

# Parking Online System Manage Account, Permit and Vehicle - Quick Sheet

Contact Parking Services at x2945 for assistance.

## Log Into Parking System

- Access the system from the Parking Services homepage, or directly from this url: <https://wwuparking.t2hosted.com>
- Login, located in upper right corner.
- Employees and students use Universal username and password, select **Universal Login** button
- Guests – create an account including a login ID and password

## Access Manage Your Account Information – Campus addresses

- Click from drop down list under you name in upper right hand corner or the Manage Account button in center of picture.
  - **NOTE-** Employees and students, this information is view only and changes need to be made by selecting the Web4U link under Account Information. Changes will be upload to your parking account as soon as they are available.
- Guests can update information as needed.
- Go back to home page using Parking Portal tab at the top of page.

## Select View Your Permit – Paperless as of June 20, 2016

- Click the **Permits** dropdown arrows on top of page or use the **Permits** block to select **View Your Permit**

## Review Permit Detail – Must have vehicle attached with correct plate # as of June 20, 2016

- Click the **Permit Number**, in the permit number column, for the permit you are wanting to review

## Review Associated Vehicle Information

- Review vehicle associated to the permit. **AS of June 20, 2016** parking permission will be monitored by vehicle plate.
  - **NOTE-** there must be one vehicle associated to the permit at all times.
- Click the **Back** button to return to the previous screen
- Click the **Next** button when finished

## Adding and Correcting Vehicle Information

- Currently you cannot edit the plate information online. If it is incorrect, you must add a new vehicle with the correct license plate.
- How to correct vehicle information:
  - You can add a new vehicle by clicking the **Add Vehicle** button and enter the correct information
    - New vehicle will automatically be attached to your current active permit
  - Then when you go back to review the permit you will be allowed to delete the vehicle with the incorrect information
    - **NOTE-** there must be one vehicle associated to the permit at all times.

## Logout

- Located under your name, click on name to show dropdown upper right corner.