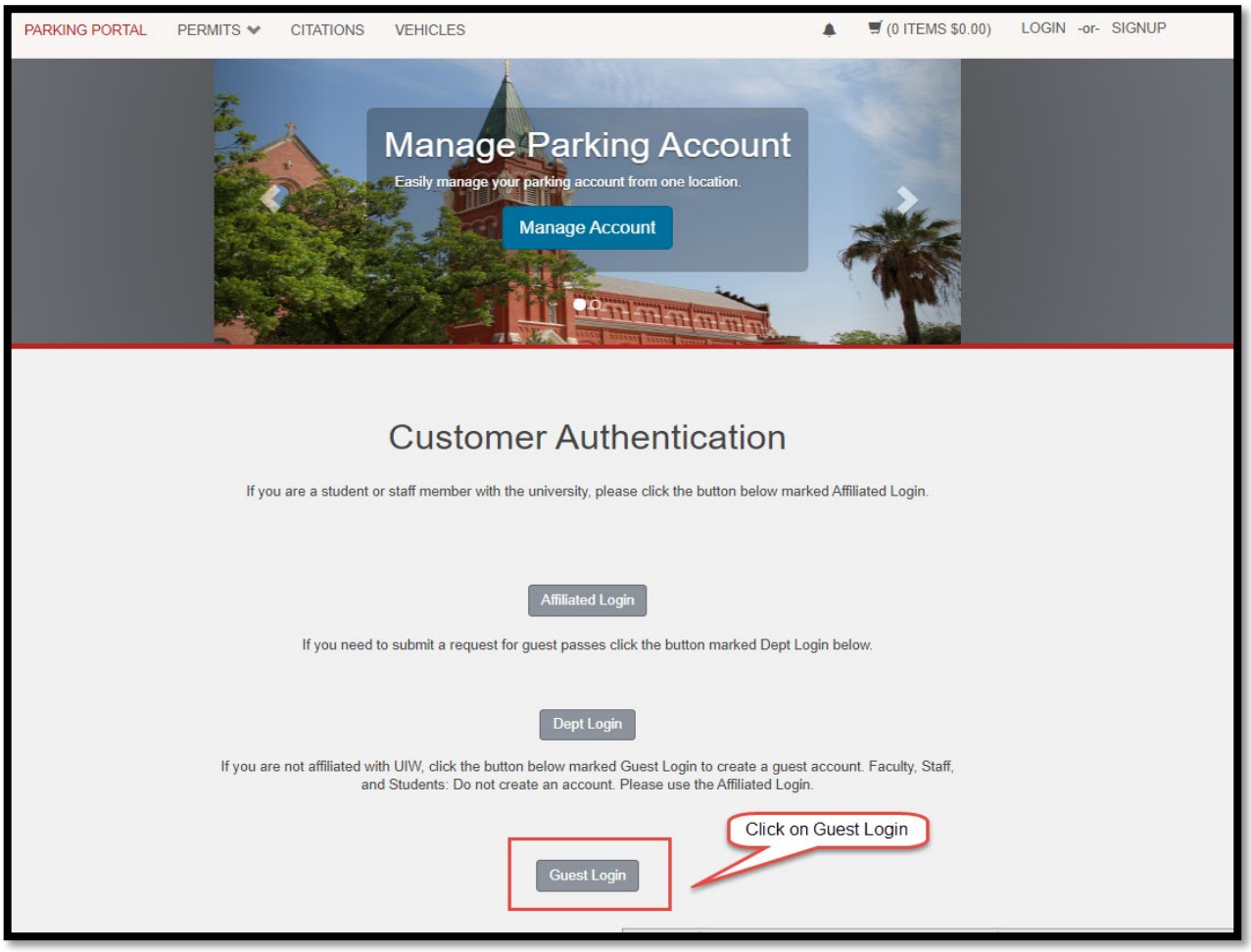
# T2 Cardinal Cars – Guest Permit Request

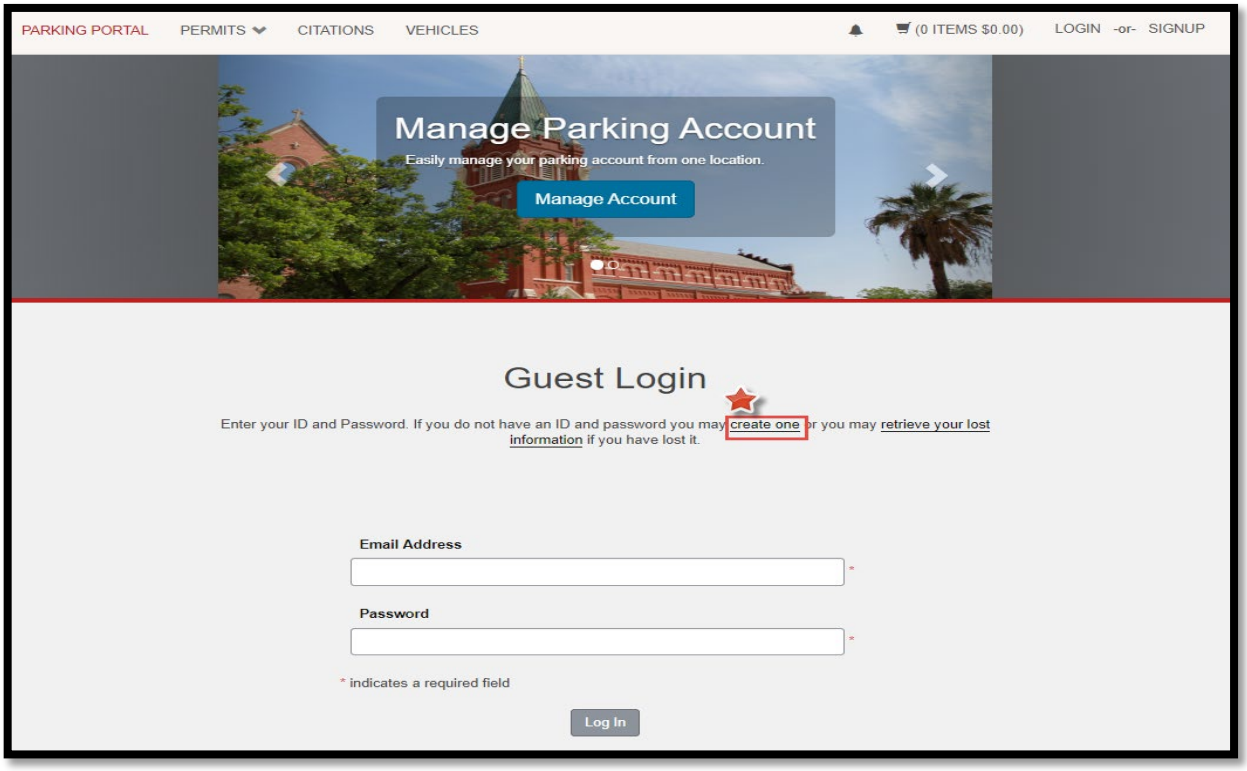
Guests of the University of the Incarnate Word must register their vehicles to park on campus. Please use the T2 Cardinal Cars link to create an account in the T2 system and register your vehicle.

**Step 1: Enter the T2 Cardinal Cars URL on your internet browser.**
https://uiw.t2hosted.com

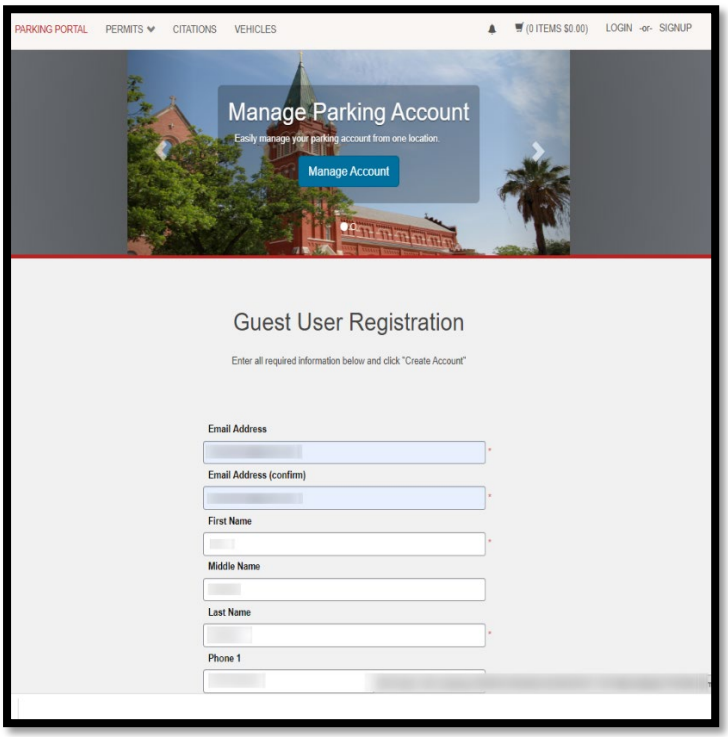
**Step 2: Click on Guest Login**

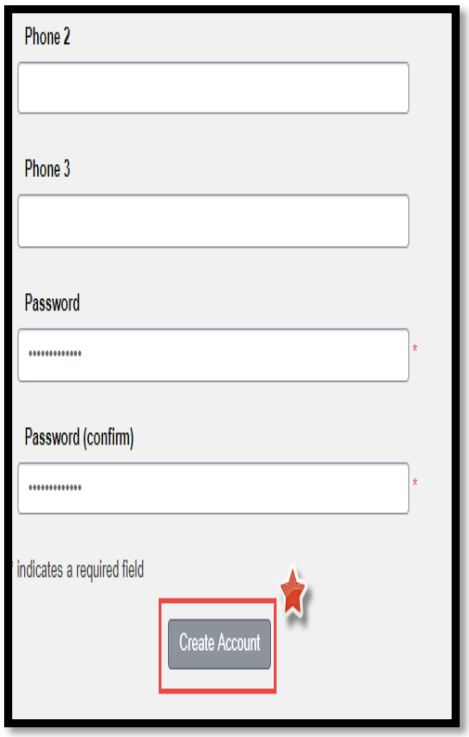


**Step 3: If you do not have a guest login, click on create one. Otherwise, enter your email and password to request a guest permit.**

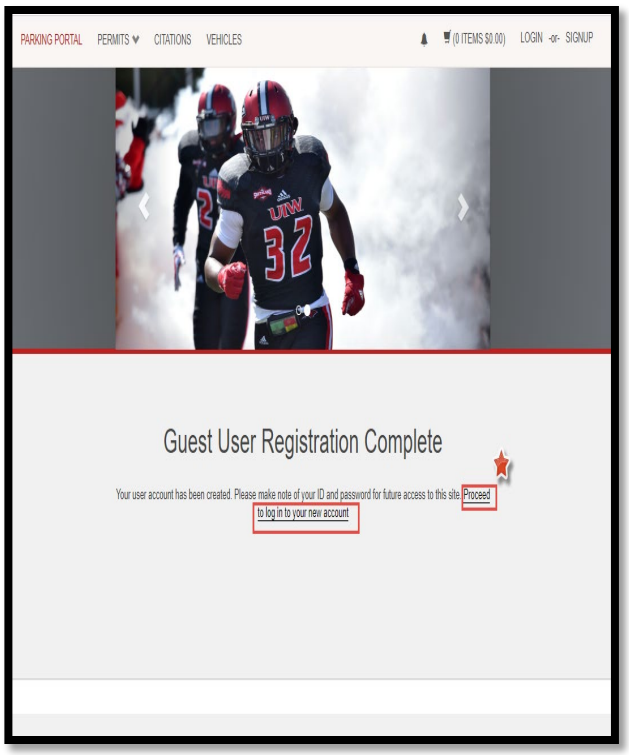


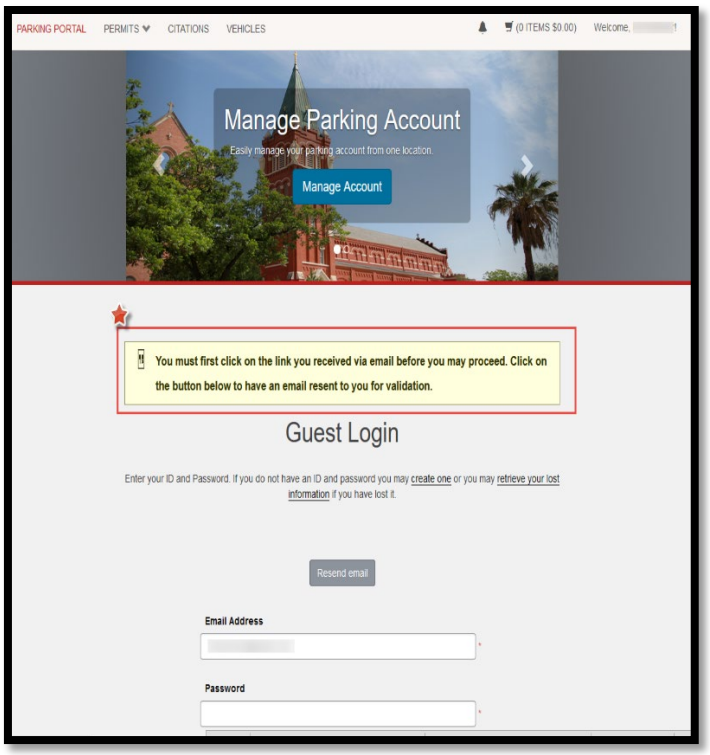

**Step 4: Enter required information and click 'Create Account'.**



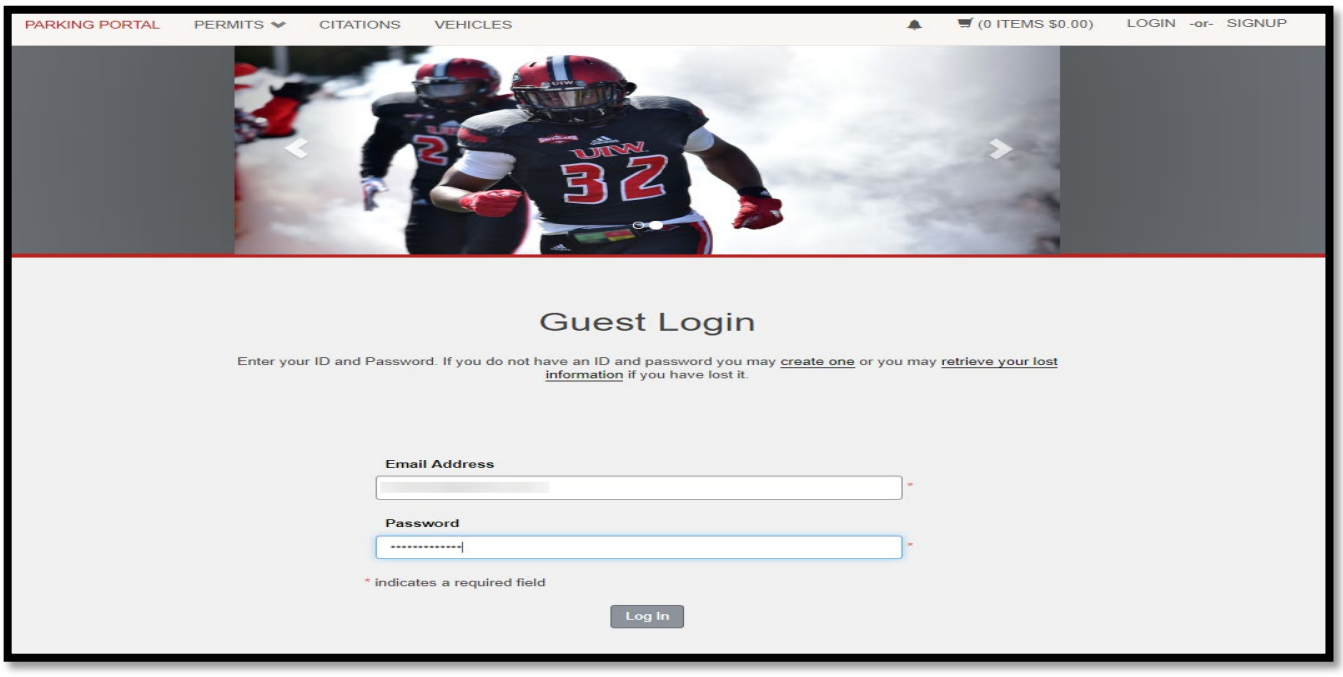



**Step 5: Click on the Proceed to log in to your new account link. You must validate your account via the email you provided before proceeding.**




**Step 6: Key in your Email address and password and click Log In.**



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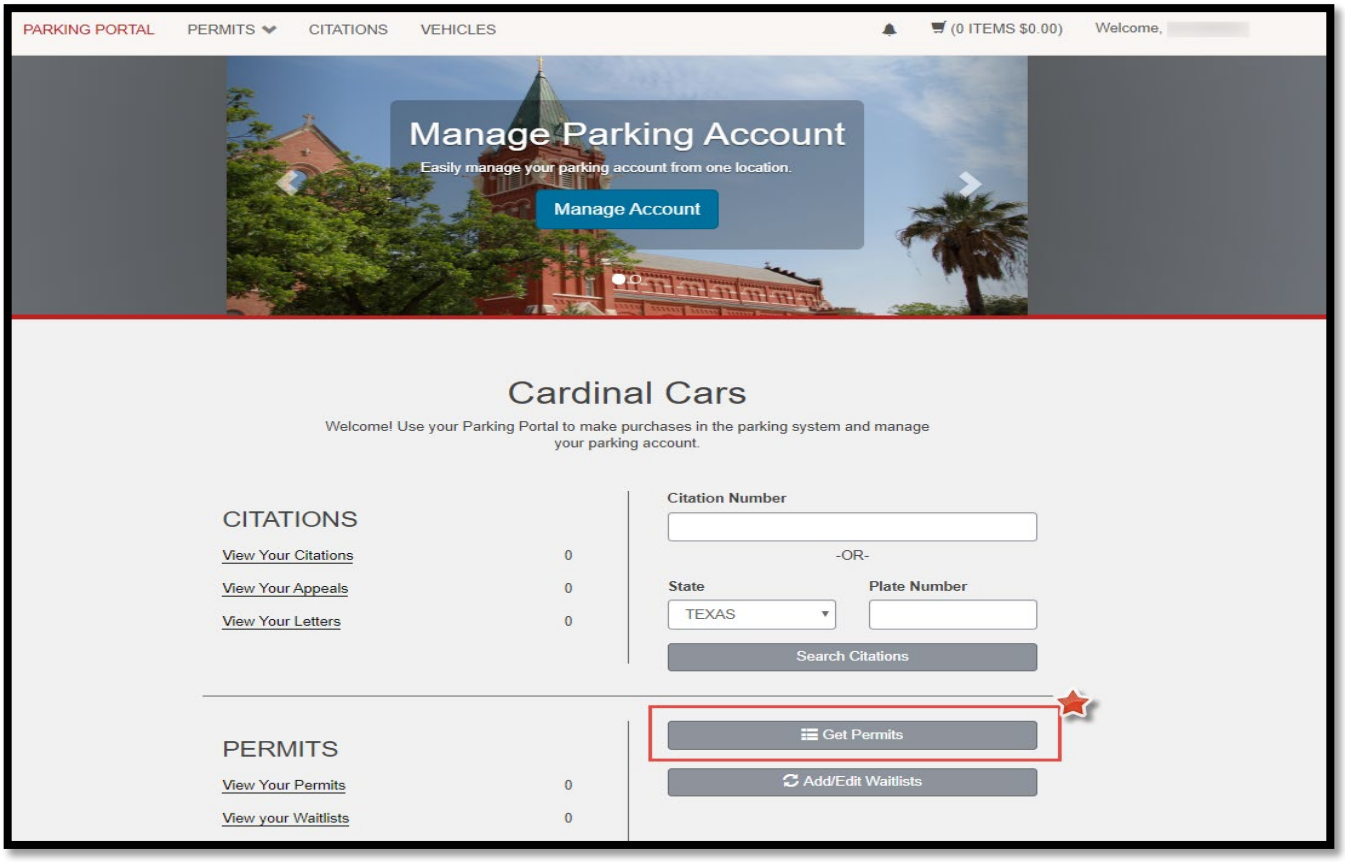
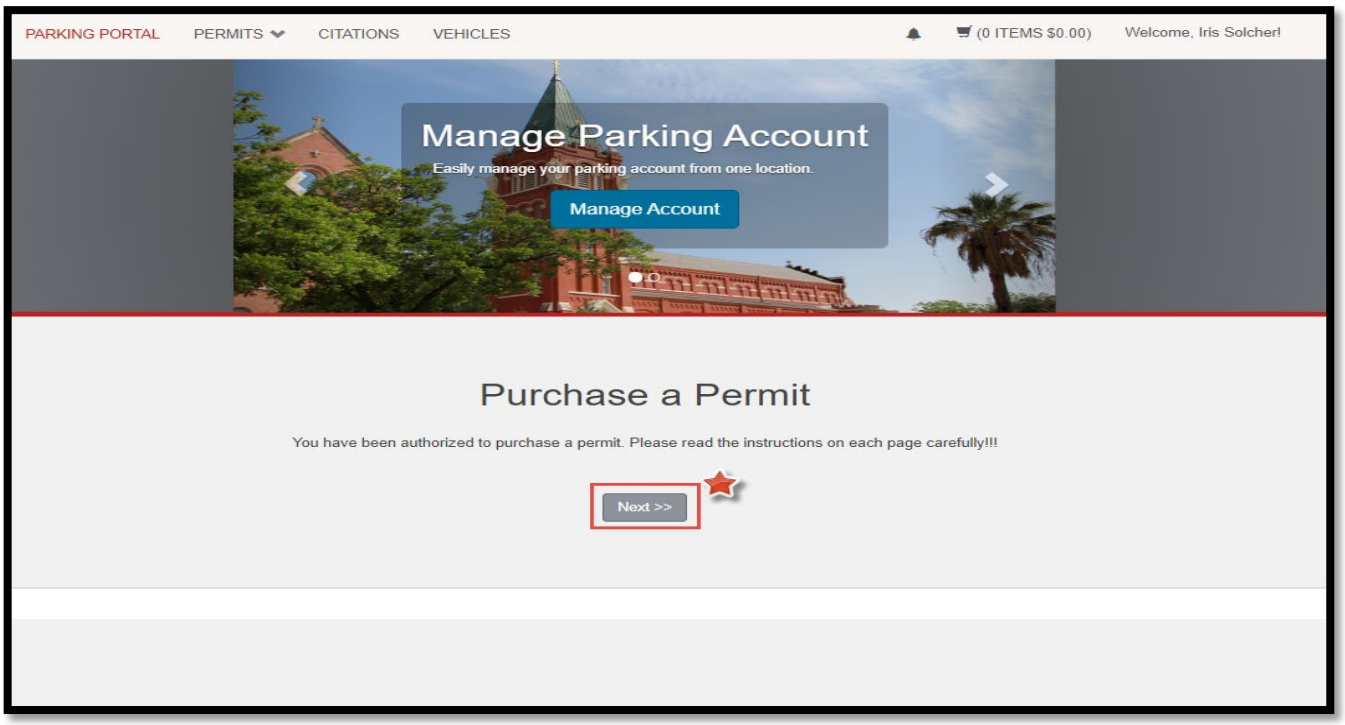
**Step 7 Click on Get Permits and then click on Next**



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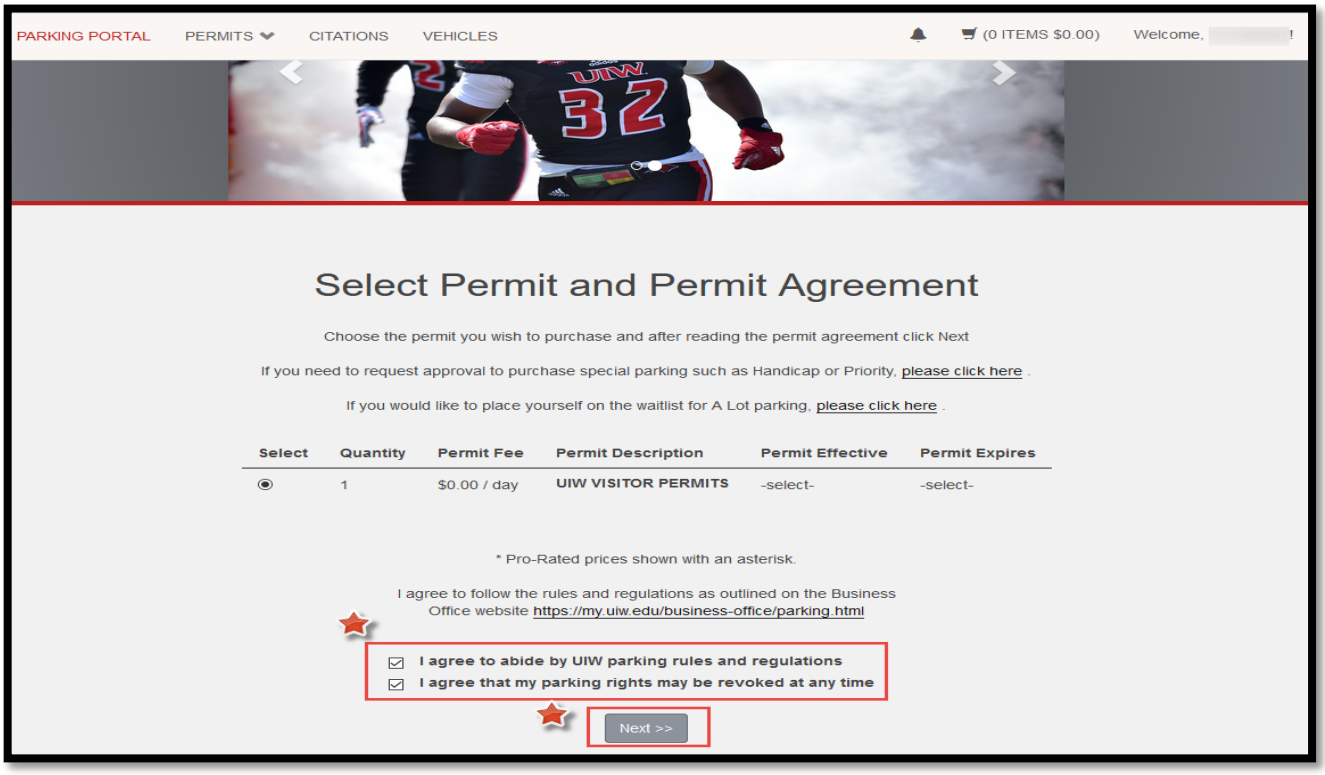
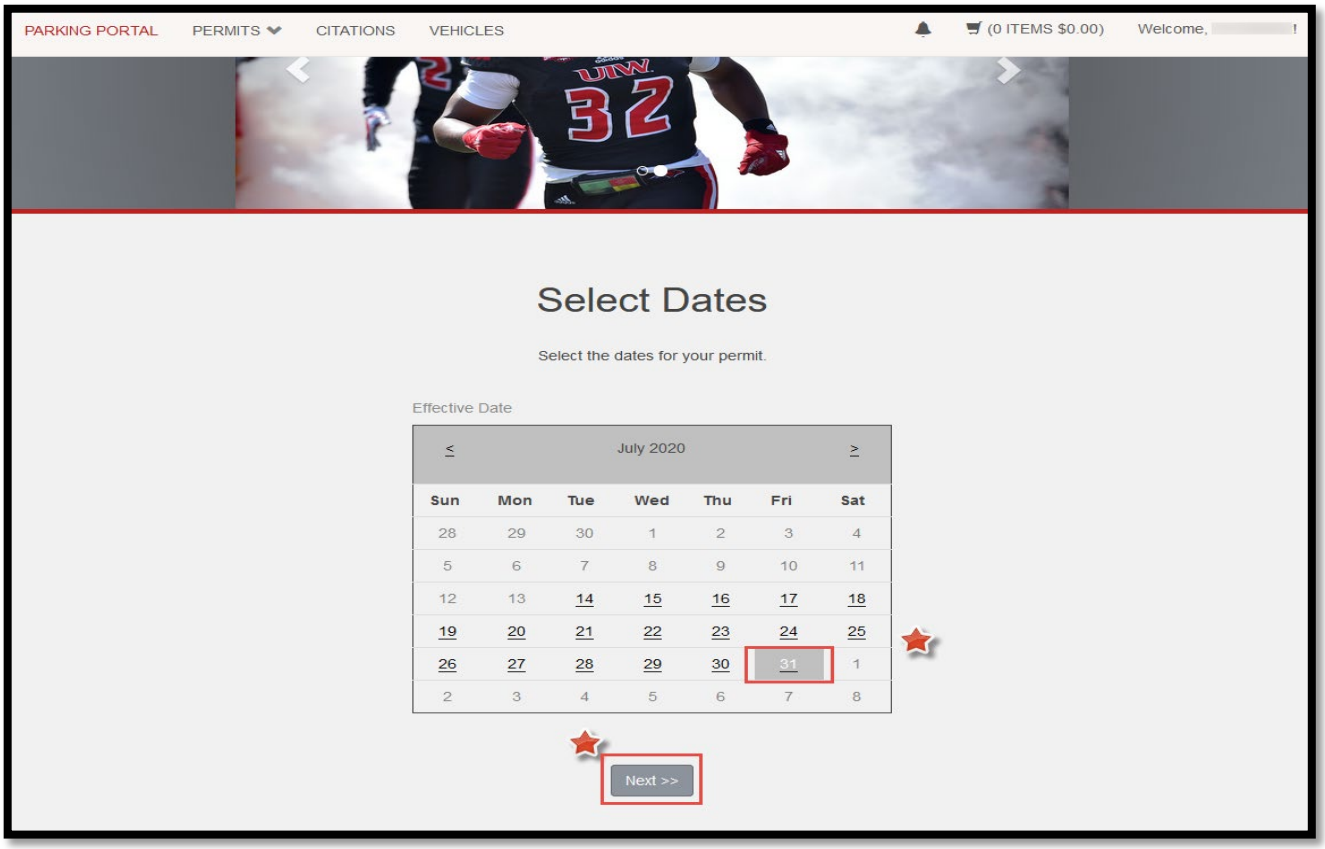
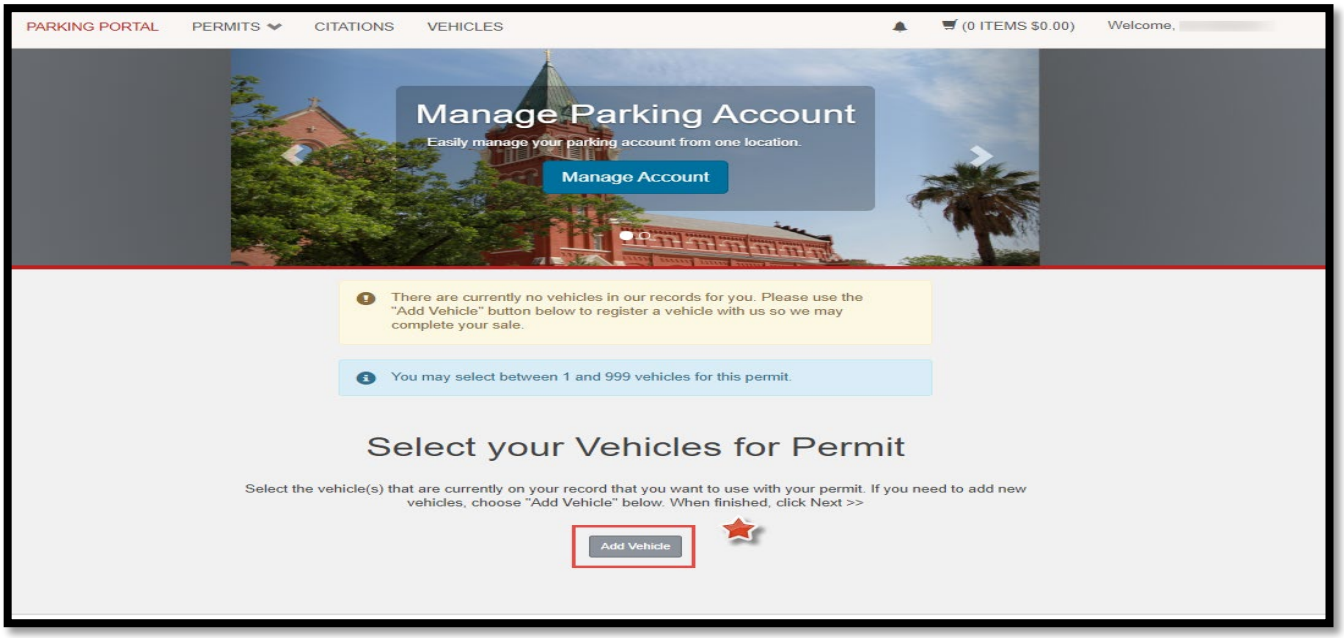
**Step 8: Click on the check boxes to agree to parking rules and regulations then click Next.**



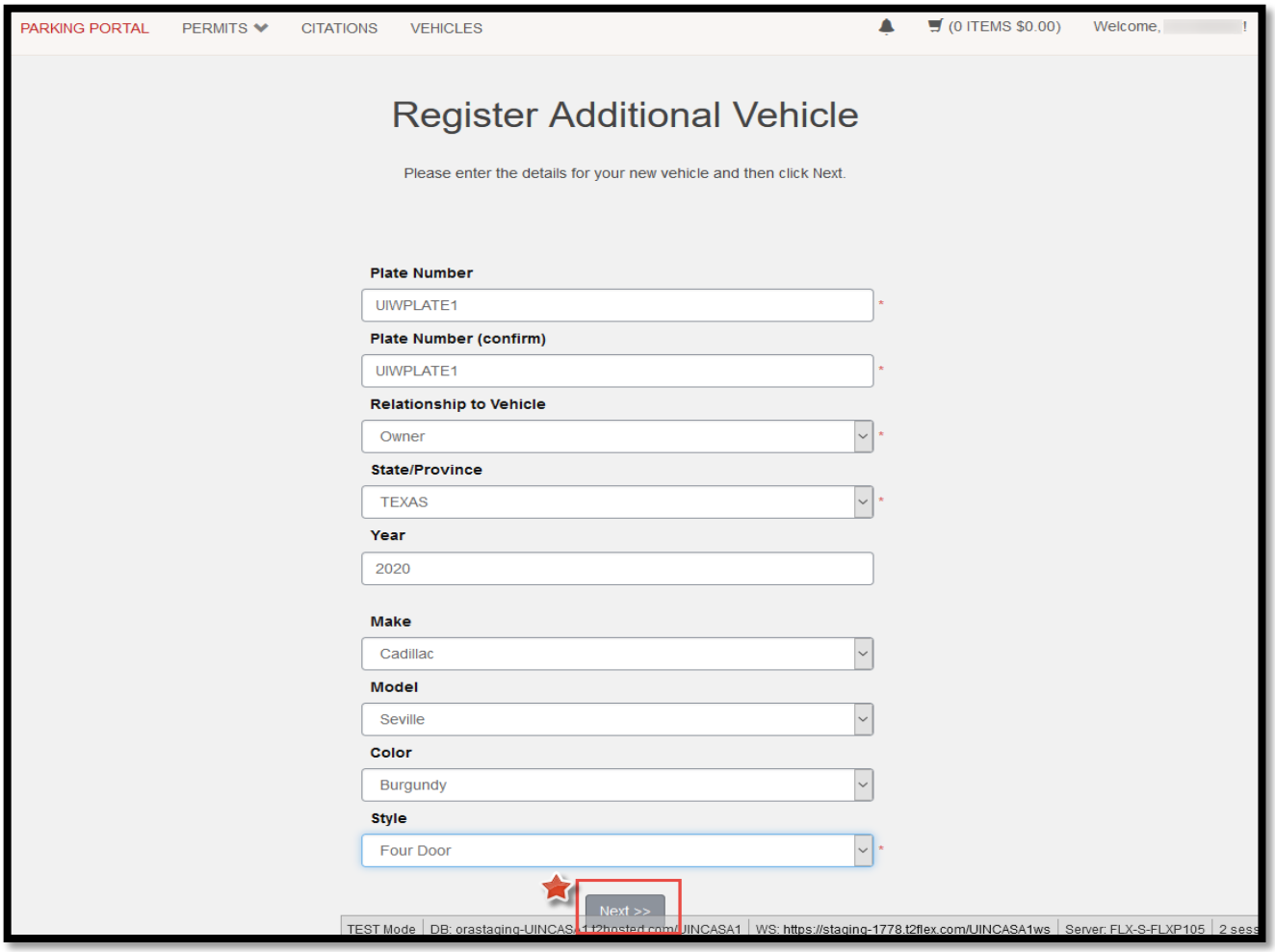

**Step 9: Select the date for your permit and click Next.**



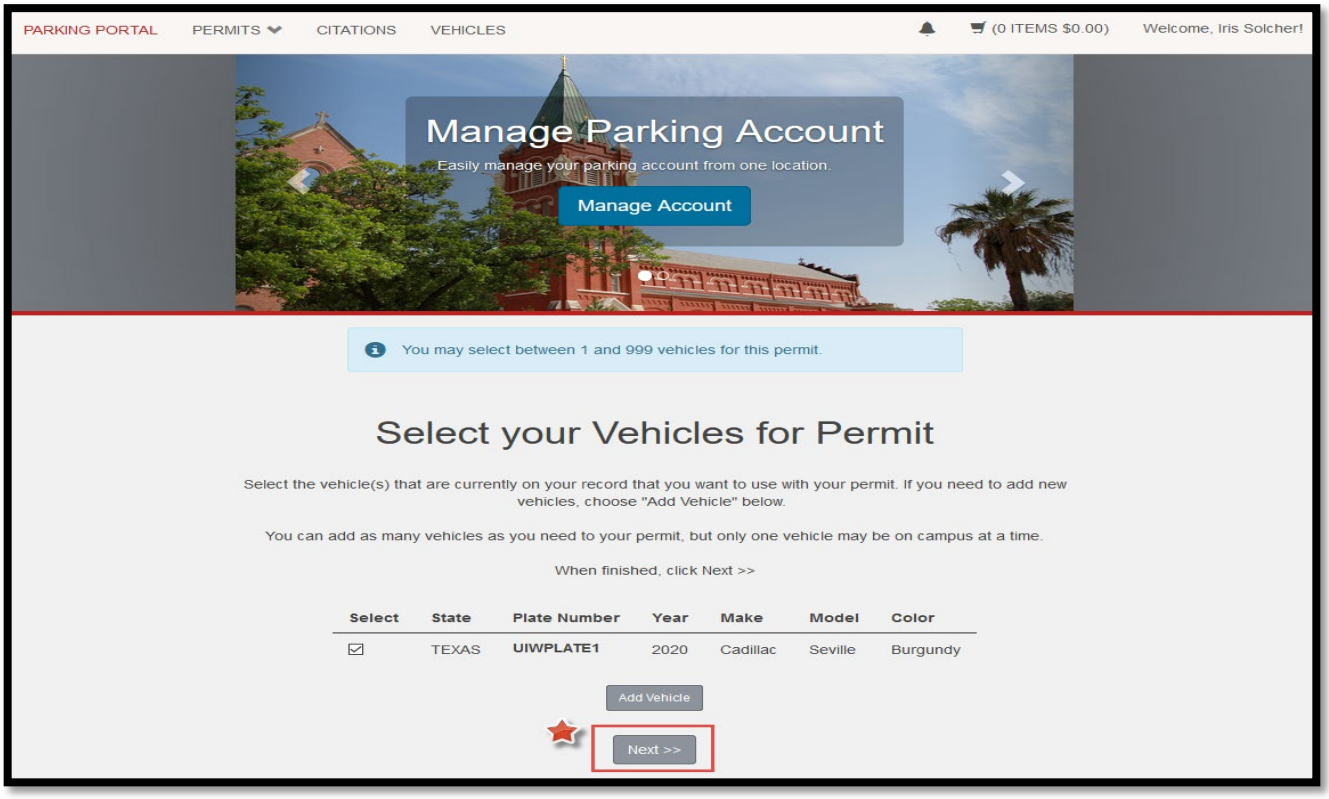
**Step 10: Select your vehicles for permit OR Add your vehicle information by clicking Add Vehicle.**



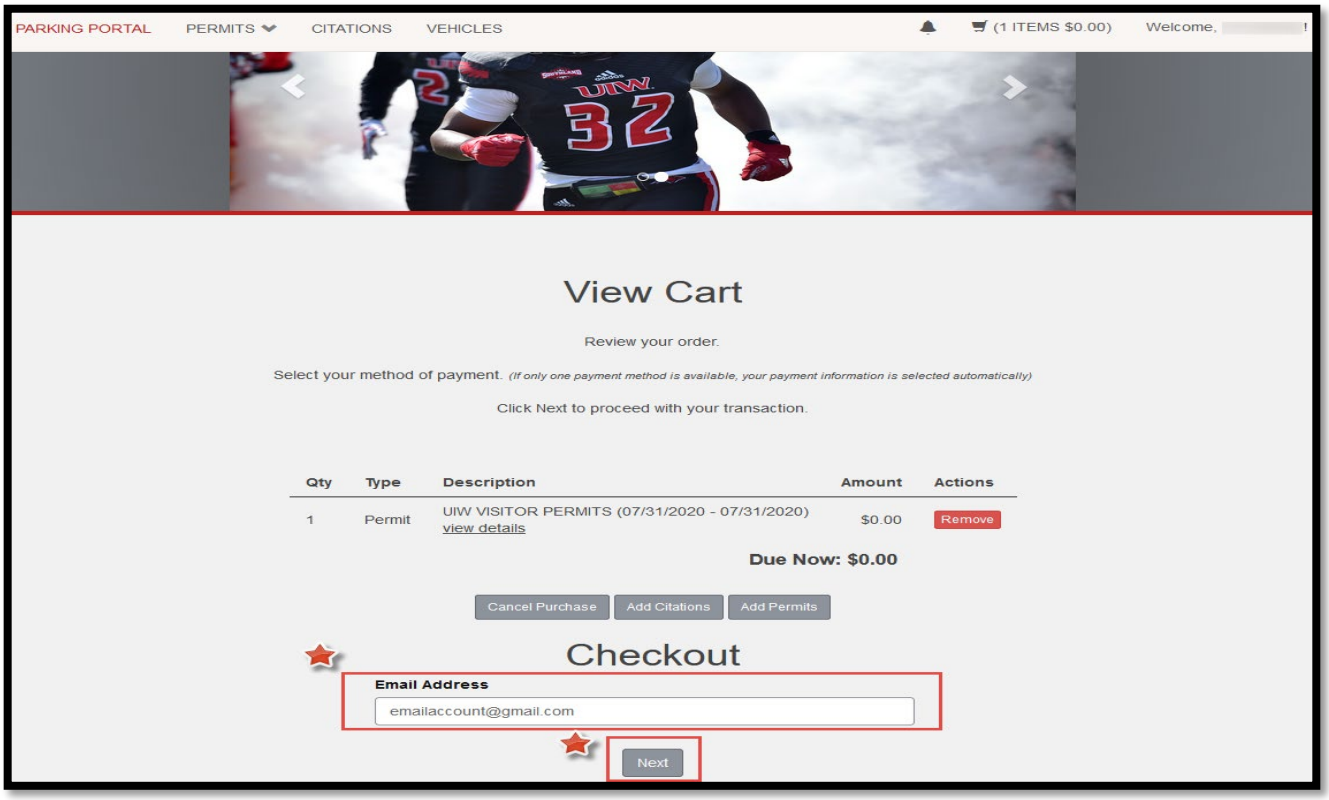

**Step 11: Add the vehicle information for the vehicle that will be parking on campus.**



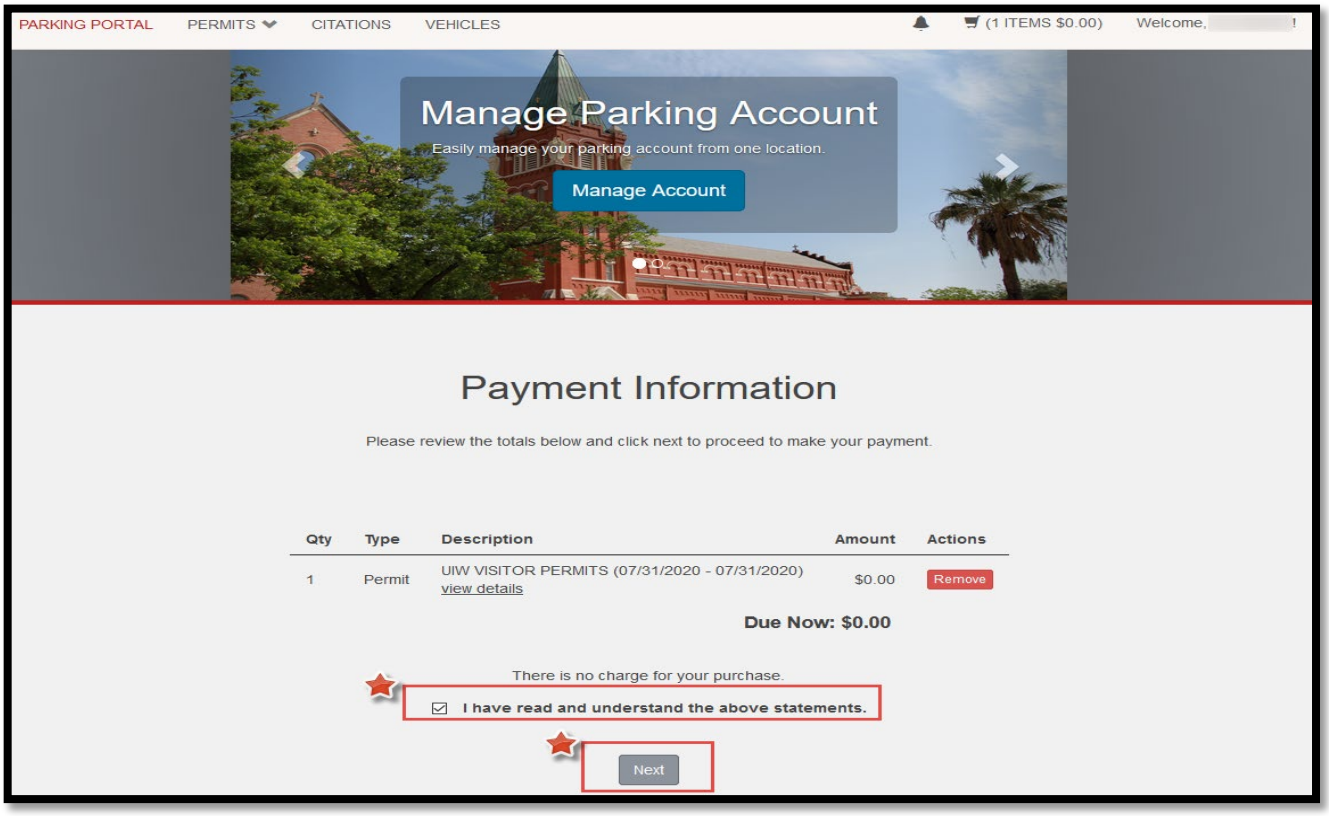
**Step 12: Verify the vehicle information and click Next.**



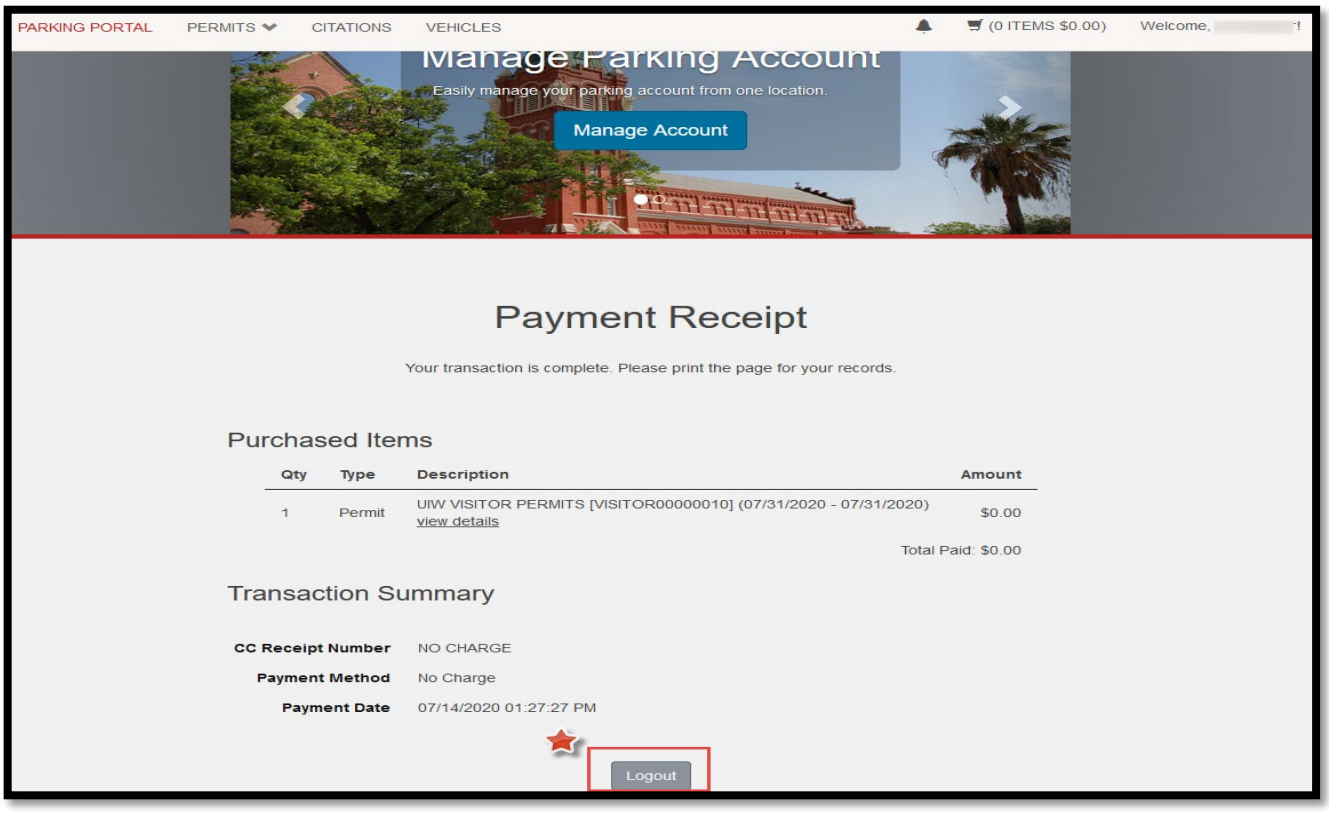

**Step 13: Verify your email address for permit receipt and click Next to checkout**



**Step 14: Click to acknowledge you have verified the permit information and click Next.**




**Step 15: View your payment receipt and click on Logout. Your vehicle is now registered to park at UIW.**



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# Frequently Asked Questions Regarding 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 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 guest use the guest permit request process more than once?
  - The guest permit request process will allow up to 5 permits per academic year. If a guest exceeds the maximum allowed, the system will prompt them with instructions to contact the parking office.