Instructions for Department Guests to Obtain Guest Permits
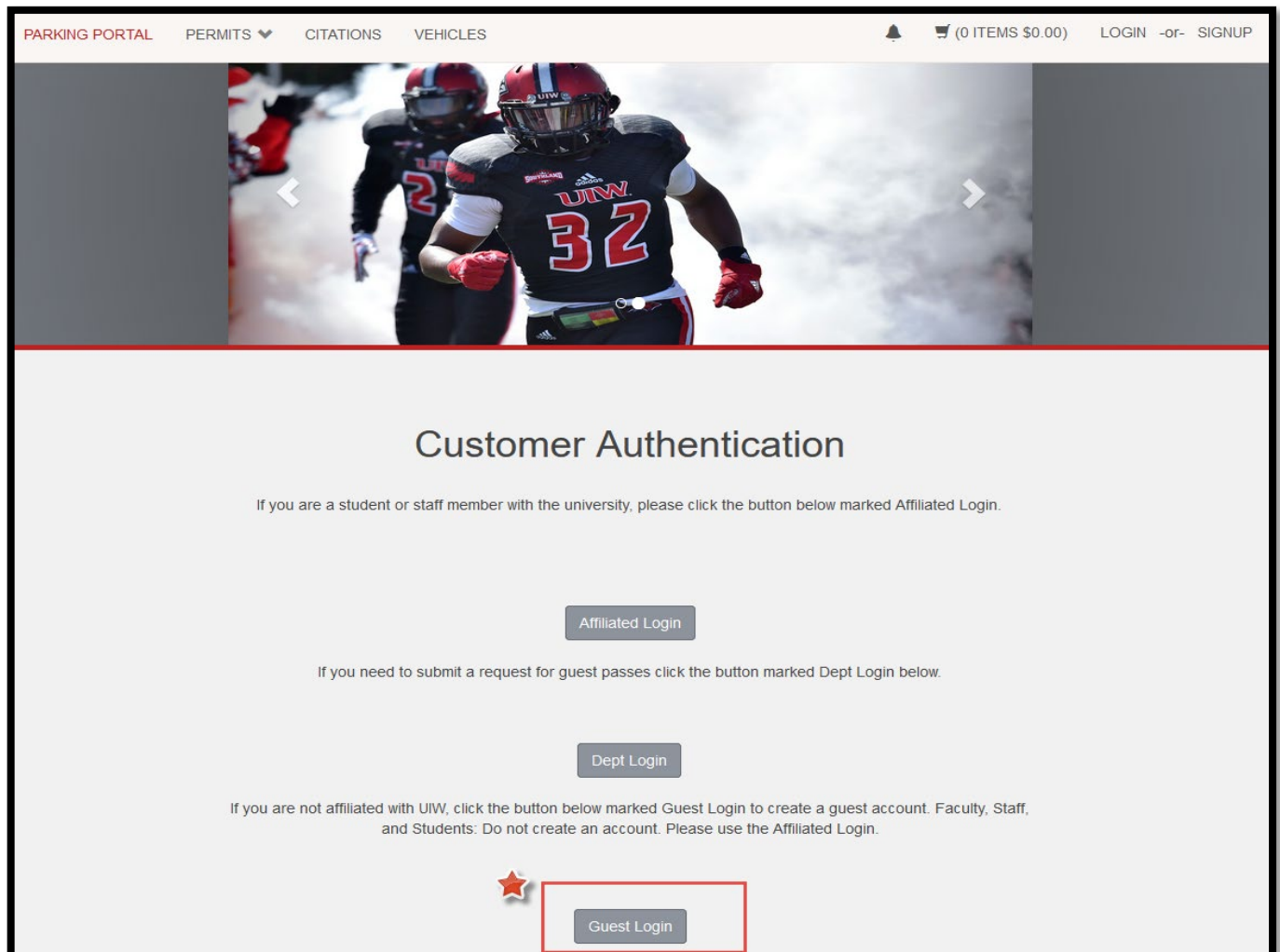
UIW departments will email their visitors the link provided in the department guest permit approval notification email. The link provided will allow visitors to register their vehicle information and obtain the guest parking permit. Below are instructions for your guests to follow to obtain a visitor 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.
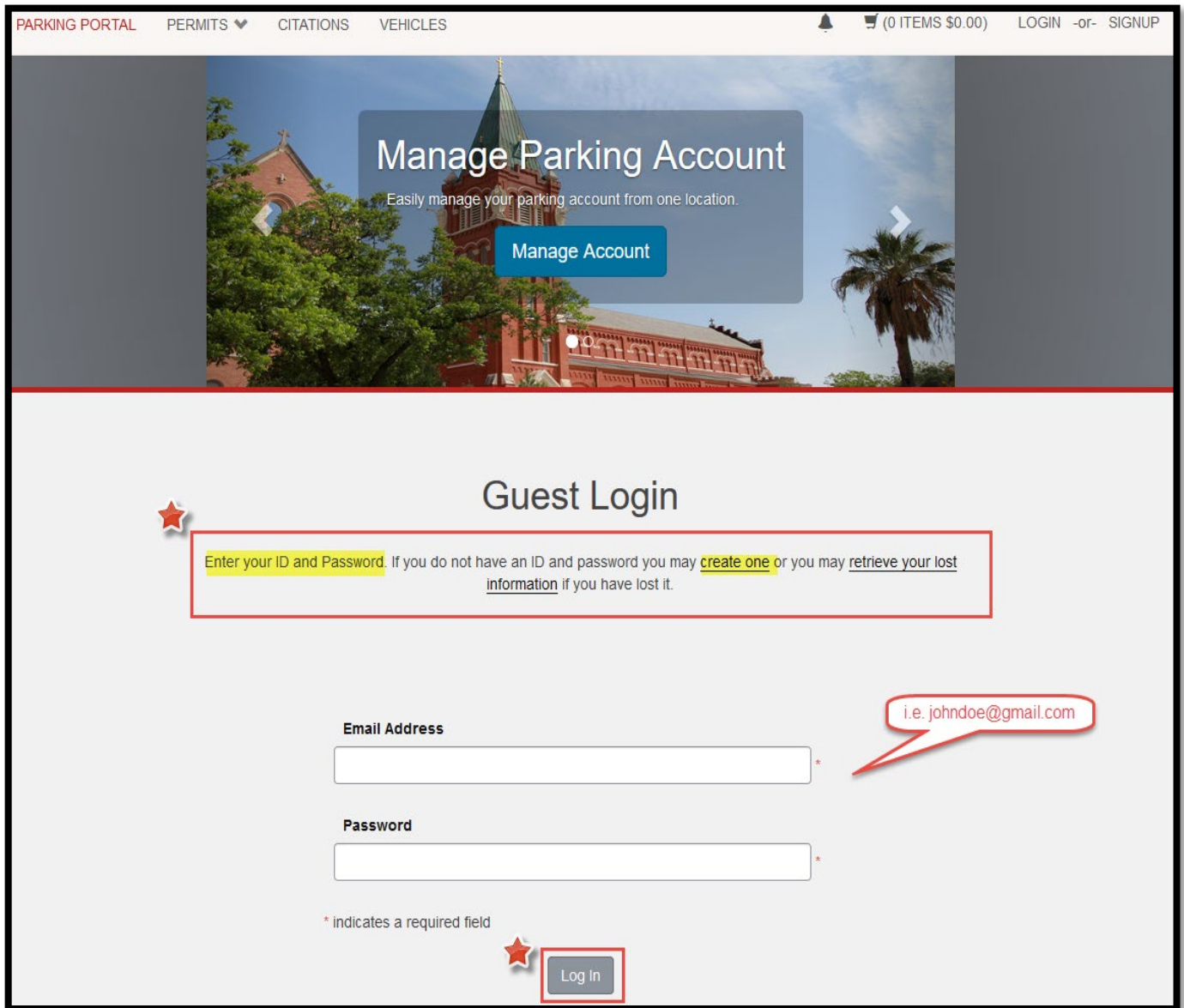
Step 3: Enter your guest credentials or click on 'Create One' to create a guest account.

*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.

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.
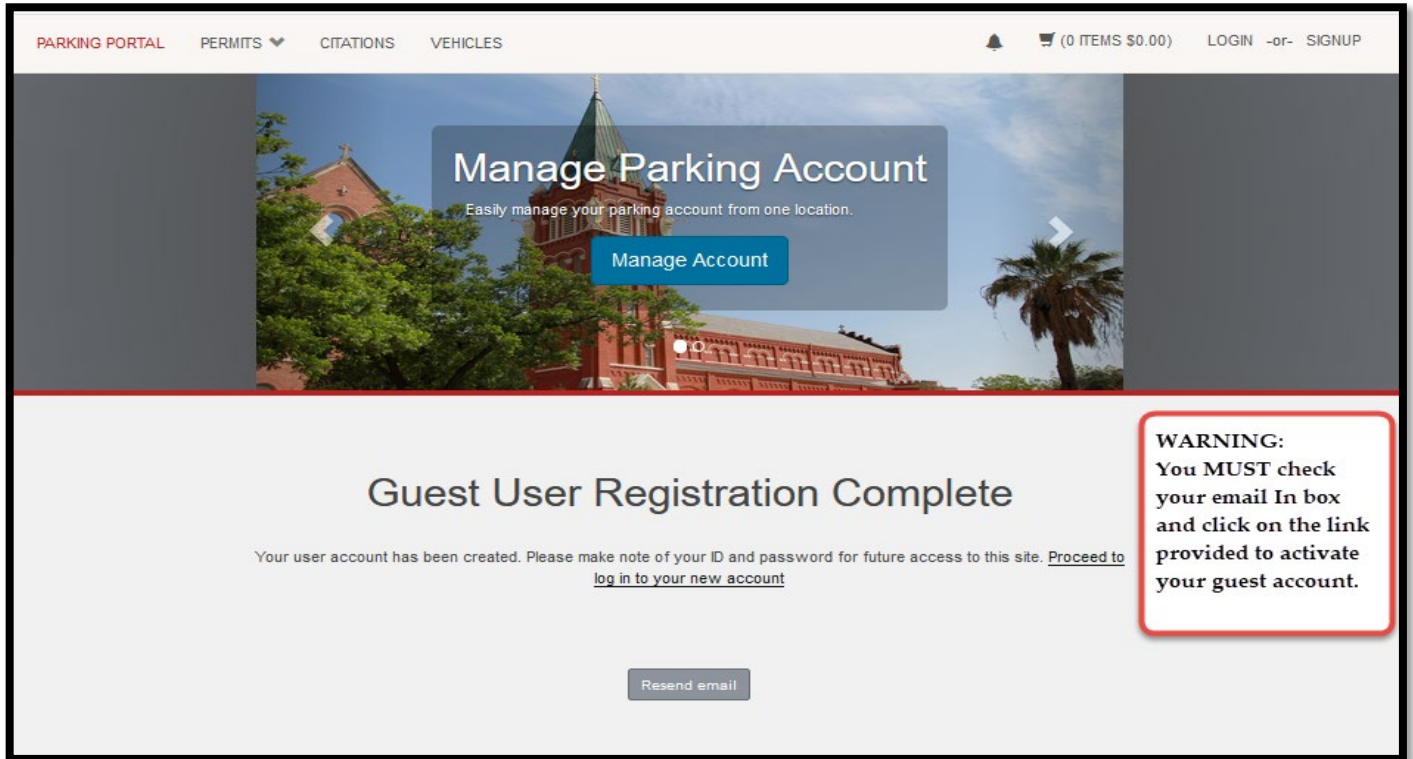
Step 5: You will be prompted that your guest user registration is complete. Please <u>check your email</u> In Box and click on the link provided to activate your guest account. If you attempt to log in without activating your account, you will receive a message directing you to check your email.
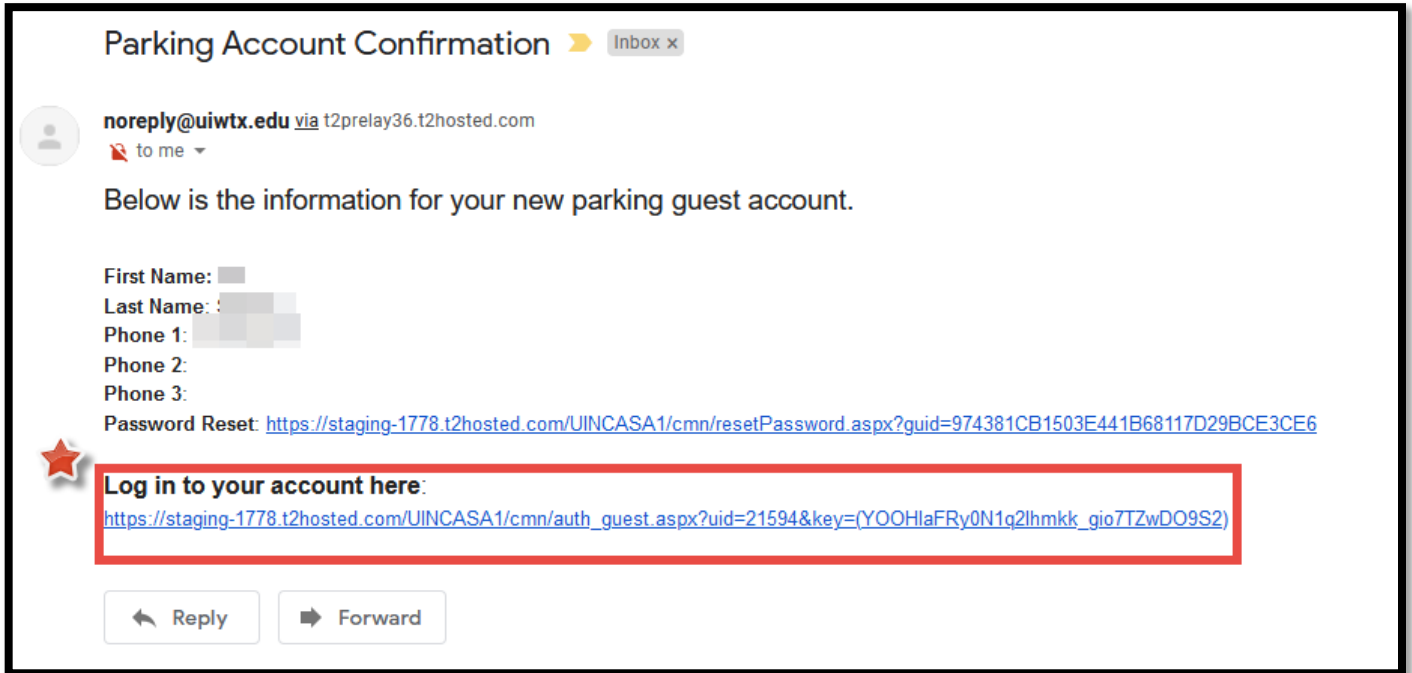
Website: Business Office/Parking/T2 Cardinal Cars Instructions for Department Guests_v2

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.
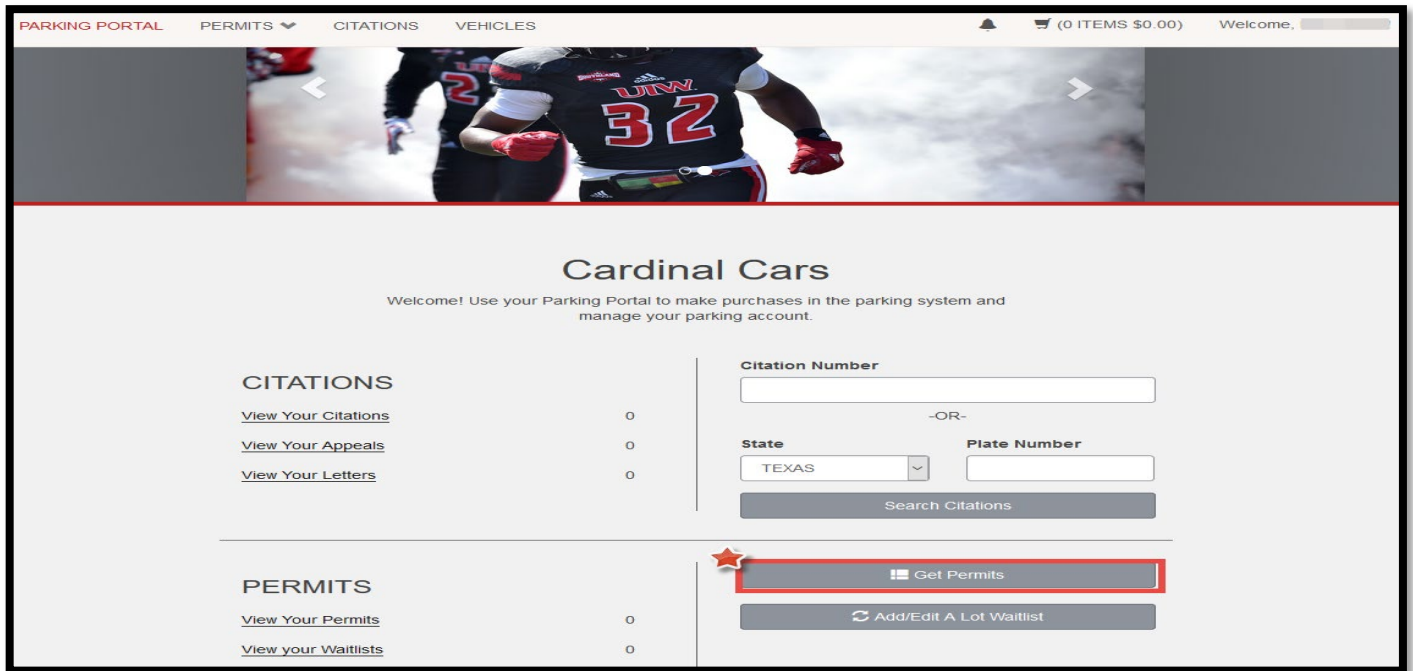

Step 7: After you click on the activation link, the Guest Login screen appears. Key in your complete email address i.e. johndoe@gmail.com and password then click Log In.
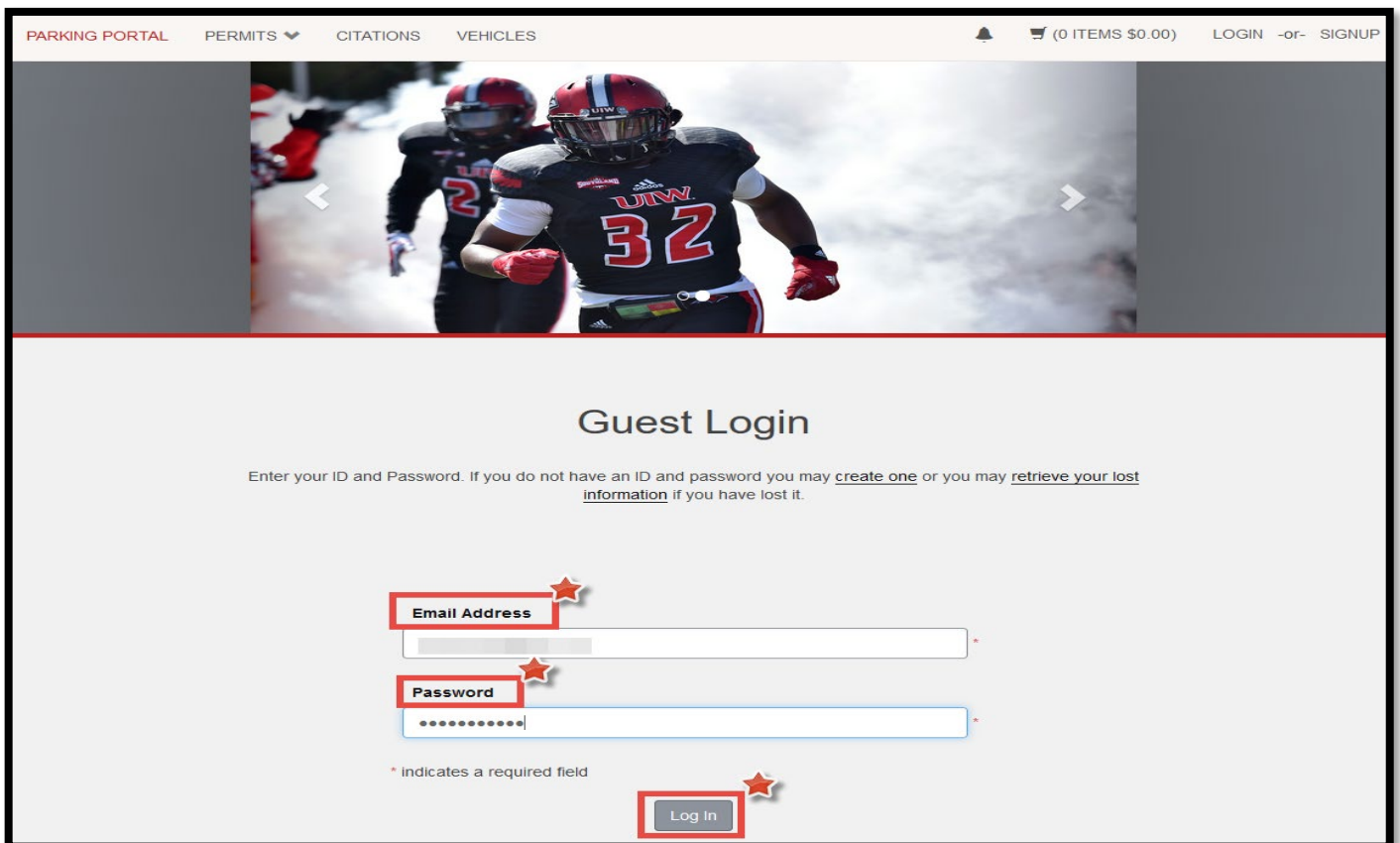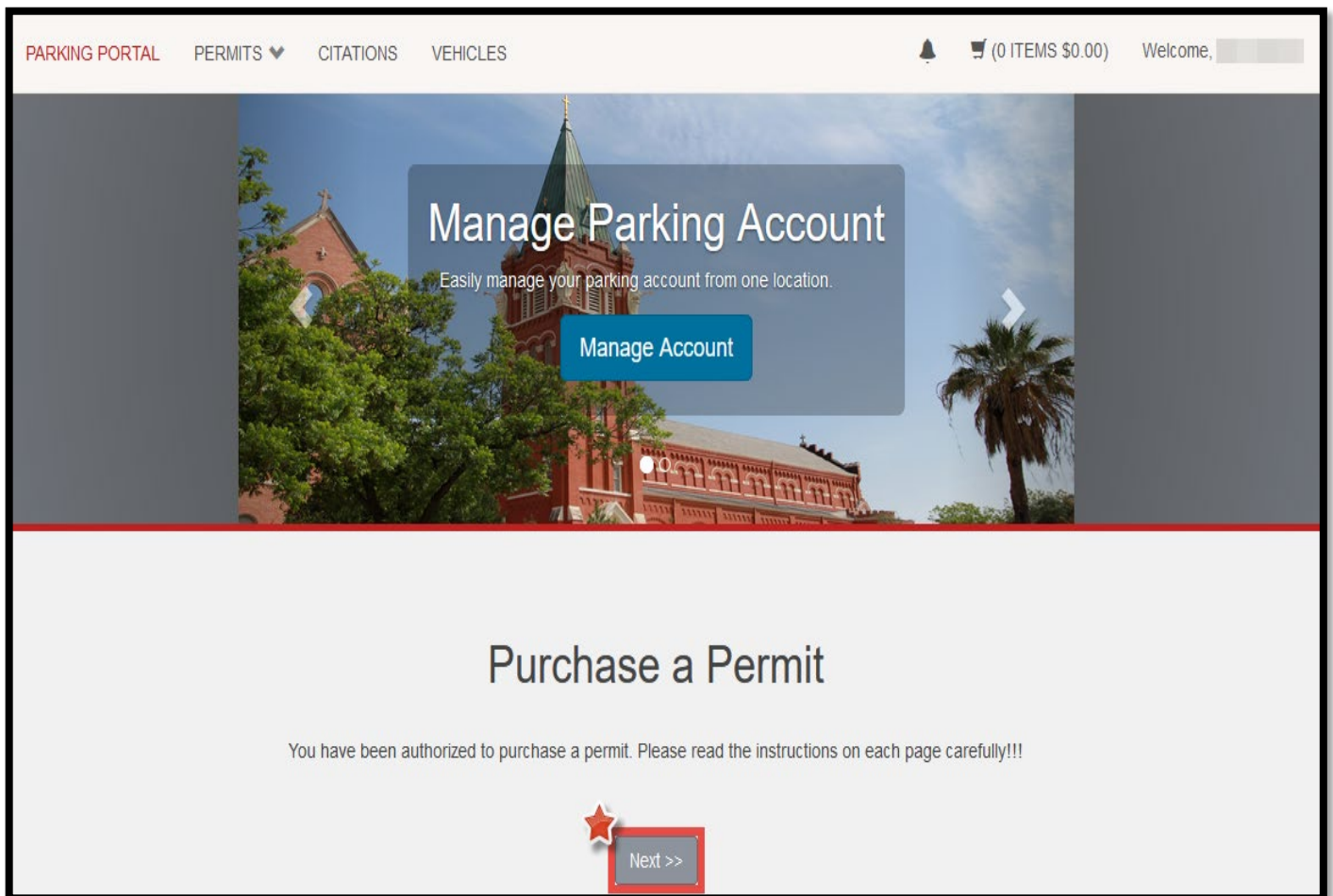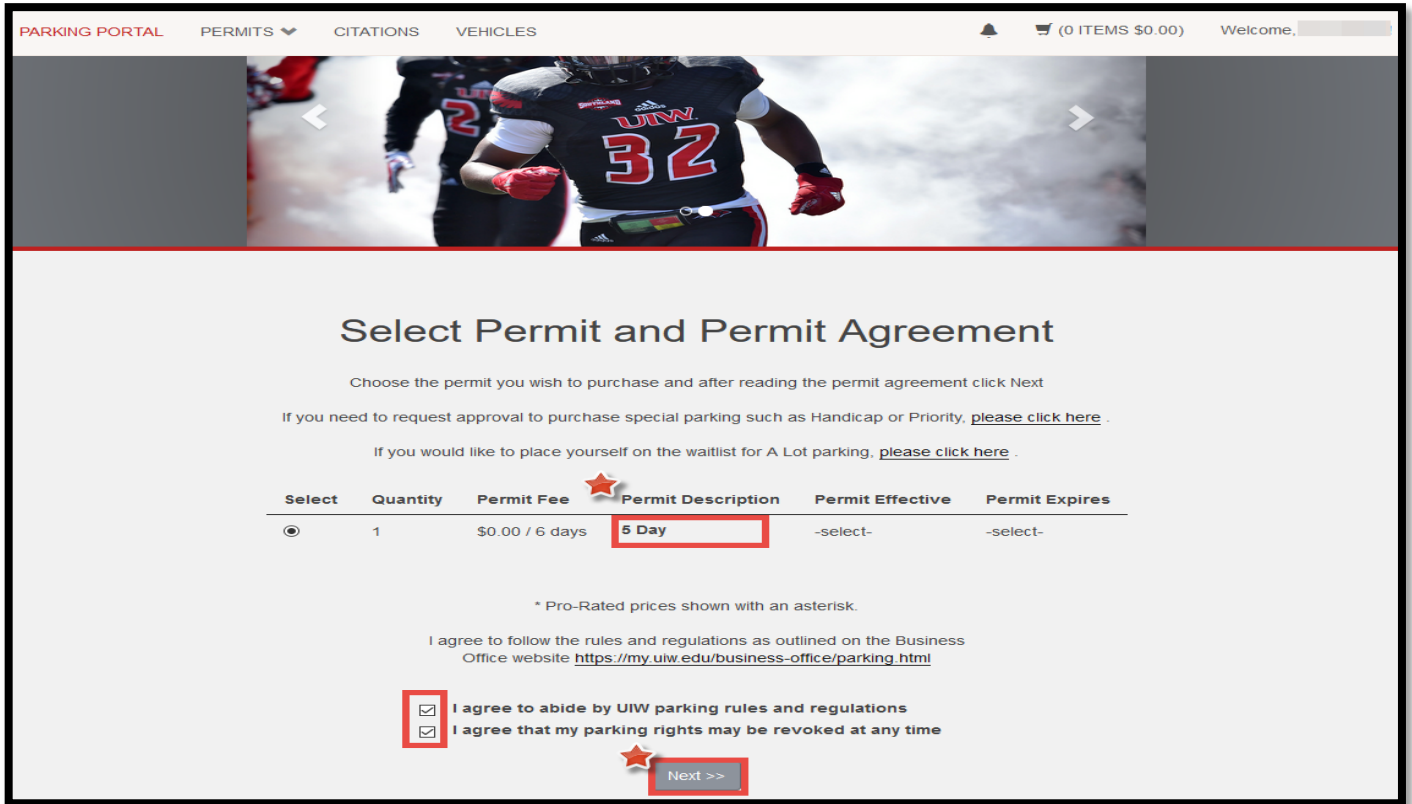
Step 8: The Cardinal Cars Welcome screen will display. Click on 'Get Permits'.

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'.

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.

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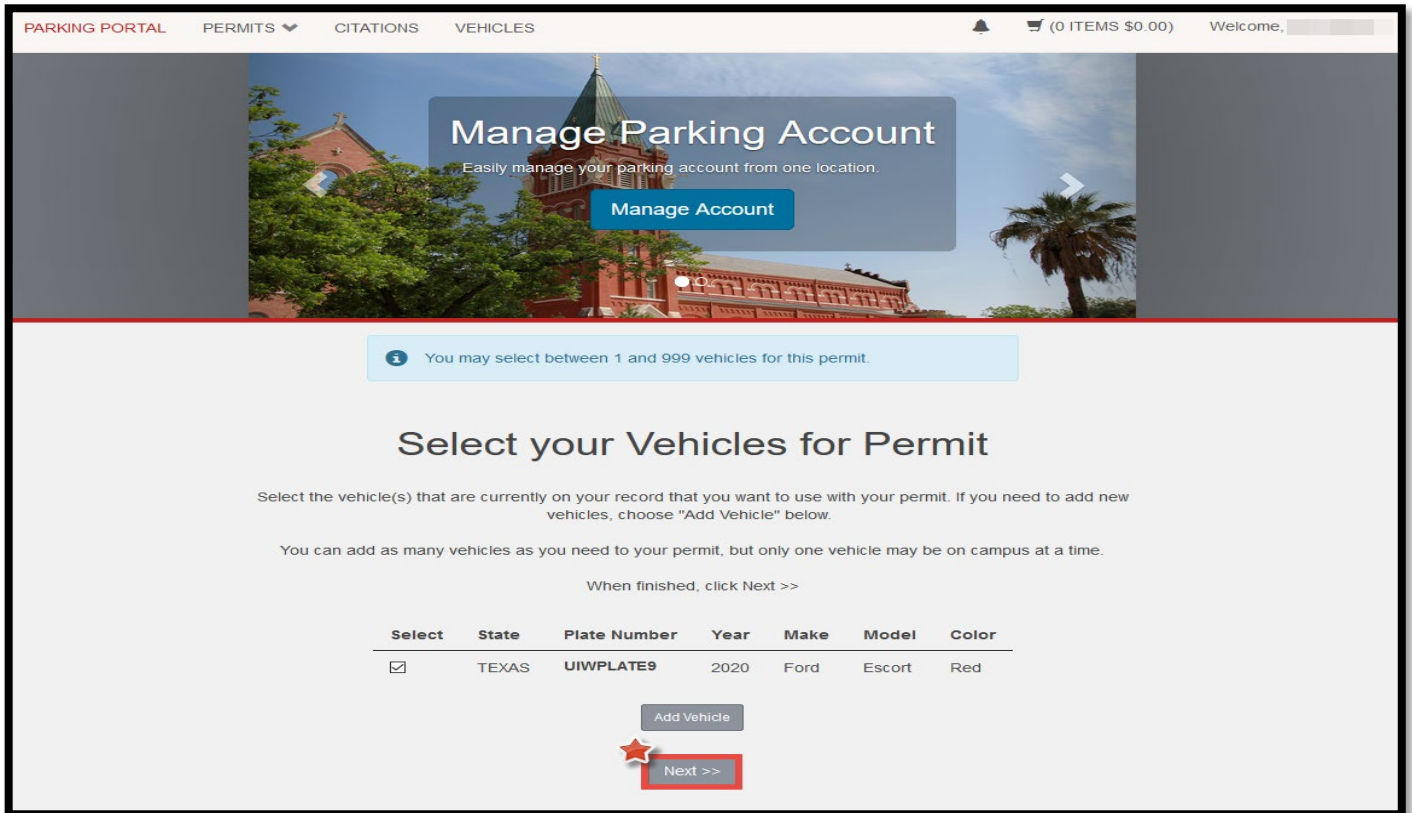
Step 13: The Select your Vehicles for Permit screen will appear. Click 'Next' to assign the vehicle to your guest permit.

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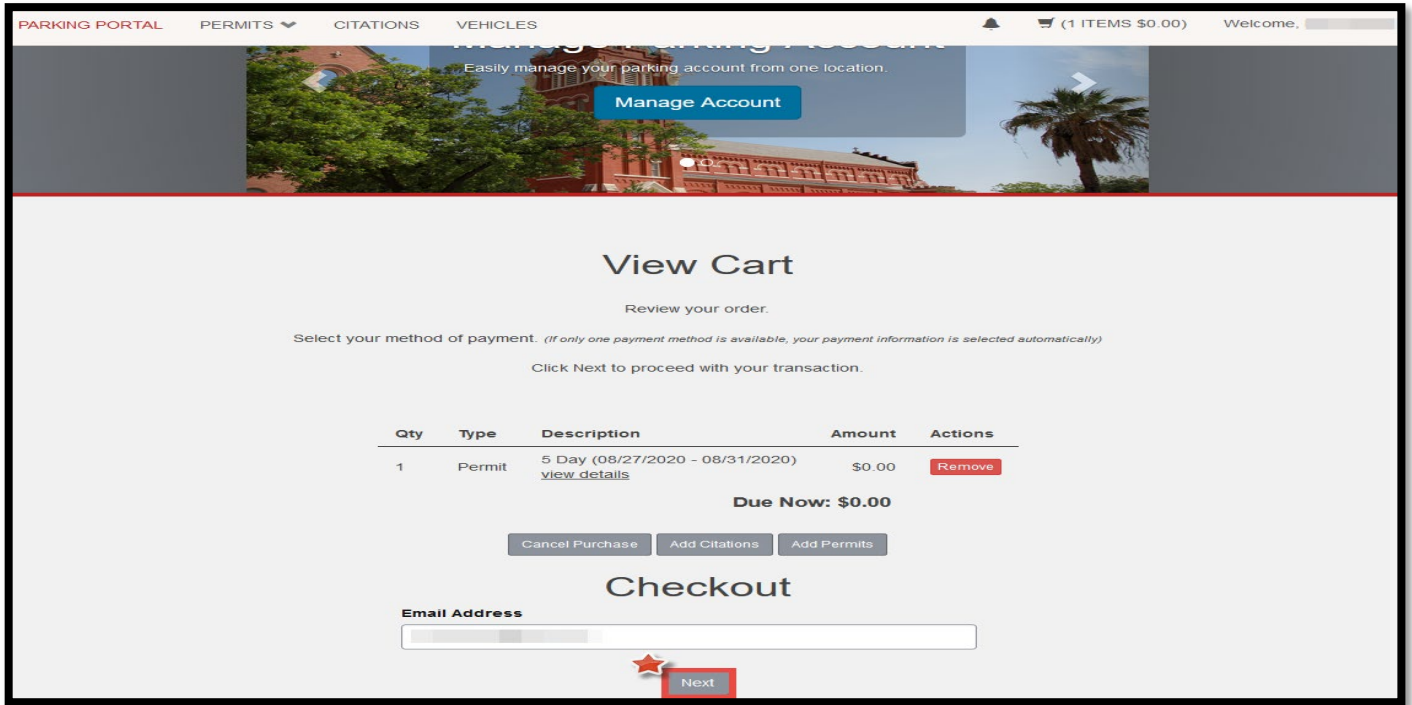
Step 15: The Payment Information screen displays. Click the checkbox indicating you understand there is no charge for your permit then click 'Next'.

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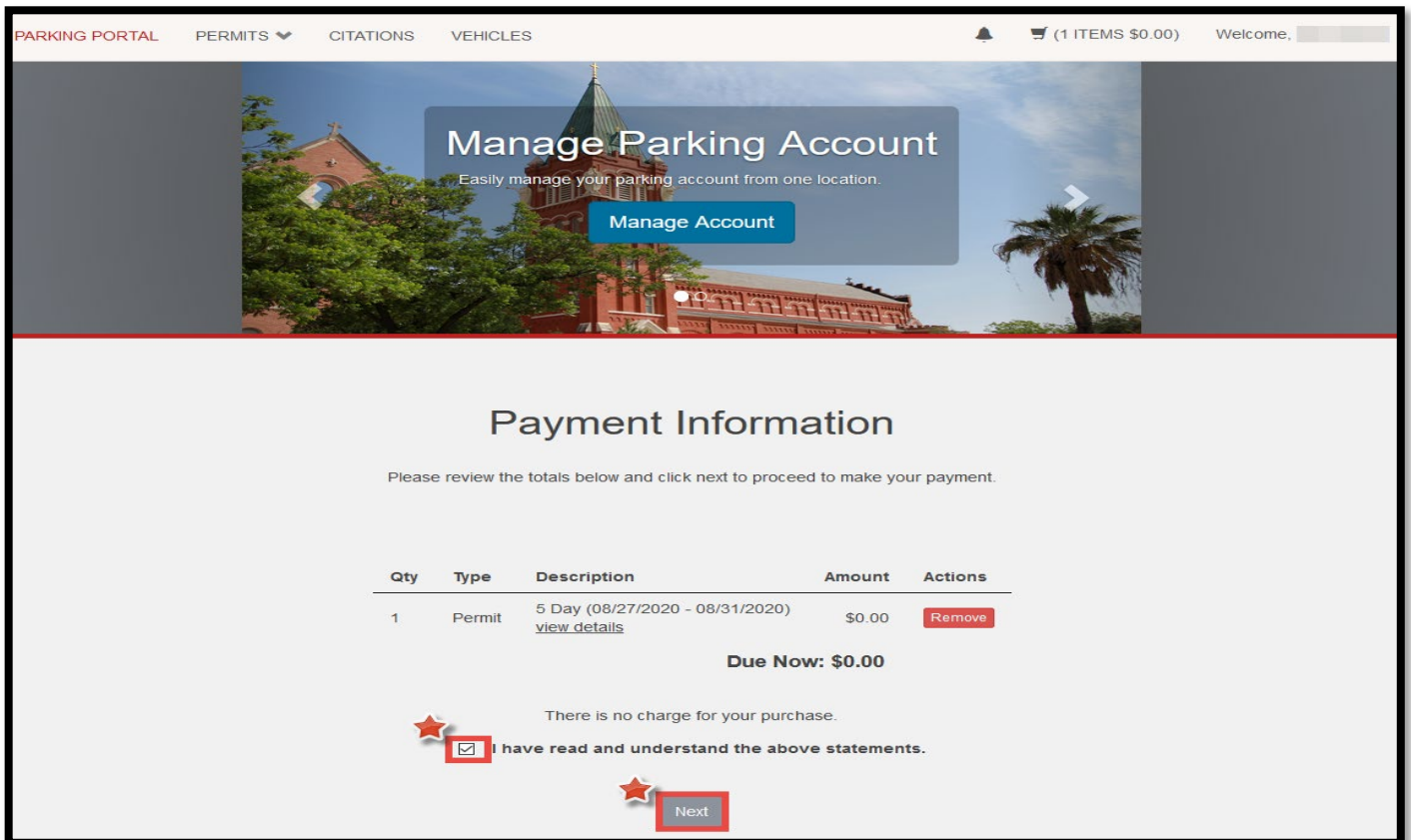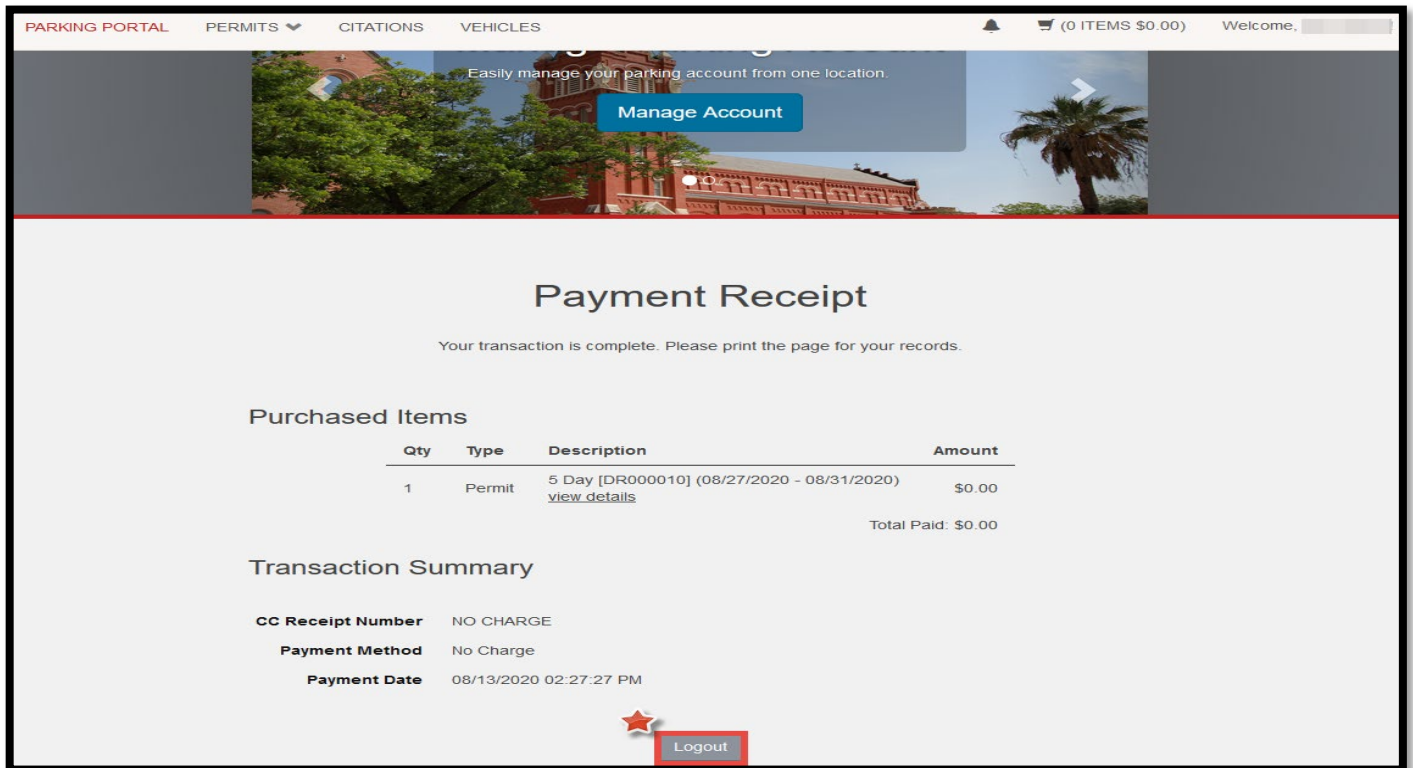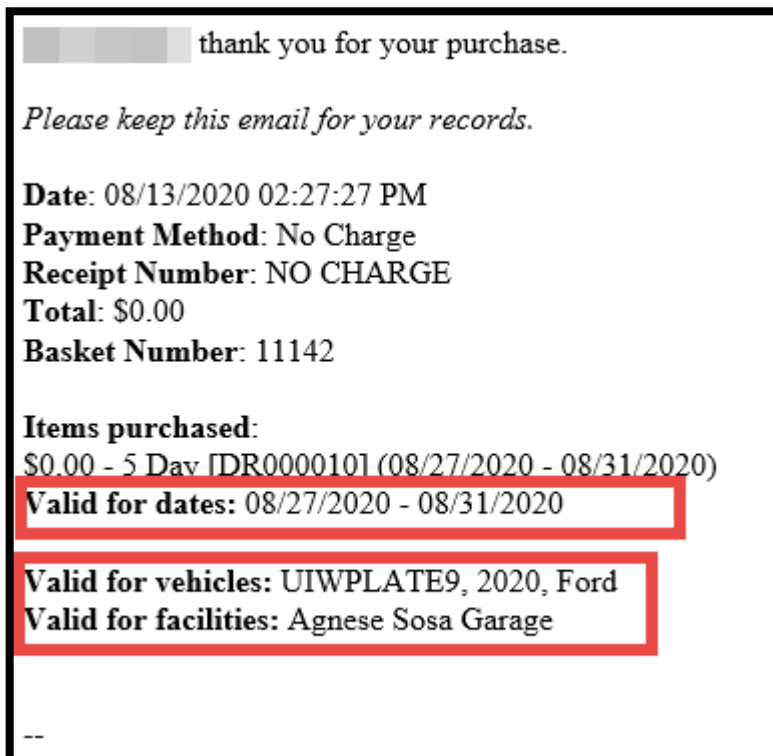

Step 17: Your vehicle is now registered to park at UIW and you will have a confirmation email in your email In Box. The valid parking dates, parking facility, and registered license plate will appear on the Guest confirmation email.

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 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.