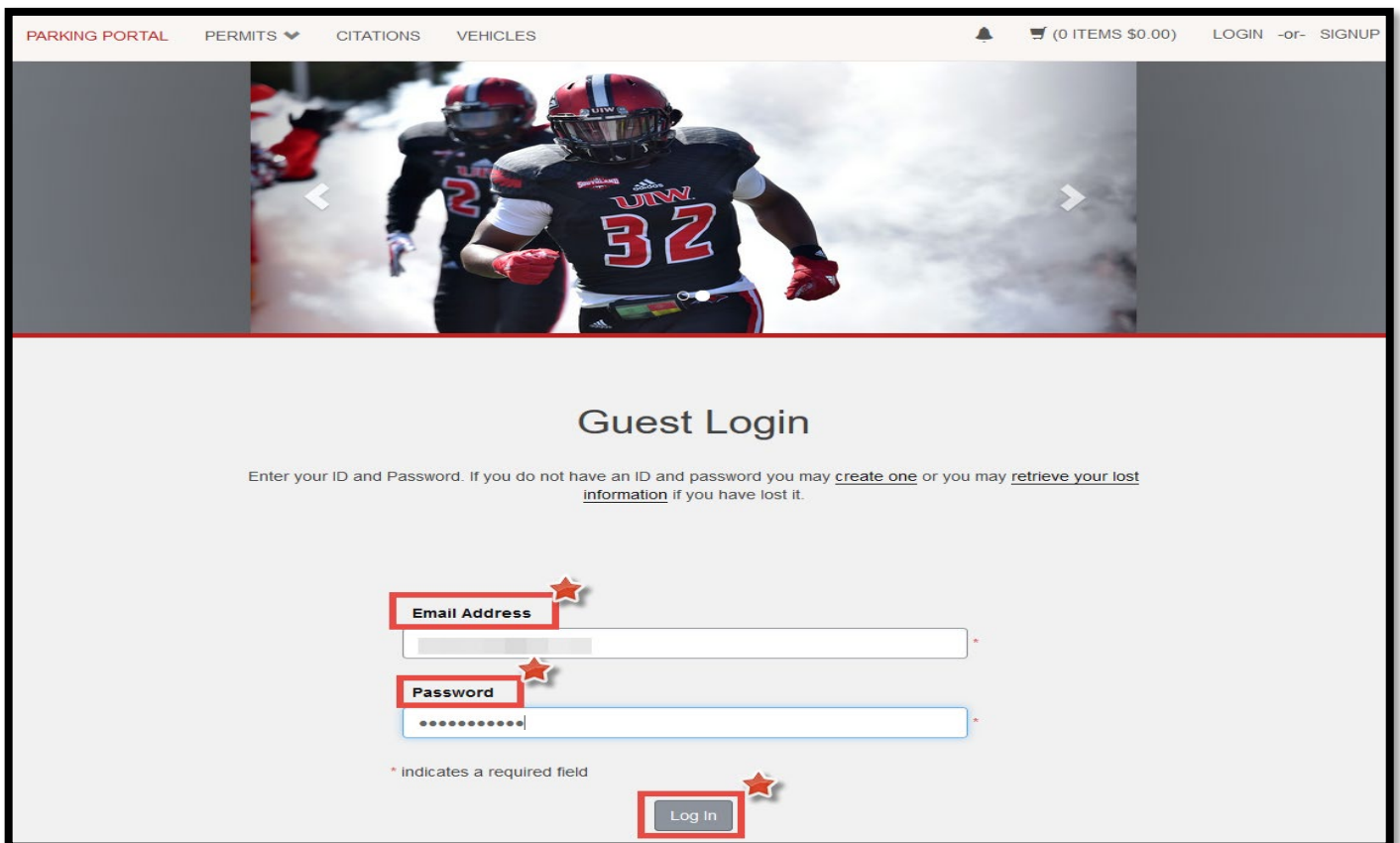


The screenshot shows the same navigation bar as the previous page. The main banner is identical. Below the banner, a yellow-bordered warning box contains the text: 'You must first click on the link you received via email before you may proceed. Click on the button below to have an email resent to you for validation.' Below this, the heading 'Guest Login' is displayed. A message reads: '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.' A 'Resend email' button is positioned above two input fields: 'Email Address' and 'Password'.

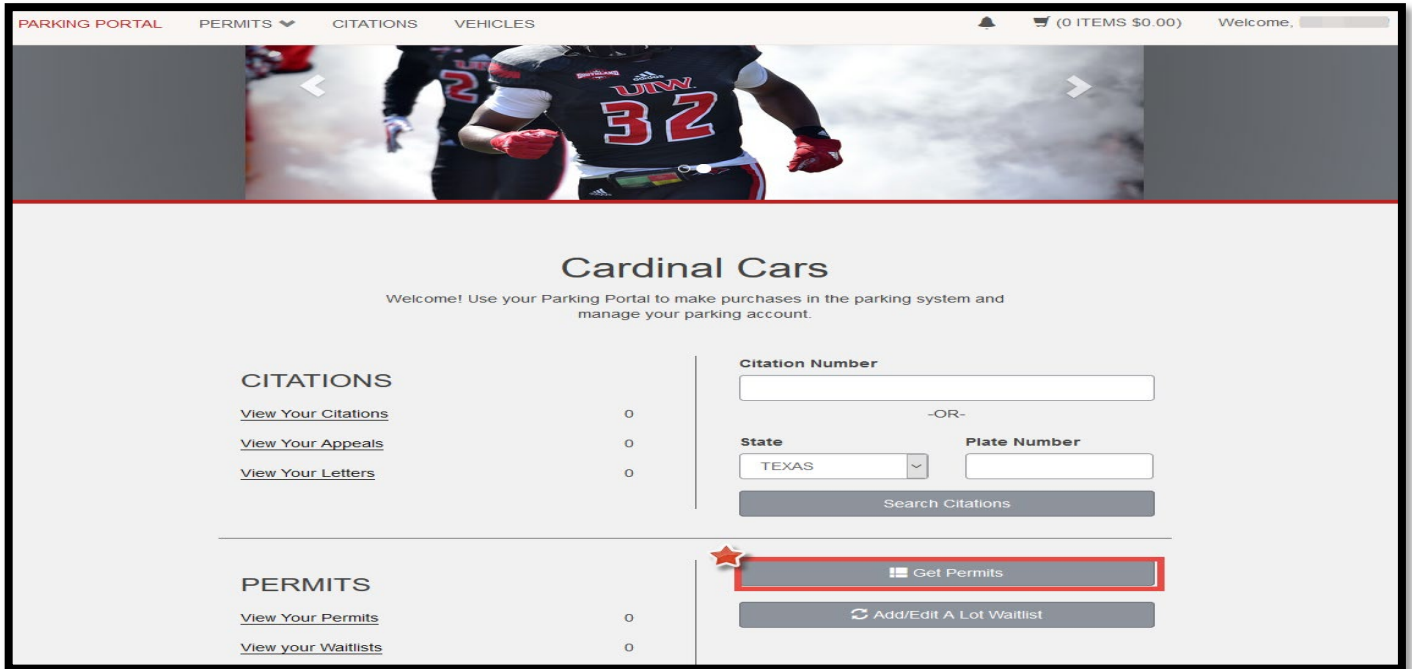
**Step 6: Check your email In Box for an email with Subject: Parking Account Confirmation. Click on the link under the label 'Log in to your account here' to activate your account.**



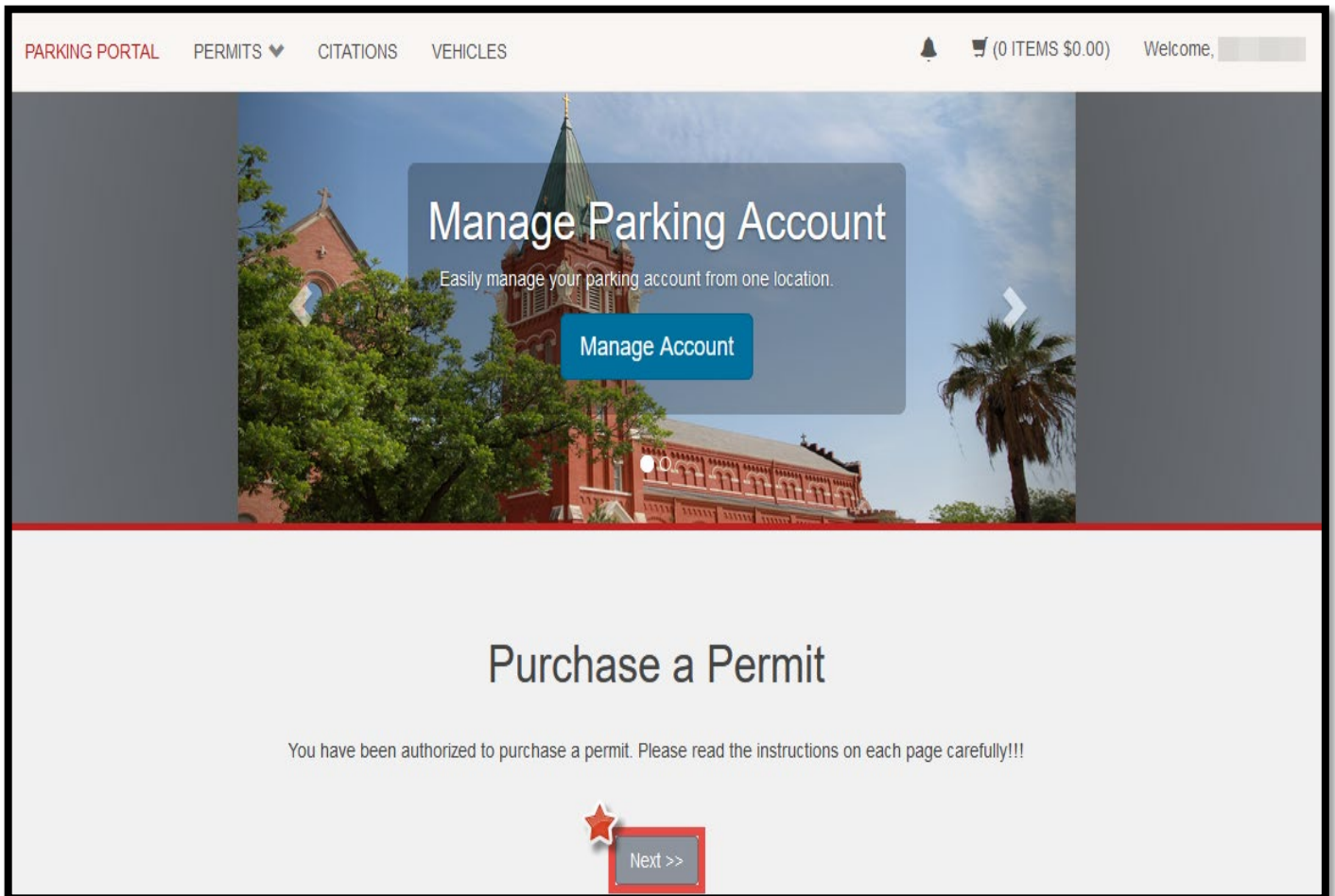
**Step 7: After you click on the activation link, the Guest Login screen appears. Key in your complete email address i.e. [johndoe@gmail.com](mailto:johndoe@gmail.com) and password then click Log In.**



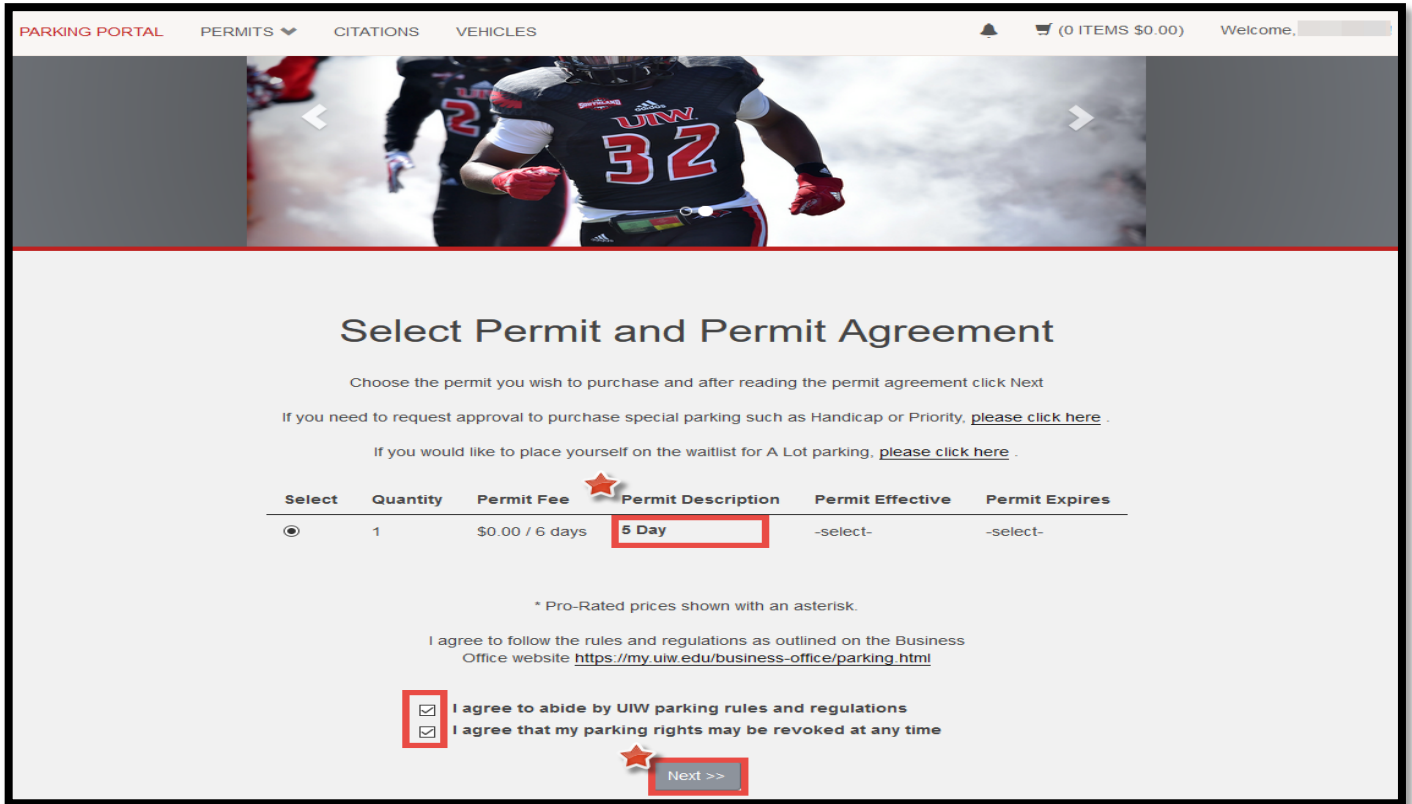
**Step 8: The Cardinal Cars Welcome screen will display. Click on 'Get Permits'.**



**Step 9: The Purchase a Permit screen will display. Click on 'Next' to select the no cost guest permit.**



**Step 10: The Select Permit and Permit Agreement screen will display. Check the agreement boxes and then click 'Next'.**



**Select Permit and Permit Agreement**

Choose the permit you wish to purchase and after reading the permit agreement click Next

If you need to request approval to purchase special parking such as Handicap or Priority, [please click here](#).

If you would like to place yourself on the waitlist for A Lot parking, [please click here](#).

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
<input checked="" type="radio"/>	1	\$0.00 / 6 days	5 Day	-select-	-select-

\* Pro-Rated prices shown with an asterisk.

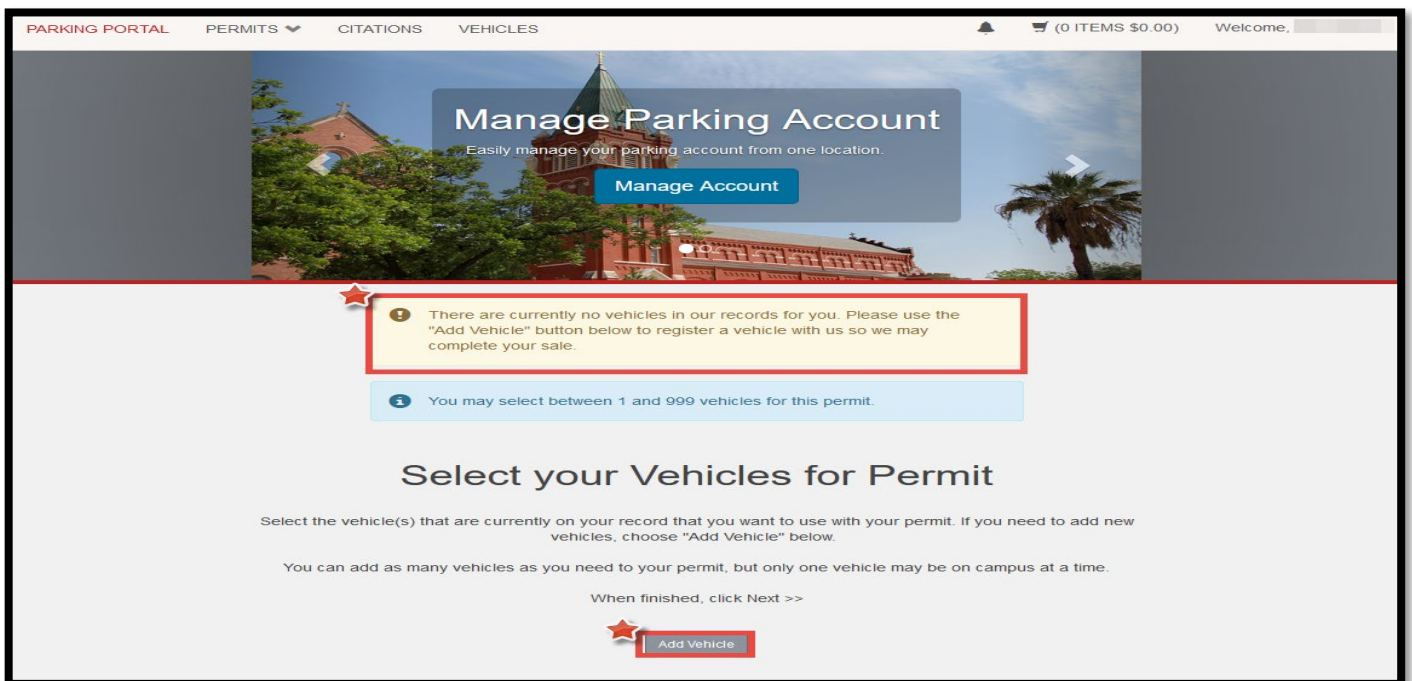
I agree to follow the rules and regulations as outlined on the Business Office website <https://my.uw.edu/business-office/parking.html>

I agree to abide by UIW parking rules and regulations

I agree that my parking rights may be revoked at any time

Next >>

**Step 11: If you have not registered a vehicle, you will be prompted to use the 'Add Vehicle' button. You may add up to 999 vehicles but only one vehicle may be parked on campus at a time.**



**Manage Parking Account**

Easily manage your parking account from one location.

Manage Account

There are currently no vehicles in our records for you. Please use the "Add Vehicle" button below to register a vehicle with us so we may complete your sale.

You may select between 1 and 999 vehicles for this permit.

**Select your Vehicles for Permit**

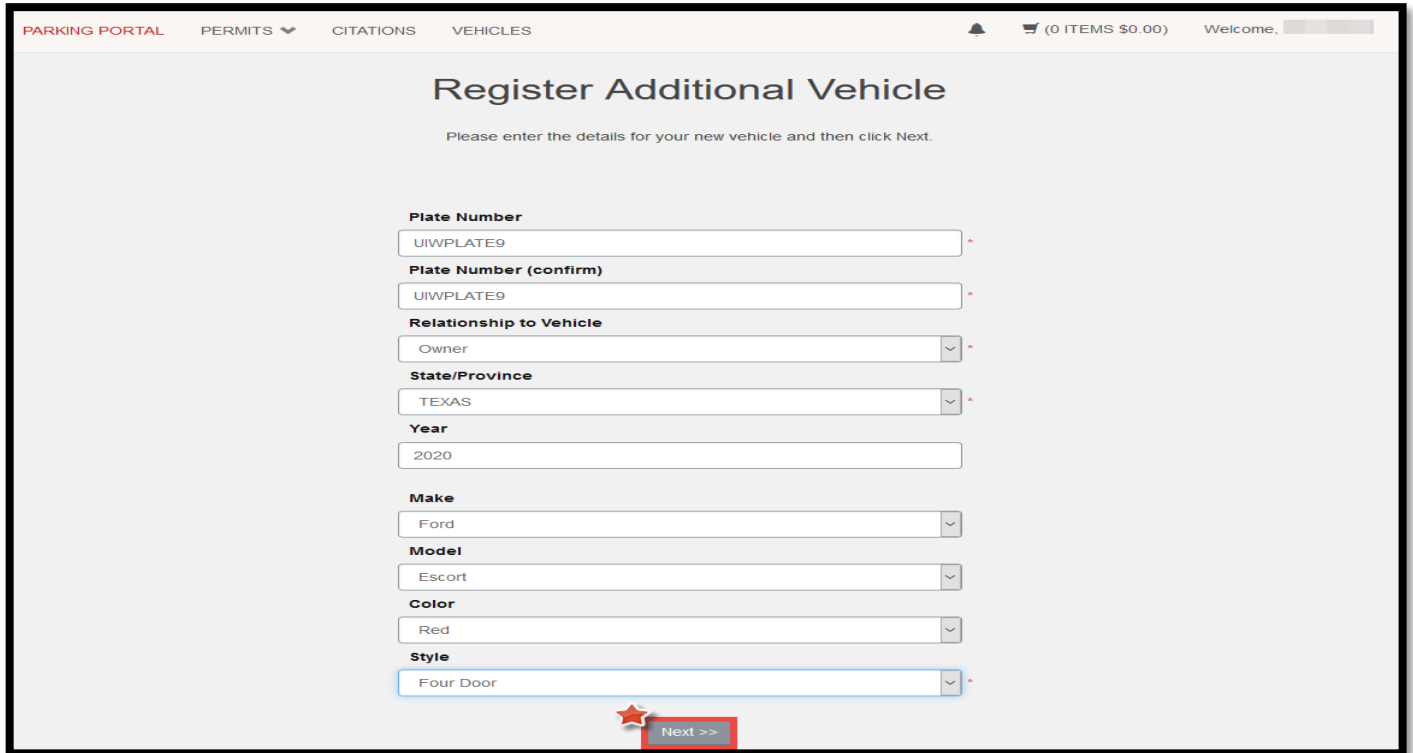
Select the vehicle(s) that are currently on your record that you want to use with your permit. If you need to add new vehicles, choose "Add Vehicle" below.

You can add as many vehicles as you need to your permit, but only one vehicle may be on campus at a time.

When finished, click Next >>

Add Vehicle

**Step 12: Register your vehicle by entering the plate number, relationship to vehicle, state, and style then click 'Next'. The make, model and color are optional fields.**



**Register Additional Vehicle**

Please enter the details for your new vehicle and then click Next.

**Plate Number**  
UIWPLATE9

**Plate Number (confirm)**  
UIWPLATE9

**Relationship to Vehicle**  
Owner

**State/Province**  
TEXAS

**Year**  
2020

**Make**  
Ford

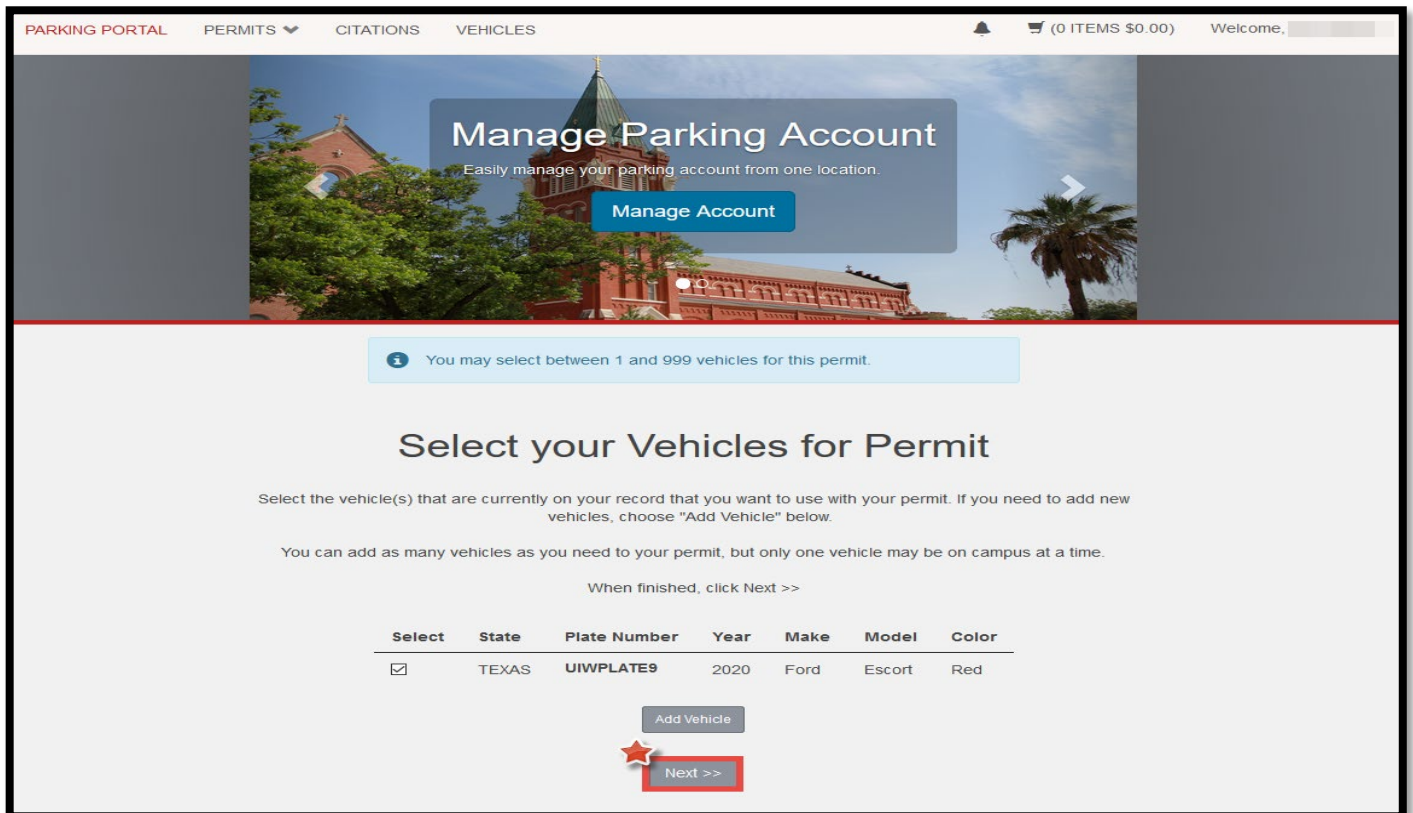
**Model**  
Escort

**Color**  
Red

**Style**  
Four Door

**Next >>**

**Step 13: The Select your Vehicles for Permit screen will appear. Click 'Next' to assign the vehicle to your guest permit.**



**Manage Parking Account**  
Easily manage your parking account from one location.  
[Manage Account](#)

**You may select between 1 and 999 vehicles for this permit.**

**Select your Vehicles for Permit**

Select the vehicle(s) that are currently on your record that you want to use with your permit. If you need to add new vehicles, choose "Add Vehicle" below.

You can add as many vehicles as you need to your permit, but only one vehicle may be on campus at a time.

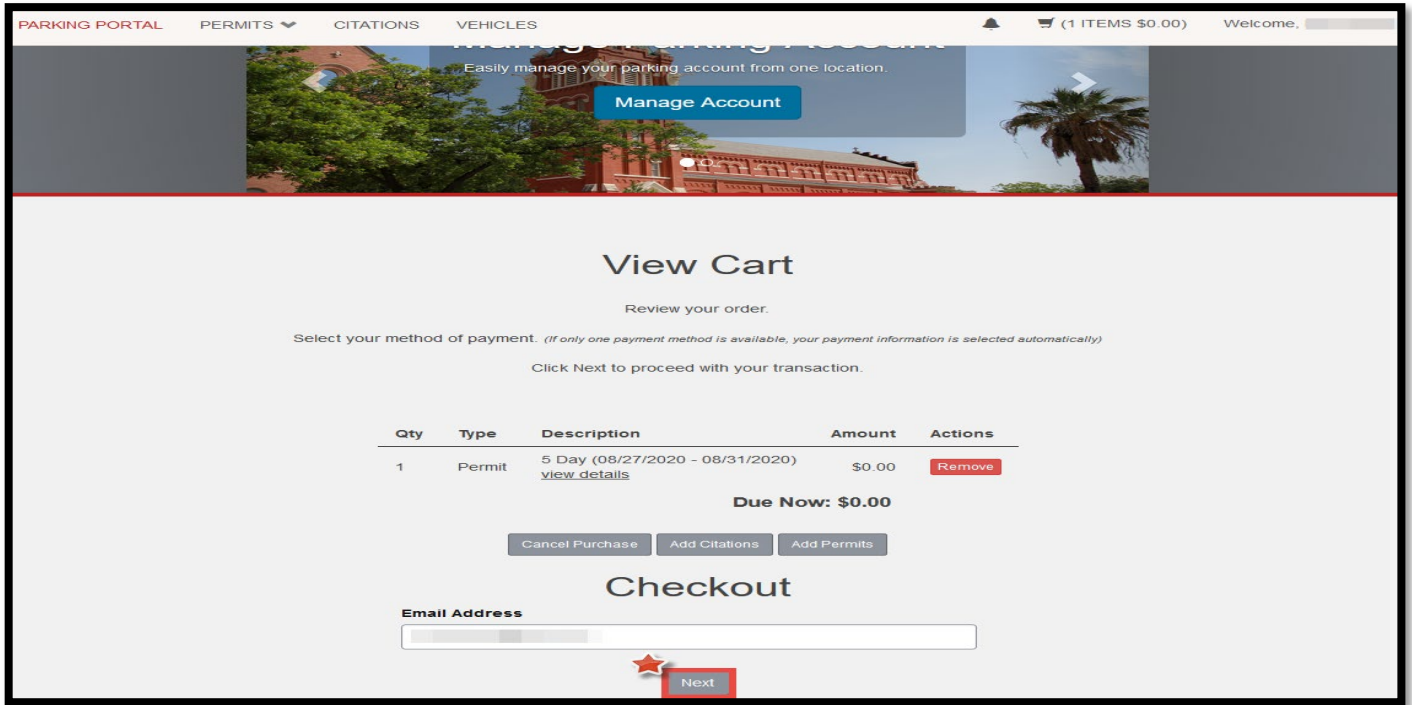
When finished, click Next >>

Select	State	Plate Number	Year	Make	Model	Color
<input checked="" type="checkbox"/>	TEXAS	UIWPLATE9	2020	Ford	Escort	Red

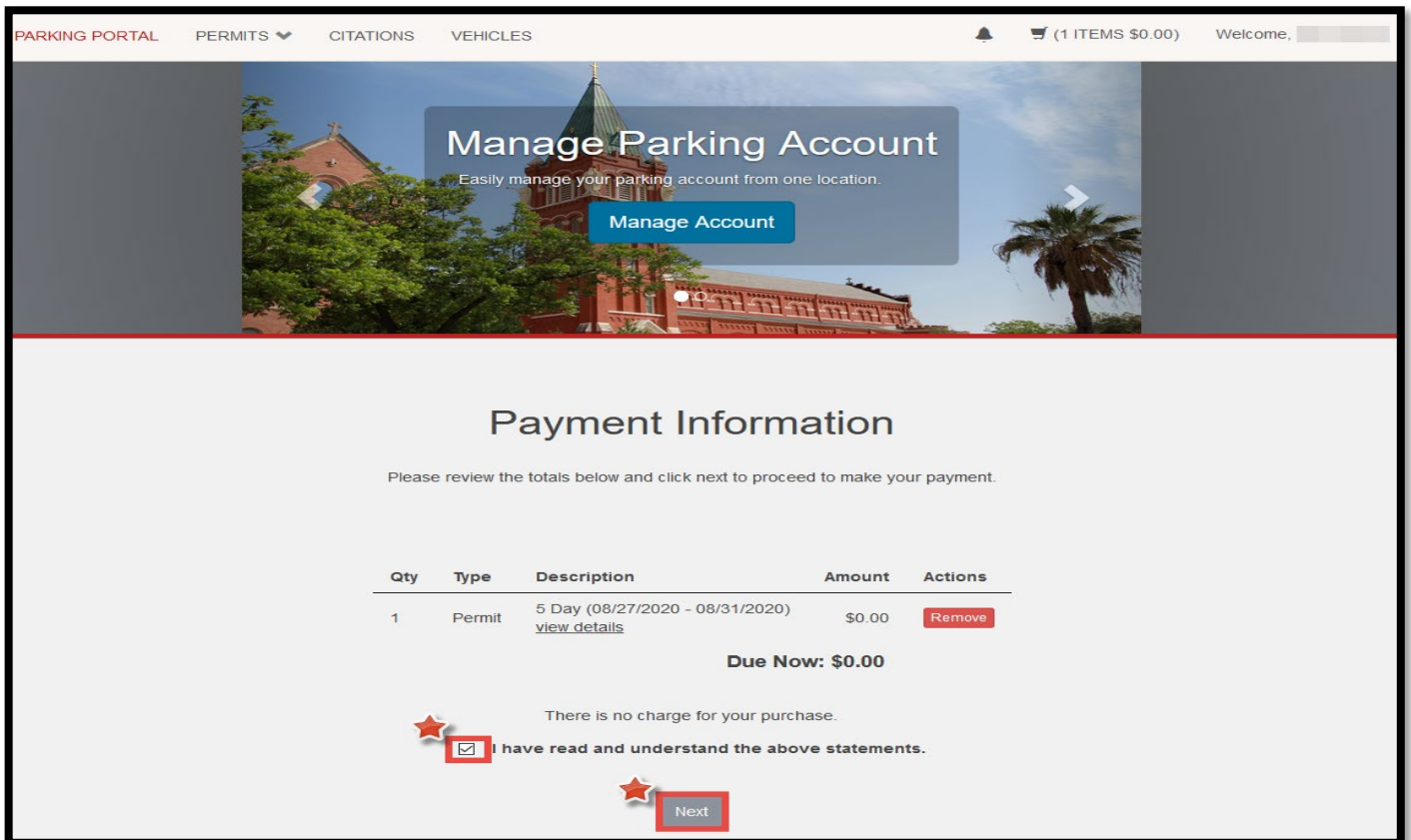
[Add Vehicle](#)

**Next >>**

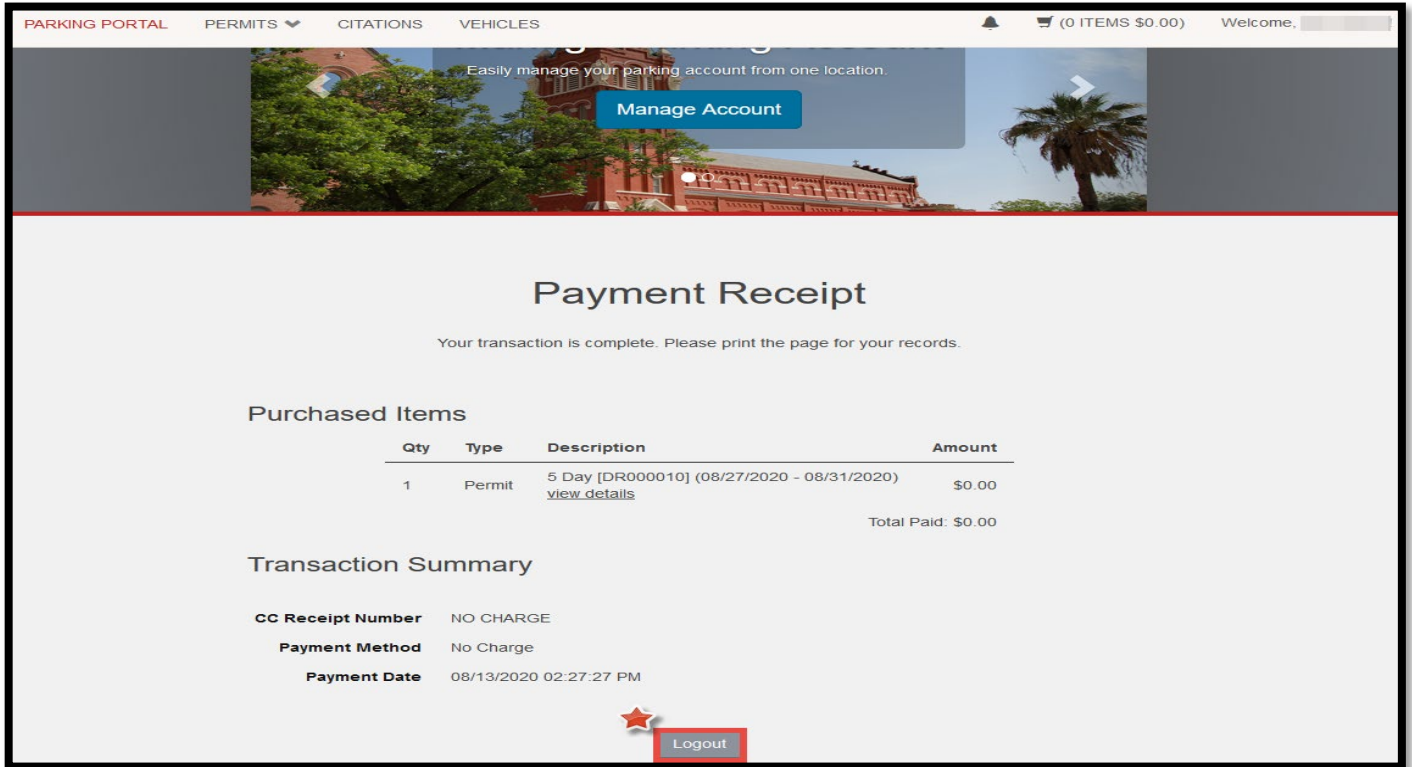
**Step 14: The View Cart and Checkout screen will display your permit information. Click 'Next' to initiate the checkout process. You will receive a confirmation email to the email address listed.**



**Step 15: The Payment Information screen displays. Click the checkbox indicating you understand there is no charge for your permit then click 'Next'.**



**Step 16: The Payment Receipt screen is displayed. Click 'Logout' to log out of Cardinal Cars.**



PARKING PORTAL PERMITS CITATIONS VEHICLES (0 ITEMS \$0.00) Welcome,

Easily manage your parking account from one location.

[Manage Account](#)

## Payment Receipt

Your transaction is complete. Please print the page for your records.

**Purchased Items**

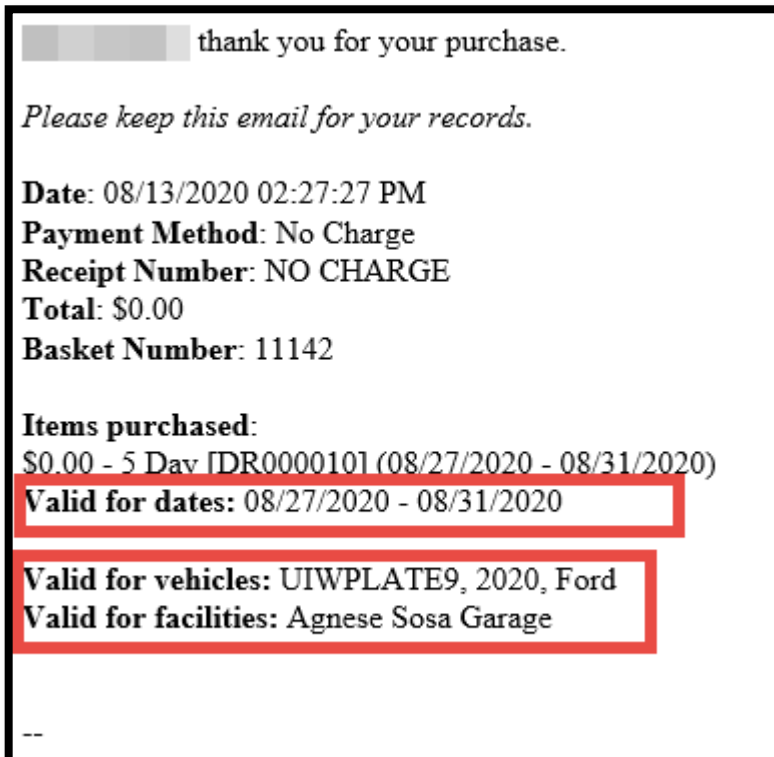
Qty	Type	Description	Amount
1	Permit	5 Day [DR000010] (08/27/2020 - 08/31/2020) <a href="#">view details</a>	\$0.00
Total Paid:			\$0.00

**Transaction Summary**

**CC Receipt Number** NO CHARGE  
**Payment Method** No Charge  
**Payment Date** 08/13/2020 02:27:27 PM

[Logout](#)

**Step 17: Your vehicle is now registered to park at UIW and you will have a confirmation email in your email In Box. The valid parking dates, parking facility, and registered license plate will appear on the Guest confirmation email.**



█ thank you for your purchase.

*Please keep this email for your records.*

**Date:** 08/13/2020 02:27:27 PM  
**Payment Method:** No Charge  
**Receipt Number:** NO CHARGE  
**Total:** \$0.00  
**Basket Number:** 11142

**Items purchased:**  
 \$0.00 - 5 Day [DR000010] (08/27/2020 - 08/31/2020)  
**Valid for dates:** 08/27/2020 - 08/31/2020  
**Valid for vehicles:** UIWPLATE9, 2020, Ford  
**Valid for facilities:** Agnese Sosa Garage

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## Frequently Asked Questions Regarding Department Guest Permits

- Can guests register rental cars to their accounts?
  - Yes, guests must register the vehicle that will be parked on campus whether it is owned or rented.
- Can you provide a list of lots available for reservation for UIW guests?

List of Cardinal Cars Reservable Lots
Agnese Sosa Garage
Ancira Tower Garage
Burr Lot (Behind Parking Kiosk)
Clement Open Lot
Convocation Center Lots
Davis Court (Music Hall)
Feik Lots
Fine Arts Lot (Art Gallery)
Hildebrand Side Lots
ICC Open Area
McCombs Garage
Natatorium Lots
Nursing Bldg. Lot
Riverside Area Lots

- Can I have a specific parking space or lot reserved?
  - After you have submitted your department permit request, you may provide special requests or additional details to the parking office by emailing [parking@uiwtx.edu](mailto:parking@uiwtx.edu).
- Can I use the department permit request process to accommodate parking for unexpected guests?
  - The department permit requests must be submitted 2 days in advance to allow for approval process and reservation link to flow back to your office.
  - To accommodate unexpected visitors, please have the guest log in to Cardinal Cars and use the Guest Login to create an account and register their vehicle.  
[https://uiw.t2hosted.com/cmn/auth\\_ext.aspx](https://uiw.t2hosted.com/cmn/auth_ext.aspx)
- Can I use a paper hang tag to alert the parking office not to issue a citation?
  - No, the T2 Cardinal Cars system is no longer paper based. All vehicles parked on campus must be registered and have an appropriate virtual permit assigned to their vehicle in the T2 Cardinal Cars system. The permit assigned to the vehicle will denote where the vehicle is authorized to park. Vehicles with a registered Guest permits can park in any available parking spot on Broadway campus.
- Can a department/school have more than one staff member assigned to the department account?
  - Yes, it is recommended that each UIW department/school use one department account and share the login credentials as needed for business operations. To share the login credentials within your department, please obtain approval from your supervisor. You will need to add the staff members email credentials to the departments MS Group email account so





that they may receive the parking permit approval notification from the system. Contact the Help Desk at [HelpDesk@uiwtx.edu](mailto:HelpDesk@uiwtx.edu) for assistance.