

## Instructions for Department Guests to Obtain Guest Permits

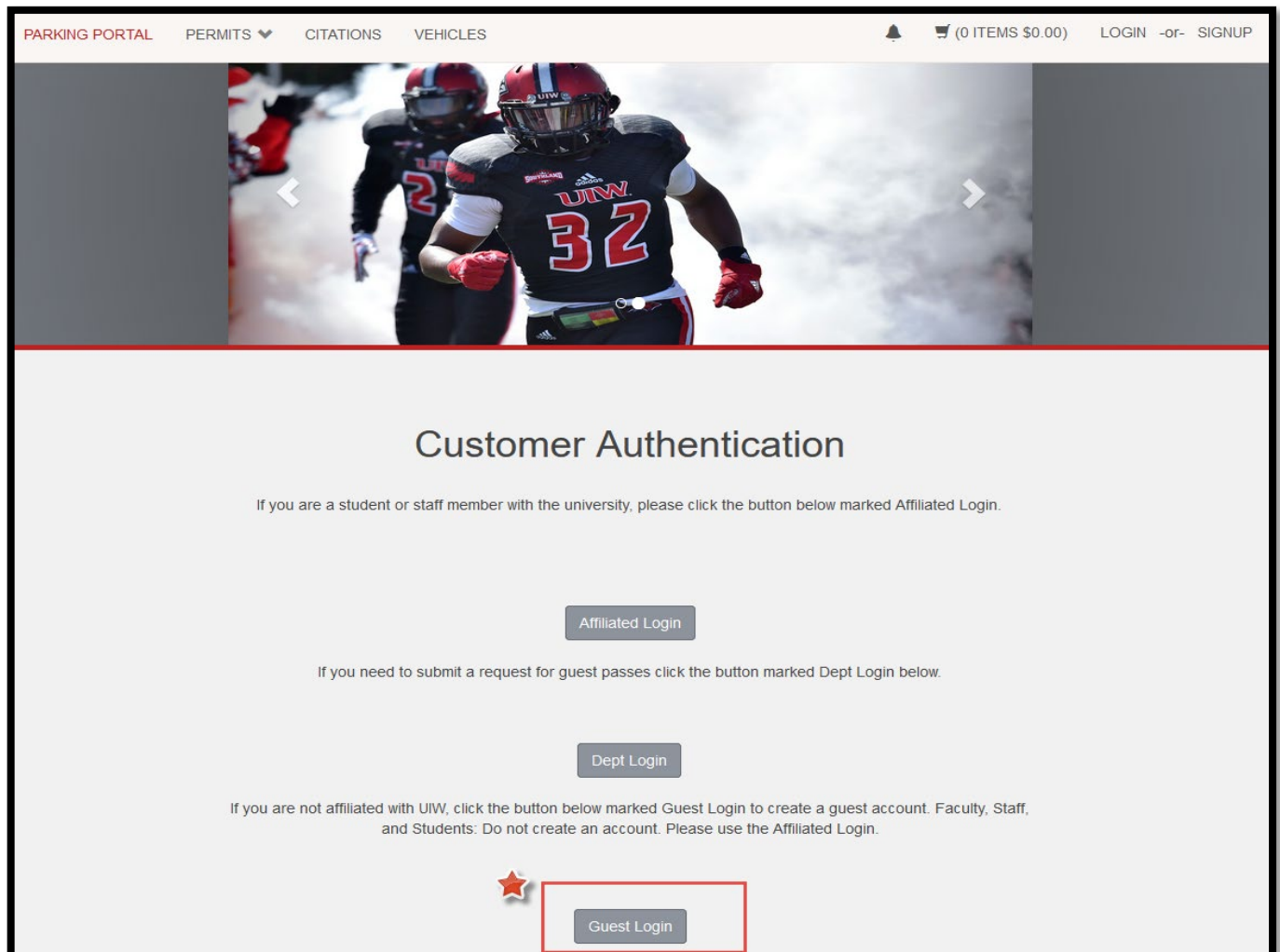
UIW departments will email their visitors the link provided in the department guest permit approval notification email. The link provided will allow visitors to register their vehicle information and obtain the guest parking permit. Below are instructions for your guests to follow to obtain a visitor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

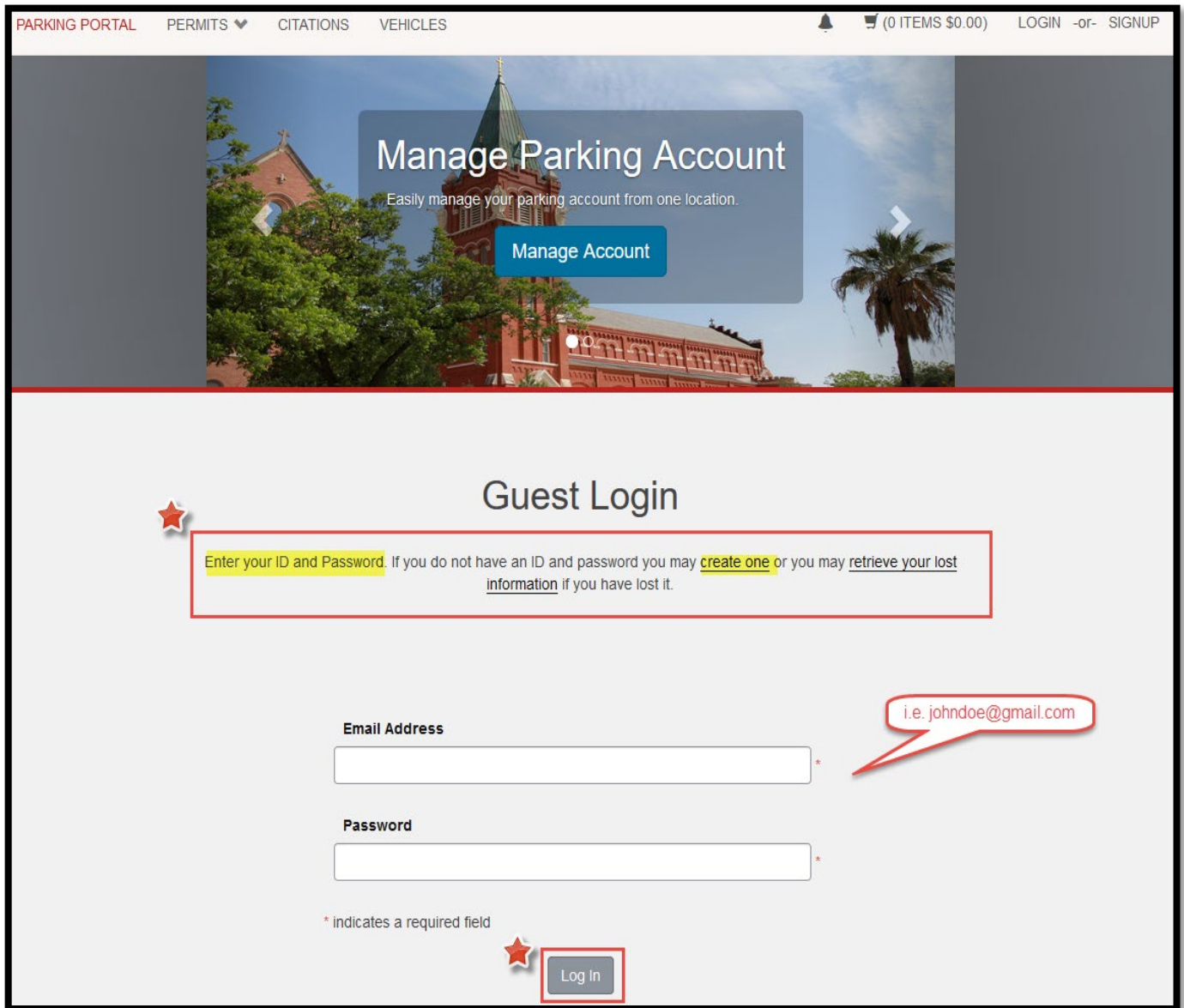
Dept Login

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

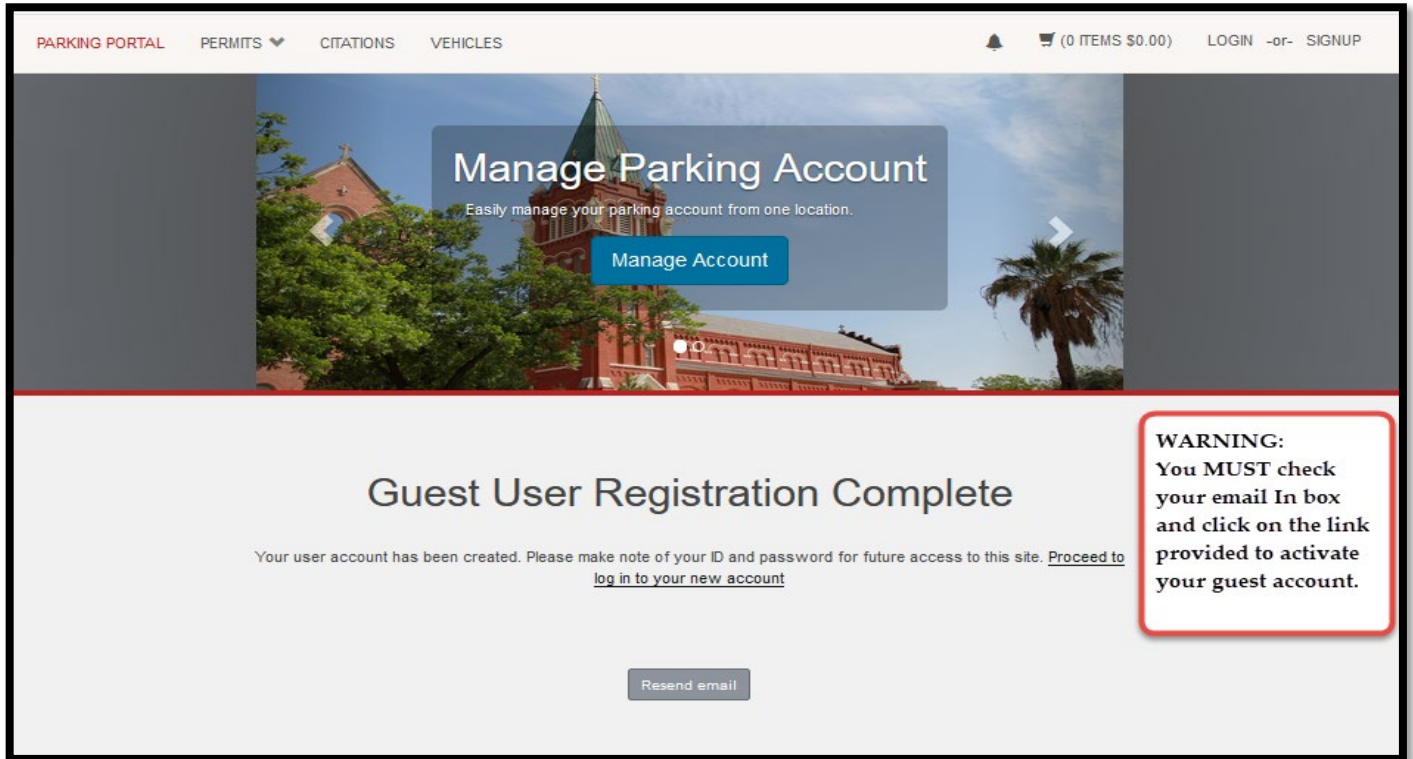
## Guest User Registration

Enter all required information below and click "Create Account"

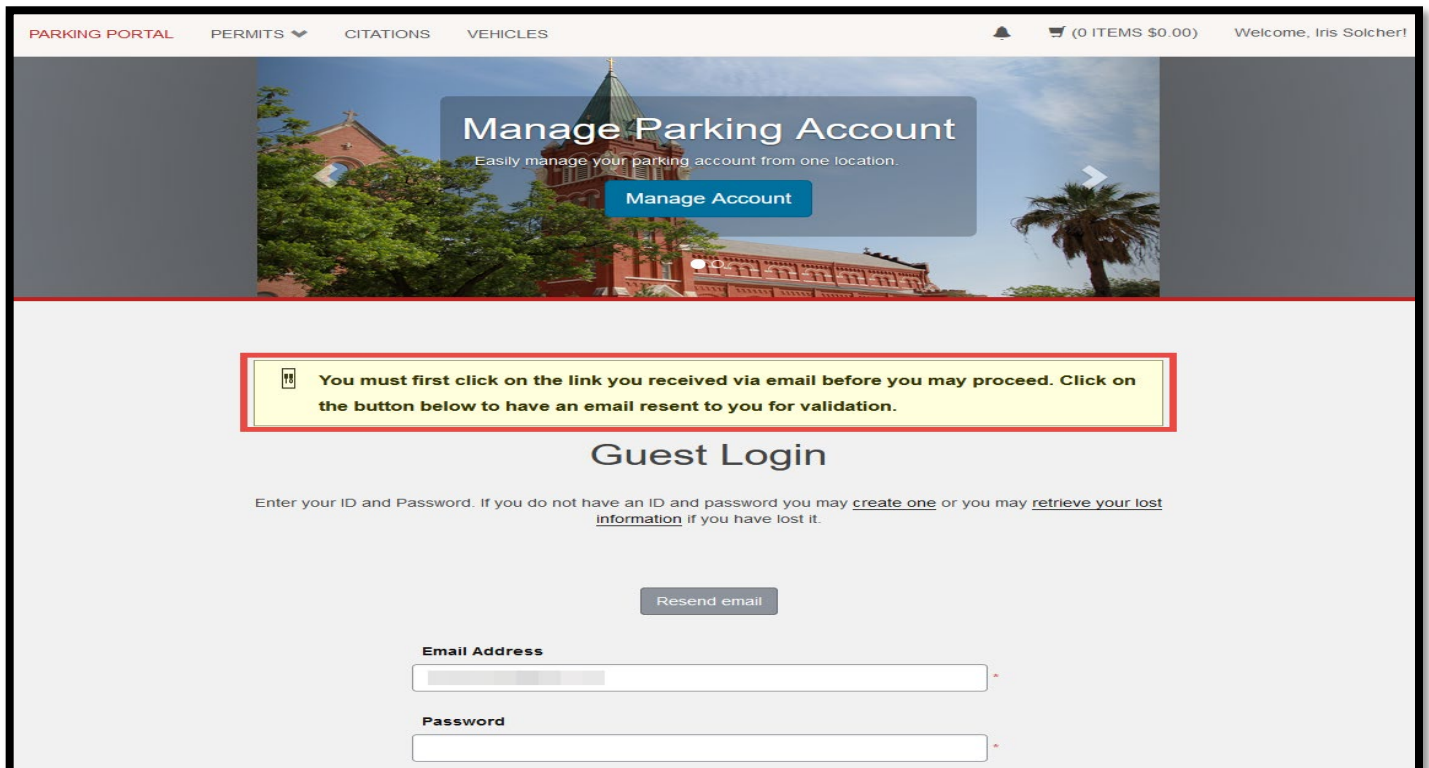
Email Address	<input type="text" value=".....@gmail.com"/>	Enter a valid email address to associate with your Guest Account.
Email Address (confirm)	<input type="text" value=".....@gmail.com"/>	Confirm your email address.
First Name	<input type="text" value="....."/>	Enter your first name.
Middle Name	<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.

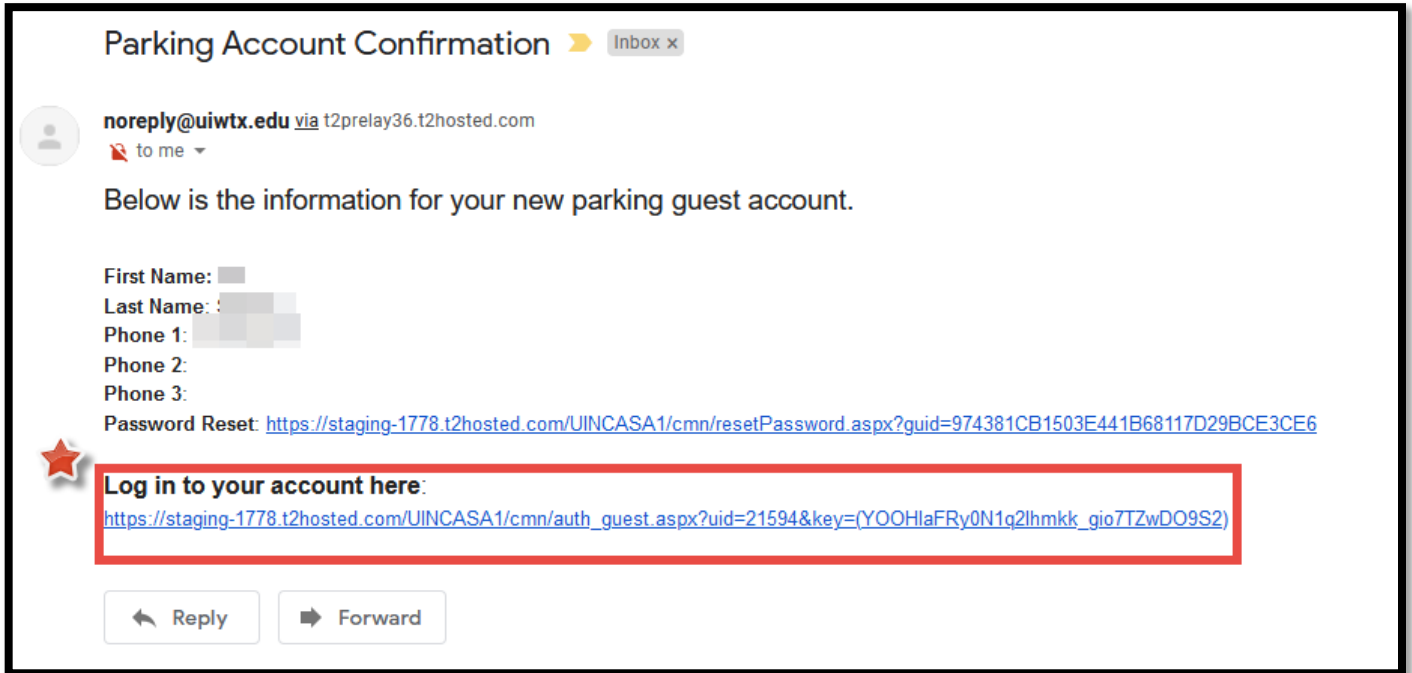


The screenshot shows the top navigation bar with links for PARKING PORTAL, PERMITS, CITATIONS, and VEHICLES. A shopping cart icon shows 0 items for \$0.00, and there are links for LOGIN and SIGNUP. The main banner features a photograph of a red brick building with a green steeple and a palm tree, with the text "Manage Parking Account" and a "Manage Account" button. Below the banner, the heading "Guest User Registration Complete" is displayed, followed by the message: "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 side contains the text: "WARNING: You MUST check your email In box and click on the link provided to activate your guest account."

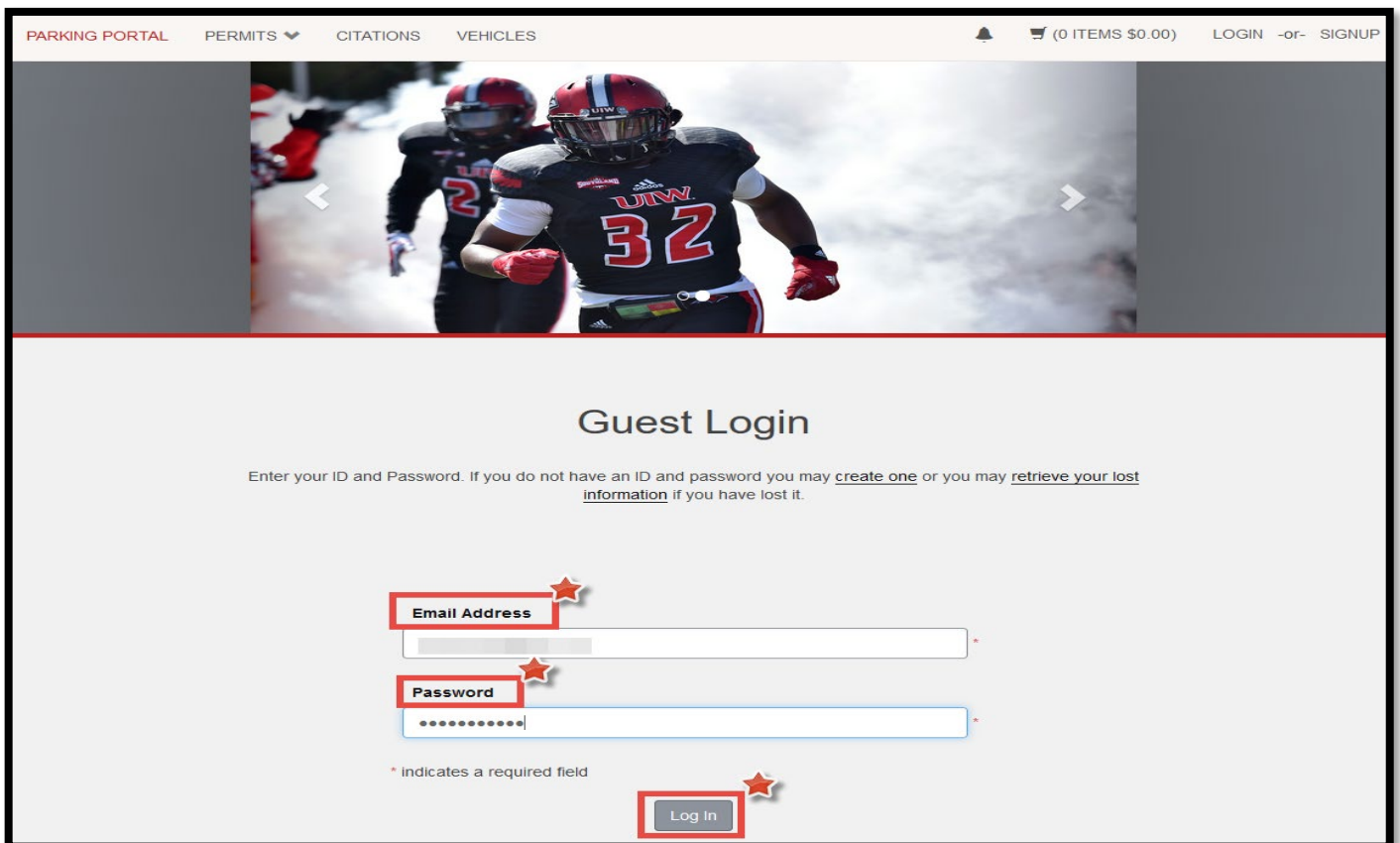


The screenshot shows the same top navigation bar as the previous page. The main banner is identical. Below the banner, a yellow-bordered warning box contains the text: "You must first click on the link you received via email before you may proceed. Click on the button below to have an email resent to you for validation." Below this, the heading "Guest Login" is displayed, followed by the message: "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 located below the message. At the bottom, there are two input fields: "Email Address" and "Password", each with a small red asterisk to its right.

**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.**

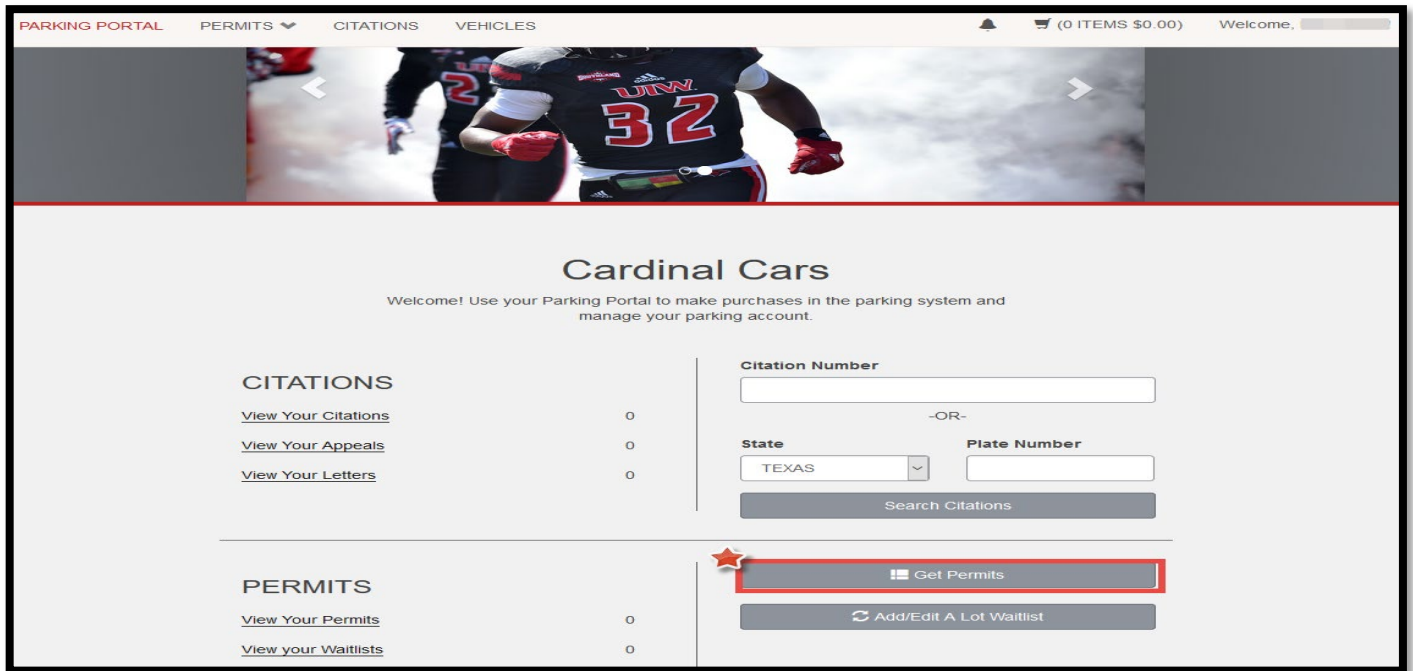


**Step 7: After you click on the activation link, the Guest Login screen appears. Key in your complete email address i.e. [john.doe@gmail.com](mailto:john.doe@gmail.com) and password then click Log In.**

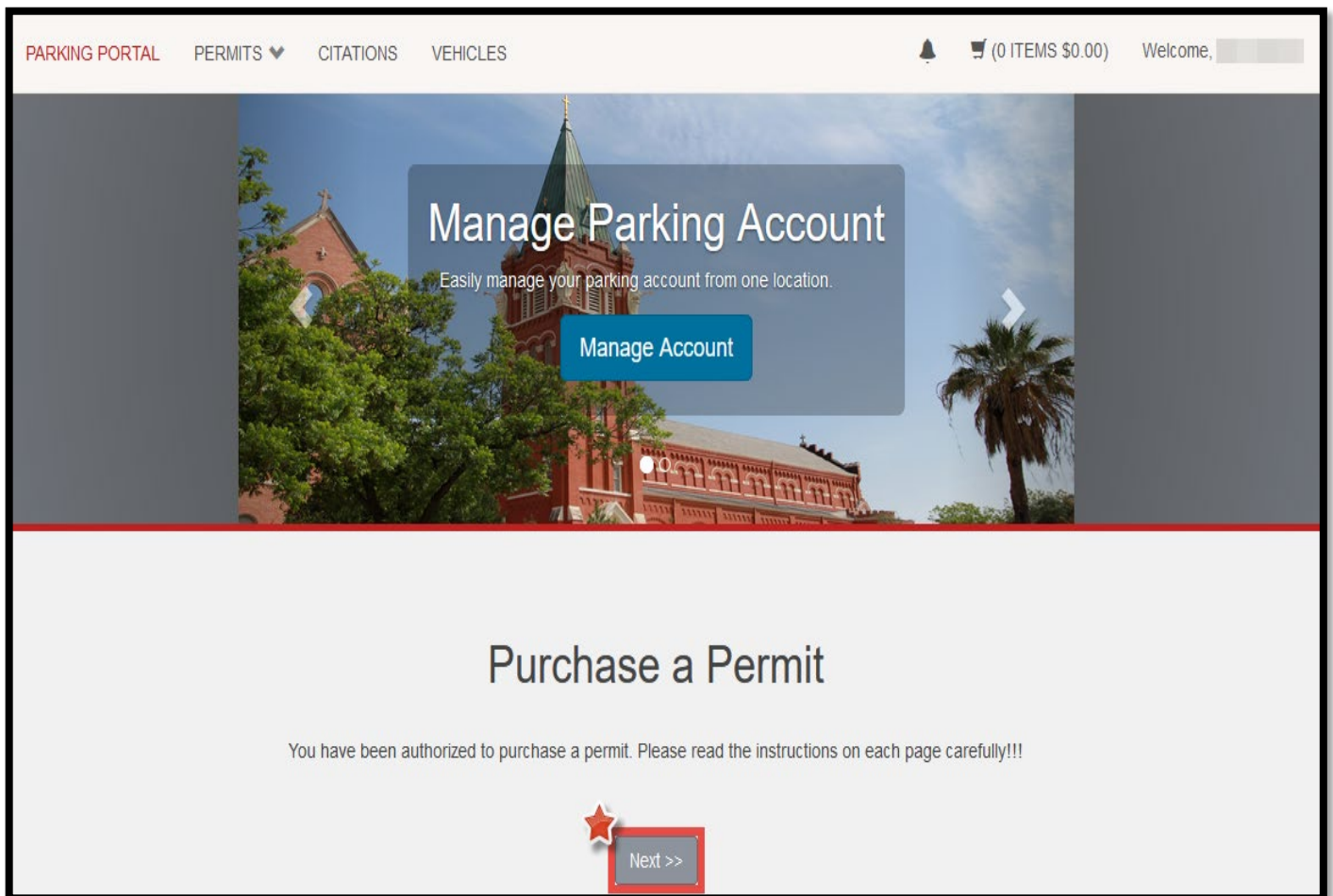




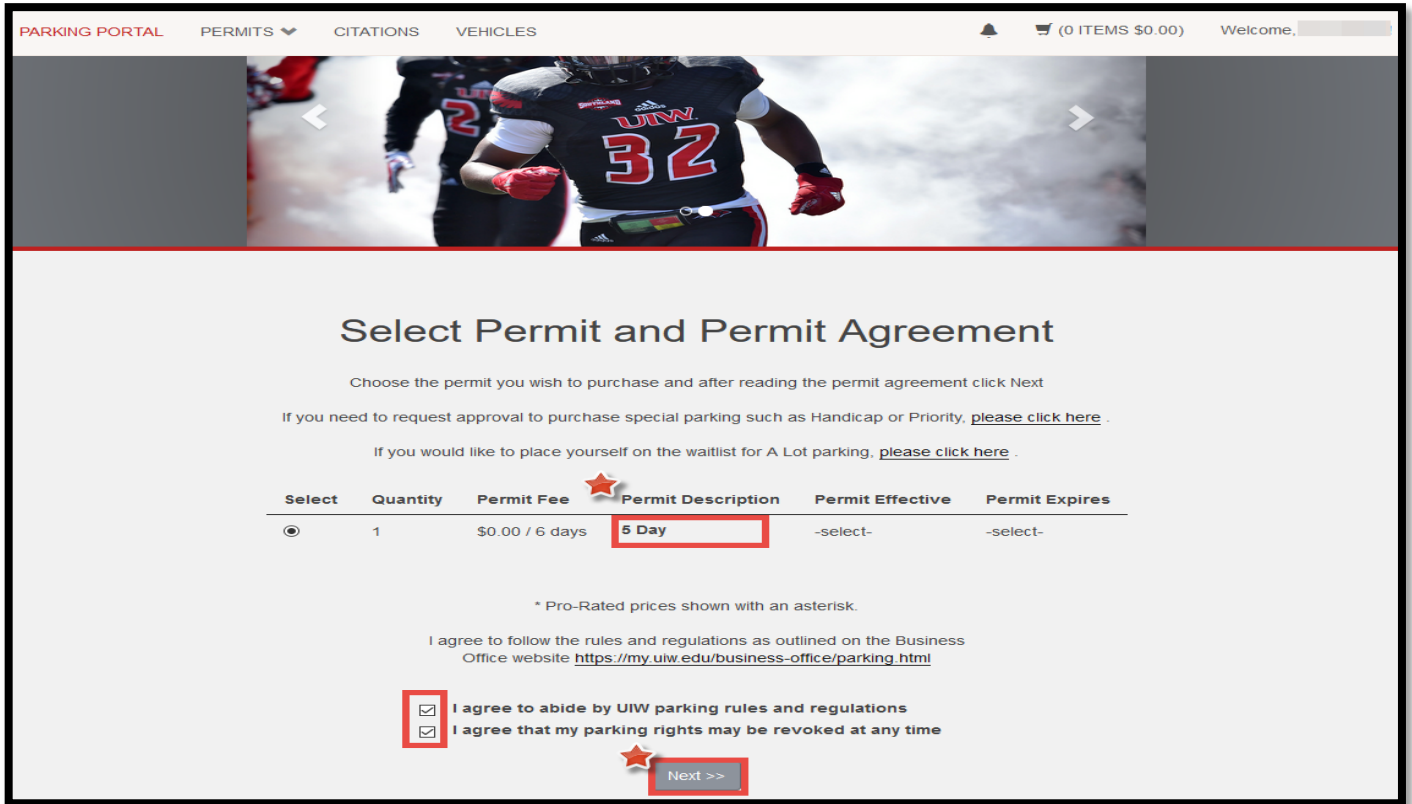
**Step 8: The Cardinal Cars Welcome screen will display. Click on 'Get Permits'.**



**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	<b>5 Day</b>	-select-	-select-

\* Pro-Rated prices shown with an asterisk.

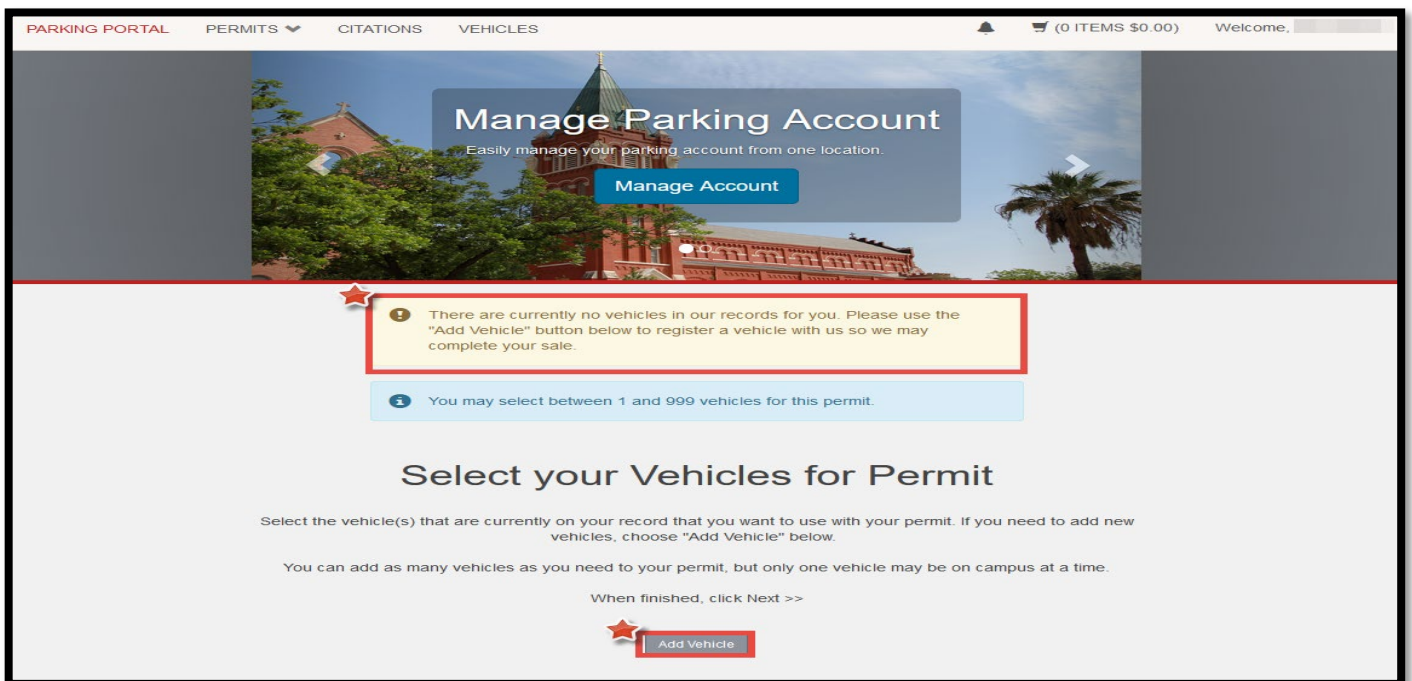
I agree to follow the rules and regulations as outlined on the Business Office website <https://my.uiw.edu/business-office/parking.html>

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**

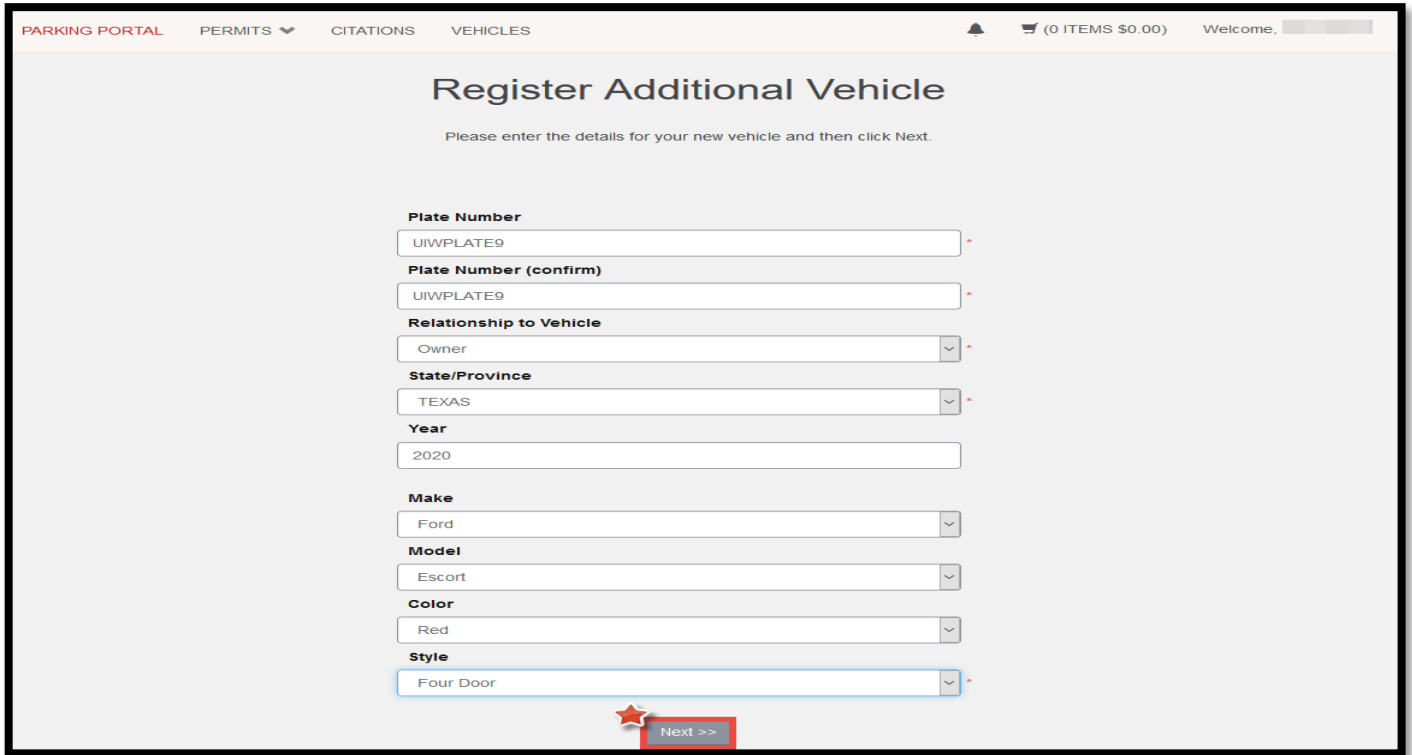
Select the vehicle(s) that are currently on your record that you want to use with your permit. If you need to add new vehicles, choose "Add Vehicle" below.

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

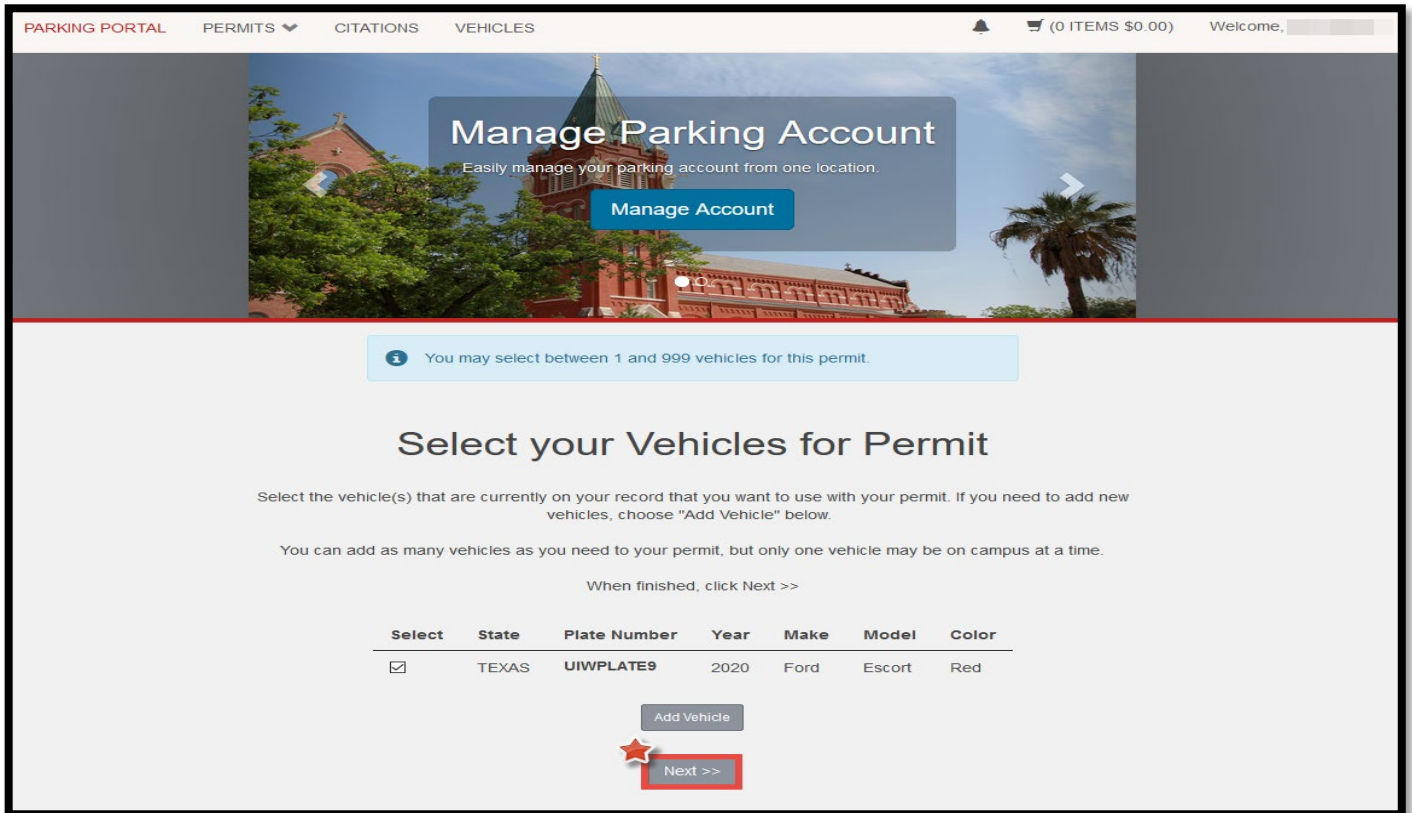
**Model**  
Escort

**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 >>

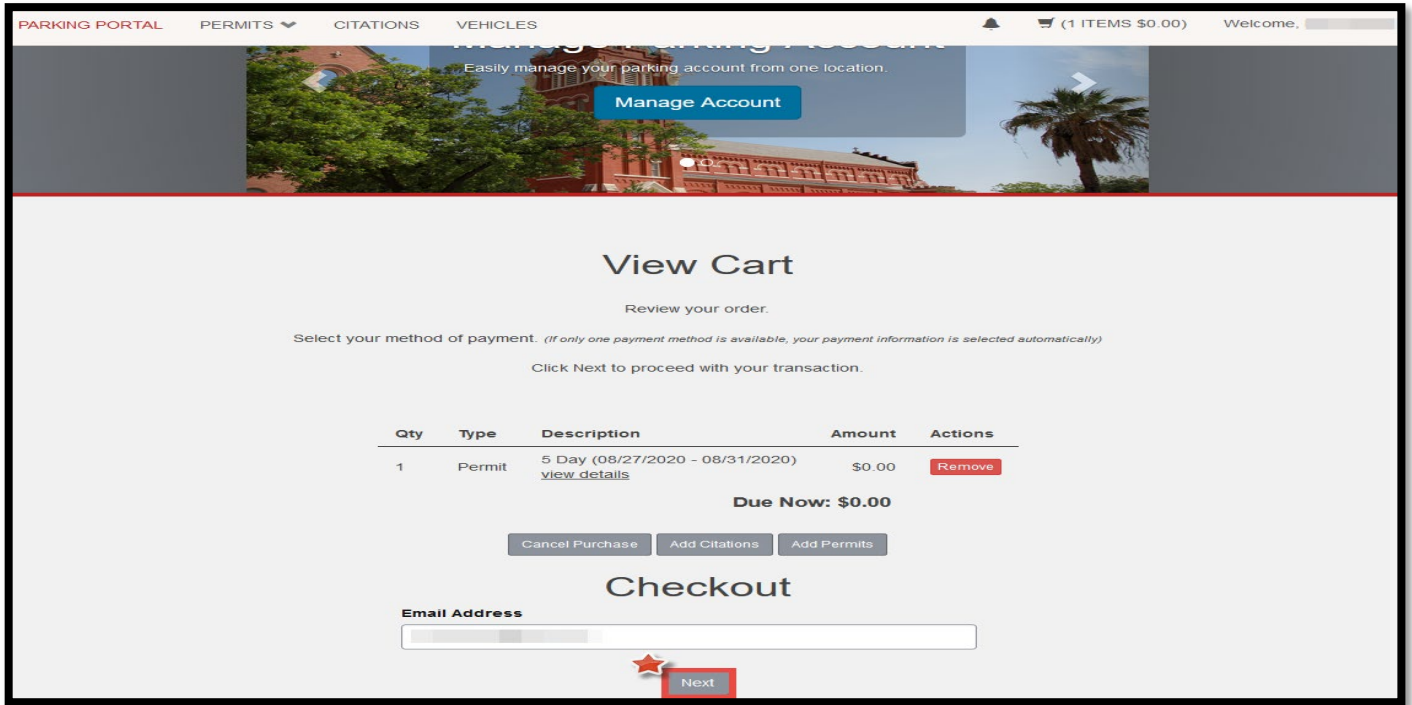
Select	State	Plate Number	Year	Make	Model	Color
<input checked="" type="checkbox"/>	TEXAS	UIWPLATE9	2020	Ford	Escort	Red

[Add Vehicle](#)

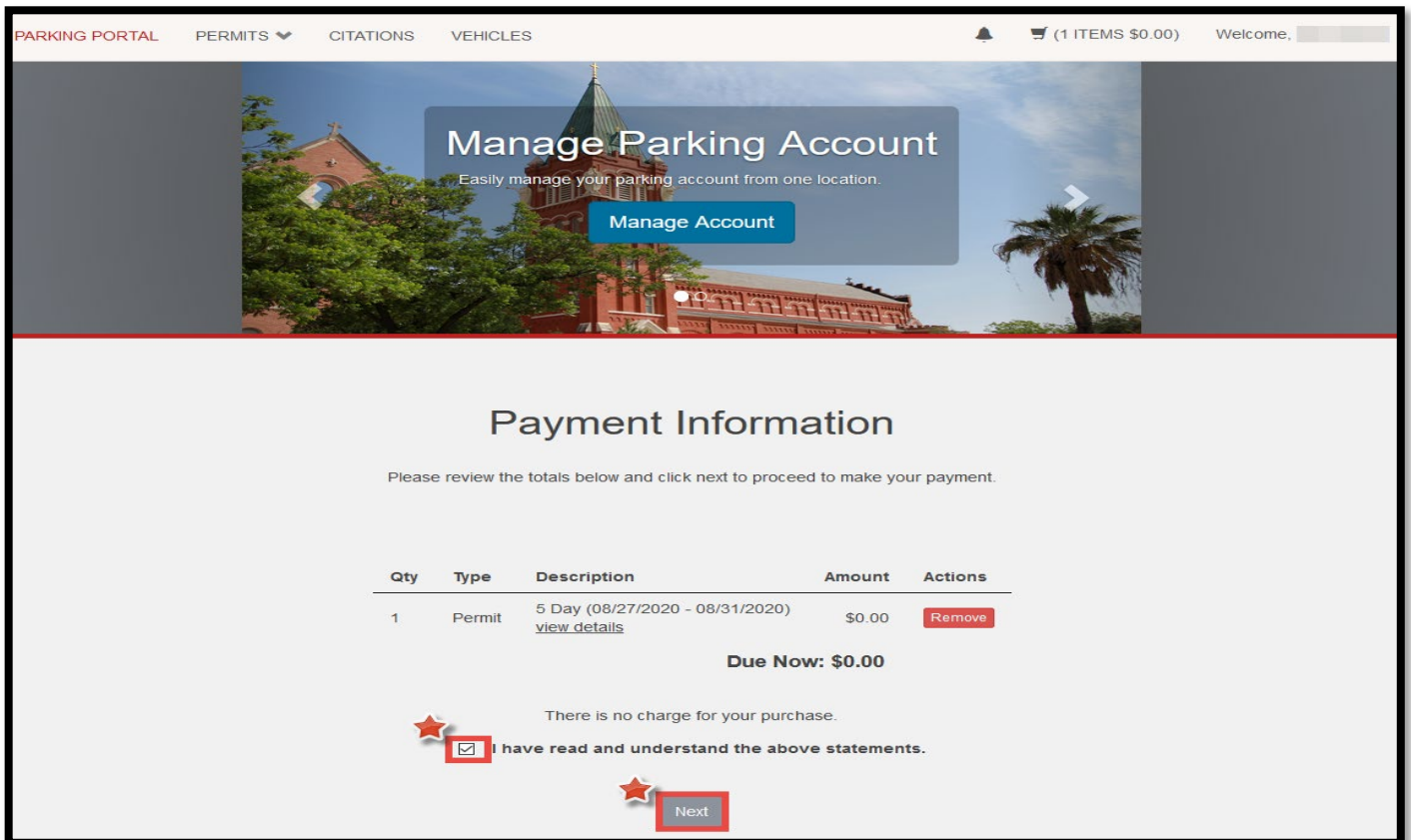
**Next >>**



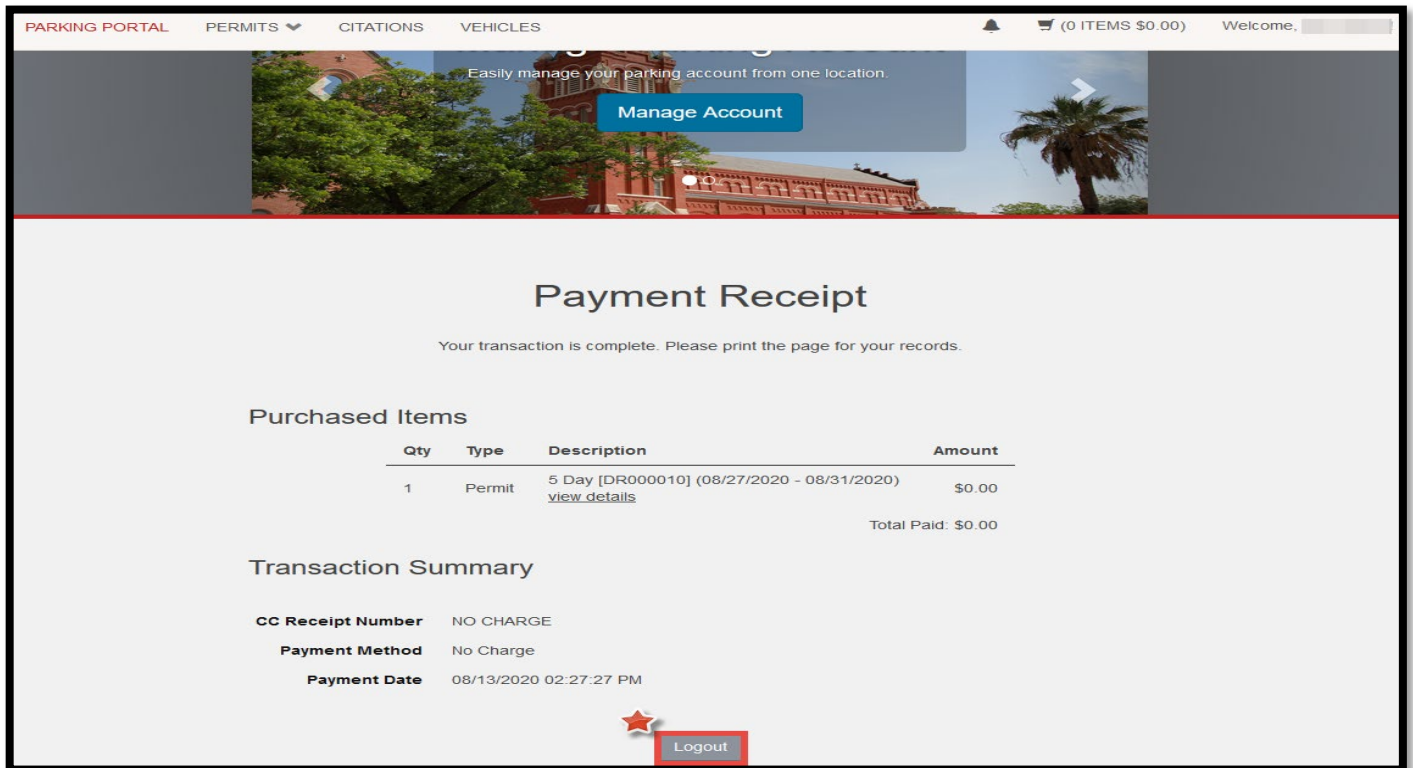
**Step 14: The View Cart and Checkout screen will display your permit information. Click 'Next' to initiate the checkout process. You will receive a confirmation email to the email address listed.**



**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.**



**Payment Receipt**

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

**Purchased Items**

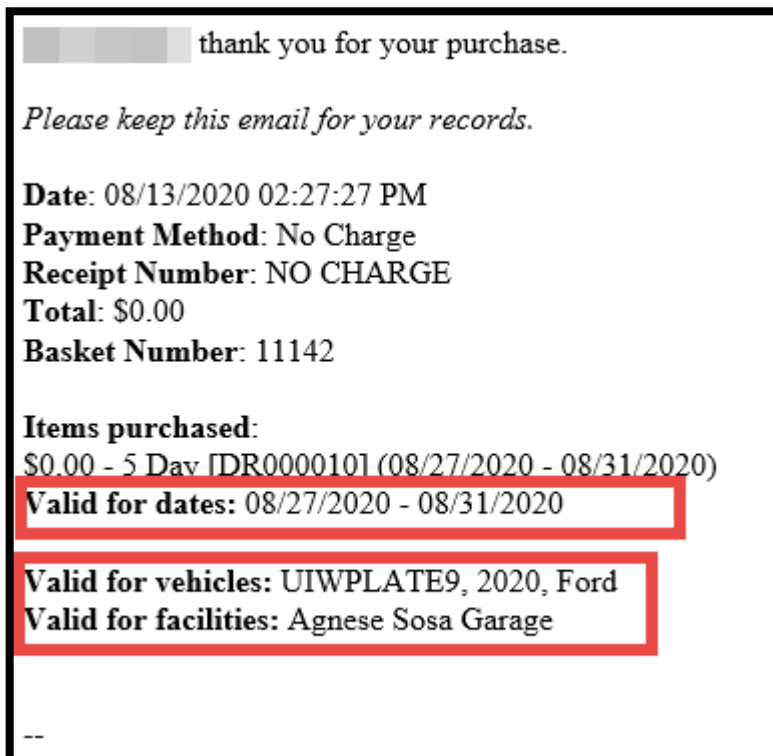
Qty	Type	Description	Amount
1	Permit	5 Day [DR000010] (08/27/2020 - 08/31/2020) <a href="#">view details</a>	\$0.00
Total Paid:			\$0.00

**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

## **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.