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

![Customer Authentication](image1)

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

![Customer Authentication](image2)
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.
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.

Thank you for your interest in guest parking. Your permit request has been approved.

Request Date: 08/13/2020
Need By Date: 08/27/2020
Quantity: 6
Group: ITGP
Permit Type: 5 Day
Location: Agnese Sosa Garage

Send the link below to those parties who wish to park. Parking and permits will be issued in a first-come, first served basis and only one permit per account will be allowed.

https://staging-1778.t2hosted.com/UIINCASA1/per/index.aspx?key=4a2606ed732e47ba92b5125da4284f3e

Thank You.
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=3cc4c41d5c0944509fb2d29c3728d0d69

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 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.
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.

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 you provide a list of lots available for reservation for UIW guests?

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

- 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.
- 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 for assistance.