## Parking Services University of Central Missouri Instructions for Departments Requesting Visitor Permits

If your department is bringing a visitor or visitors to campus and you would like to request visitor's permits for them, please follow the instructions listed below.

- 1. Go to https://ucmo.t2hosted.com/cmn/auth\_ext.aspx and sign in using your departments email address.
  - a. <u>NOTE</u>: To request visitor's permits you must have a department specific email address. Visitor's permits may not be requested by or attached to an individual account. If your department does not have a department specific account, please contact the Office of Technology (tsc@ucmo.edu) and request one be created.

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if you are a student you to your 'My	or staff member with the university, please click the button below marked Login. The Central' account. Please log in to your account and click on the link to <i>Parking Serv.</i> <i>Menu</i> along the left side of the UCM home tab.	is link will take ices' Main
	If you are a department signing in to request guest permits, please click here.	
If you are not affiliate	d with the university, click the button below marked Guest Login to create a guest as to an existing account.	scount or log in
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- 2. Above the LOGIN tab, you will see "If you are a department signing in to request guest permits, please <u>click here</u>." Press "<u>click here</u>". This will take you to the login screen.
- 3. The username will be the department email address. i.e.: <u>parking@ucmo.edu</u>. The initial password will be the last name of the department in all caps. i.e.: Parking Services, the password would be PARKING.
  - a. The system will make you change the password the first time you log in. The new password is required to be at least 6 characters long, have a capital letter and one

symbol. Please also make sure you're not inadvertently entering an extra space. We've had several issues where departments aren't able to access the system after resetting their password because a space was included with the password.

- 4. If you are having trouble logging in, or can log in but it won't let you request permits, check the URL. If the URL looks like https://ucmo.t2hosted.com/cmn/auth.aspx? usertype3=guestreq, this highlighted portion may be the problem. It means it routed you to the wrong portion of the page. The URL should look like this: https://ucmo.t2hosted.com/cmn/auth.aspx
- 6 X / 🎔 University of Central Misso x V M U of Central Missouri Visito x V 🖬 University of Central Misso x V 🗭 University of Central Misso x ← → C = Secure | https://staging-ucmo.t2hosted.com/UCMOSA1/Account/Portal ☆ : PARKING PORTAL PERMITS V CITATIONS VEHICLES (0 ITEMS \$0.00) Welcome, CMPA, I I here are less permits available to purchase than you requested using this permit request key. Someone else may be purchasing permits. Please try again or contact the parking office with any questions. Parking Portal Welcome! Use your Parking Portal to make purchases in the parking system and manage your parking account. Citation Number CITATIONS View Your Citations 0 -OR-0 State Plate Numbe View Your Appeals MISSOURI View Your Letters 0 PERMITS View Your Permits University Police Bicycle Regulations Personal Safety & Awareness Parking Services Access Control Environmental Health & Safety Contact our Staff TEST Mode DB: orastaging-UCMOSA1.t2nosted.com/UCMOSA1 WS: https://staging-ucmo.t2flex.com/UCMOSA1ws 3 sessions Customer: 21512 Basket: 936407 🖉 Start 🛛 🥥 🔐 Campus Department Per... 🛛 💽 💽 University of Central ... 🕅 Instructions - Req EN 💽 📴 📵 🐏 🕦 2:00 PM 🛌
- 5. Once you are signed in, you will see the following screen:

a. Click on \$ Request Parking Permits

6. The next screen will look like this:

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Add	a new nequest
Enter the details of your	request below and click Submit. All fields are required
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- a. Request Date: The request date should be the date you are completing the form.
- **b.** Parking Needed Date: Choose the first day the parking permit is needed, either the only day or the first day of the event. THIS DATE MUST BE AT LEAST ONE DAY AFTER YOUR REQUEST DATE!
- c. Quantity Requested: The number of permits needed.
- **d.** Maximum Allowed Per User: The system allows for the department to pay for the permits and to print them all out for the visitors, or the link can be sent to each visitor and they will be responsible for purchasing and printing their own permit.
  - i. Department Pays: If the department is paying for the permits and printing them out for each visitor, the number in the <u>Maximum</u> <u>Allowed Per User</u> section should equal the Quantity Requested. (i.e. – Requested 34, Maximum Allowed Per User must be 34).
  - ii. Visitor Pays: If the department is requiring each individual visitor to pay for their own permit, the <u>Maximum Allowed Per User</u> must be 1.
- e. Requested By: Scroll through the list and find your department name. If you do not see your department name, please contact Parking Services so we can enter your department into the system.
- **f. Permit Type:** This is how long the permit is needed. The options are 1 Day, 2 Day, 3 Day, 4 Day, and 1 Week.
- **g.** Facility: Choose whether you would like them to park in Faculty/Staff or Student parking lots.

- i. Visitors permit requests will be sent to the Parking Services Sergeant for approval. Lot type will be approved or denied based on availability, other events during the same time period, number of visitors, etc.
- **h.** Billing Code: If the department is paying for the permits, enter your budget number here. YOU MUST ENTER A BUDGET NUMBER!
  - i. The system allows us to know how many permits were actually distributed, whether it's the department printing them out or the individual purchasing and printing them out. After the day of the event, if the department is paying for the permits, the department will be billed for the number of permits distributed (printed) in the same manner that they have been in the past.
  - **ii.** Once permits are printed the department will be charged for the permits whether they are used or not, so please only print the permits that are needed. If the permits are printed and the event is cancelled, the department will still be charged for the printed permits.
- i. When the permit request is approved you will receive an email, to the department email address, with a link. You MUST use this link to purchase/print the permit(s) as it's linked to those specific permits. Follow the link (it may require you to sign into the parking system again for each separate permit request). If it will be the responsibility of the individual visitor to purchase/print their permit, send the link to them. They will need to sign in and create a guest account (separate instructions will be provided for you to send to them).
- j. Below is an example of the approval email you'll receive with the link to the permits:

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0	) Spam ] Trash	1		Thank you for your interest in guest parking. Your permit request has been approved. Request Date: 10/08/2021						
	Categories			Need By Date: 1011/2021 Quantity: 15 Group: PARKING SERVICES						
	Full Time Files Junk E-mail			Permit type:://usy/emmit - Faculty/starf Lot Location: Faculty/starff						
	Mailing Emails Mass Emails			Loga use minus response to consumer your variable permise. Departments purchasing permits to be distributed to event attendees will be charged for all permits printed o printed.	out, even if the event is cancelled. It's strongly suggested that permits are printed only a day or two prior to the event so on	ly the numbe	r of permi	ts neede	d are	
•	Outdated Emails     More			If your department is sending the link to your guest to purchase and print their permit, please send the foil Those guests who are not affiliated with the University of Central Missouri (are not a Faculty/Staff membe	lowing information in your email. Permits will be issued in a first come, first served basis and only one permit per accou xr, Student, etc.) and do not have an ID number issued by the university should create a Guest/VIP account. If you are <i>i</i>	nt will be allo a UCM Facul	wed. ty/Staff m	ember o	r Stude	ent,
	please contact Parking Services to obtain a day pass. -Once on the page titled "Manage Parking Account", click 'Guest Login', -Under Guest Login, click on 'create one' I you have not previously done so. -Enter all required information, including dpaces mumber -When you've created your account, click 'webles' at the top of the page, then 'add weble' and complete the vehicle information. -You may then complete your purchase with a valid debleved click of volt review an email receipt with a link to print your parmit when the transaction is complete.									
	If you have any questions or problems, please contact Parking Services at 660-543-4098 or parking@ucmo.edu									
https://ucmo.t2hosted.com/per/index.aspx?key=bbb5516447764acd837/c53227764acc										
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- 7. When you click on the link in the approval email, you'll see the following screen:
  - a. Scroll down and click NEXT
- 8. The next screen will allow you to choose how many permits you want to print.
  - a. Open the drop-down menu and choose the number of permits you want to print.
    - i. Remember, you're only charged for the permits you print.
  - b. Check the box next to "I have read and understand the above statements"
  - c. Click NEXT

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	* Pro-Rated prices shown with an asterisk.	
	Permits are available to be mailed through August	3, 2021. Any
	requests after that time will be available for pick Parking Services office with a valid picture ID. Plea	up at the se make sure
	to verify your address prior to completing your p	urchase.
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	I have read and understand the above statements	
	Next >>	
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- 9. The next screen is the "View Cart" screen.
  - a. The system should default to the bill the department.
  - b. If it gives you the option to choose a payment method, choose "Bill to Department".
  - c. Choose "Proceed for Payment" at the bottom of the screen.

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	Click may now to proceed with your transaction.	
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	Due Now: 9	\$0.00
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	CNECKOUL Email Address	
	parking@ucmo.edu	
	Proceed for Payment	

- 10. The next screen is the "Payment Information" screen.
  - a. Choose "Pay Now"

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	Due Nov	w: \$0.00
	Pay Now	

- 11. The next screen will be the "Payment Receipt" screen.
  - a. The payment sometimes takes several seconds. Be patient. You'll see a spinning circle in the middle of the screen.

b. You'll see an underlined link for "<u>Print Permit</u>". You can click here to print your permits. The same link is in the payment receipt email that got sent to the department email address.

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		Your transaction is complete. F	lease print the page for your records.	
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Mailing Emails     Mass Emails     Outdated Emails     More	Date: 10/08/2021 02:47:10 PM Payment Method: Bill to Department Receipt Number: Total: 50:00 Basket Number: 1675/835 Items purchased. 50:00 - Visite: Requested / 1 Day Perr Valid for dates: 10/11/2021 - 10/11 Permit Numbers: VR2100144, VR2 Valid for facilities: Faculty/Staff	mi - FacultyStaff Lot <u>Print Pormà</u> 2021 2100145, VR2100146, VR2100147, VR2100148		
Message marked not suspiciou	Parking Services 306 Broad Street Warrensburg, MO 64093 660-543-4098 800-873-8577 parking@ucmo.edu			

- 12. After clicking "Print Permit", a PDF will open where you can print the permits you selected.
  - a. Remember that the permits must be printed in color.
  - b. Guests should place the permit on the dashboard of their car.



If you have any issues or questions please contact Parking Services at <u>parking@ucmo.edu</u> or 660-543-4123.