

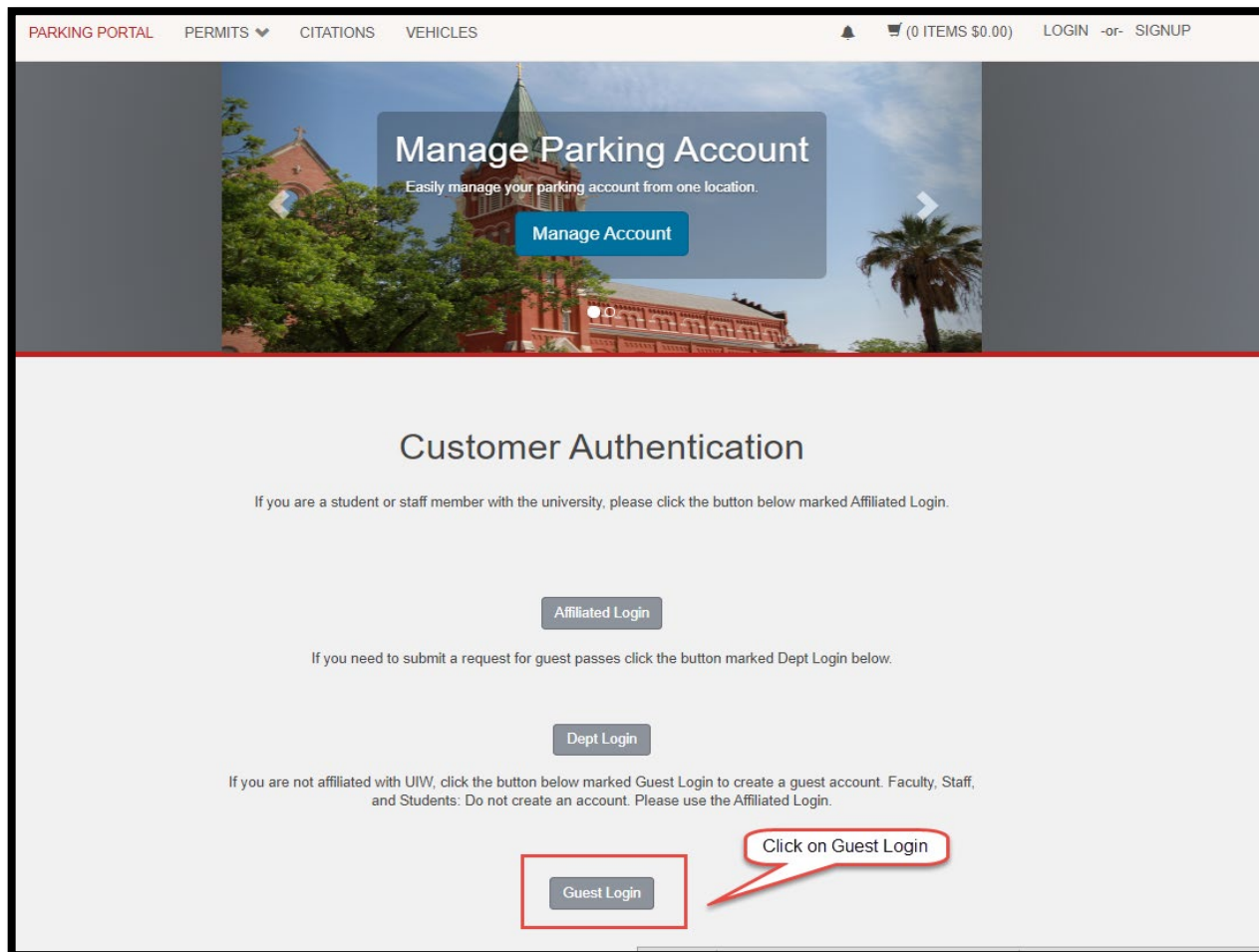
## T2 Cardinal Cars – Guest Permit Request

Guests of the University of the Incarnate Word must register their vehicles to park on campus. Please use the T2 Cardinal Cars link to create an account in the T2 system and register your vehicle.

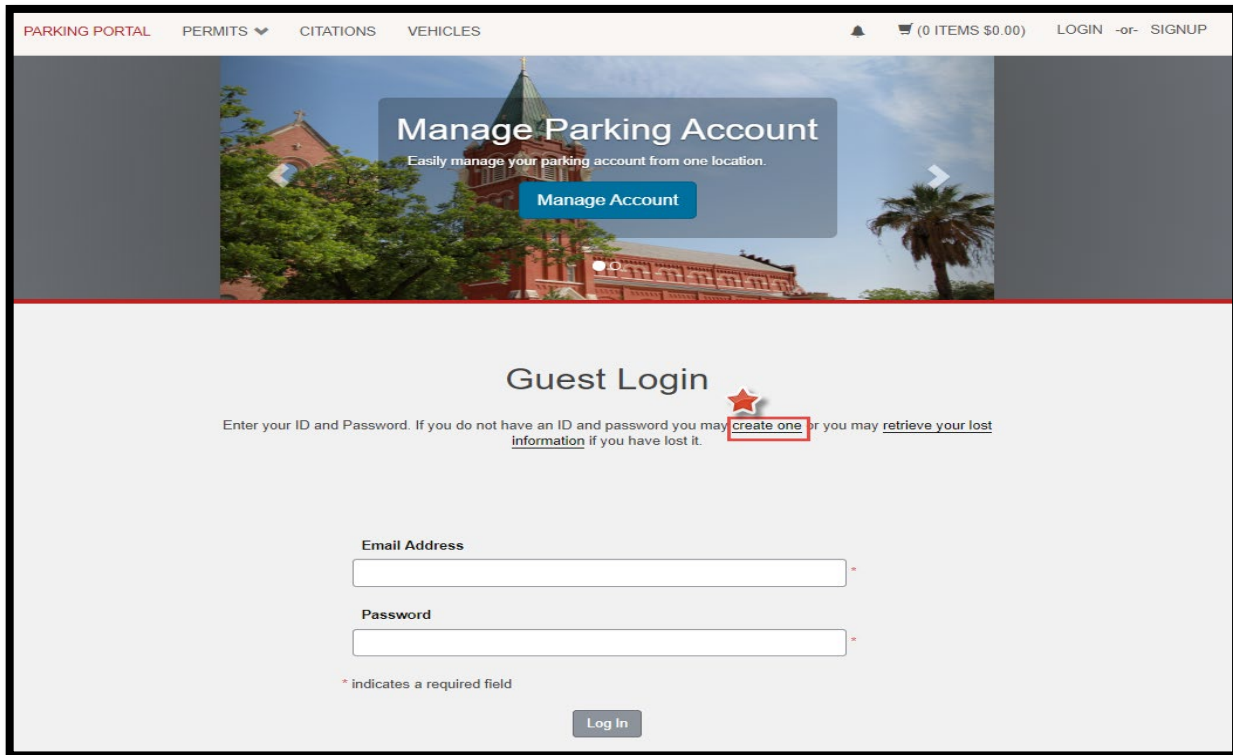
**Step 1: Enter the T2 Cardinal Cars URL on your internet browser.**

<https://uiw.t2hosted.com>

**Step 2: Click on Guest Login**

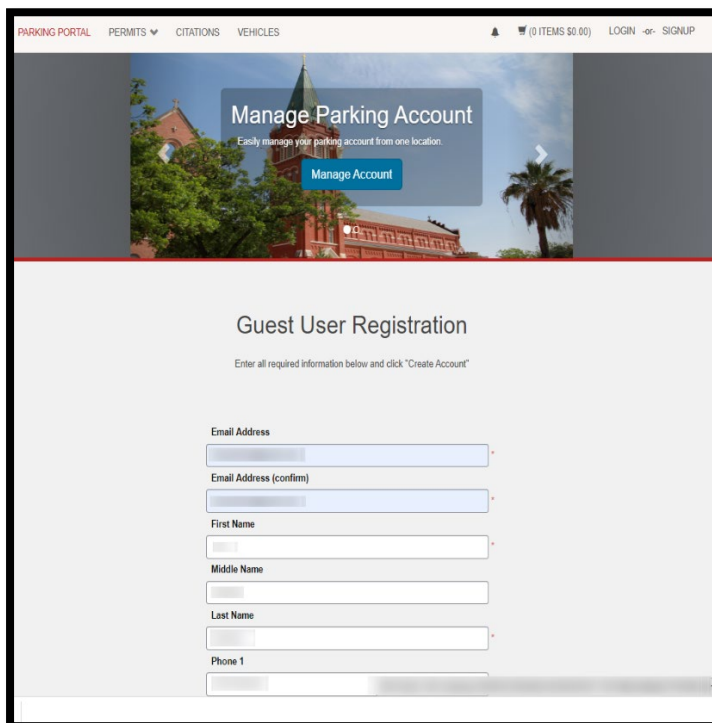


**Step 3: If you do not have a guest login, click on create one. Otherwise, enter your email and password to request a guest permit.**

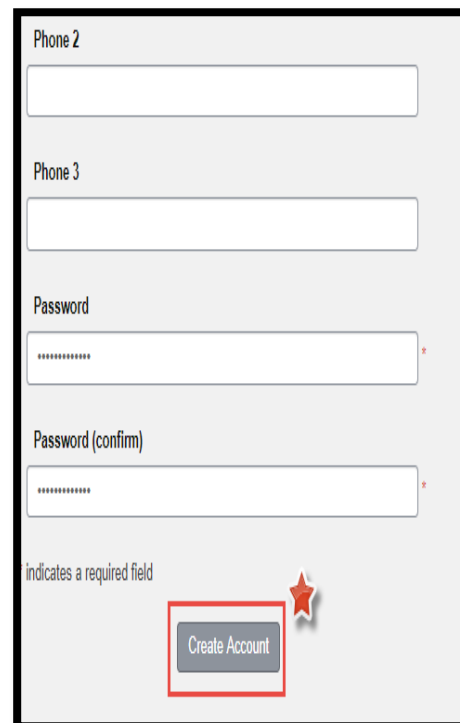


The screenshot shows the 'Manage Parking Account' banner at the top with a 'Manage Account' button. Below this is the 'Guest Login' section. It contains a message: 'Enter your ID and Password. If you do not have an ID and password you may [create one](#) or you may [retrieve your lost information](#) if you have lost it.' The 'create one' link is highlighted with a red box and a red star icon. Below the message are two input fields: 'Email Address' and 'Password', both marked with a red asterisk to indicate they are required. A 'Log In' button is at the bottom right of the login section.

**Step 4: Enter required information and click 'Create Account'.**



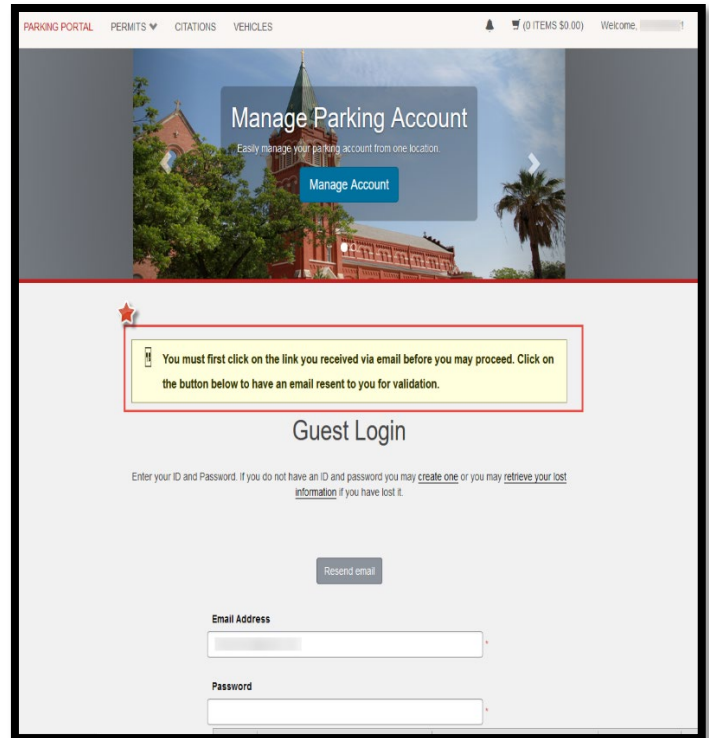
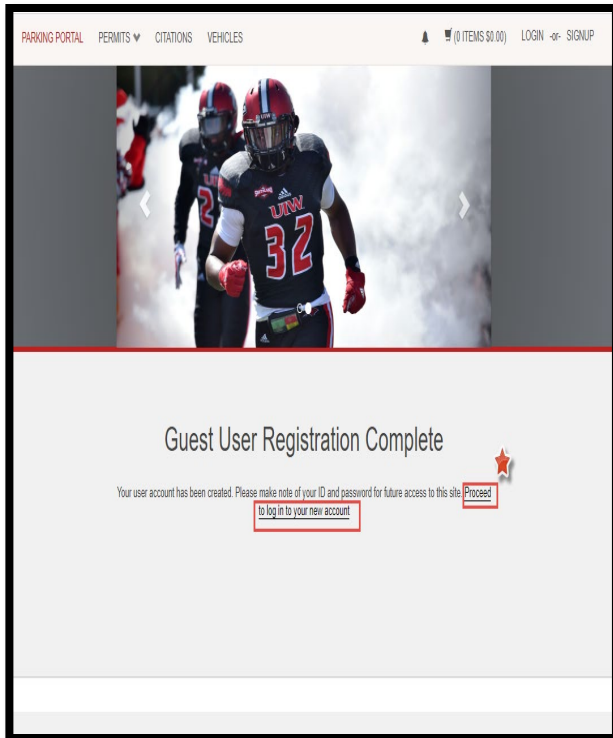
The screenshot shows the 'Guest User Registration' section. It contains a message: 'Enter all required information below and click "Create Account"'. Below the message are several input fields: 'Email Address', 'Email Address (confirm)', 'First Name', 'Middle Name', 'Last Name', and 'Phone 1'. Each of these fields is marked with a red asterisk to indicate they are required.



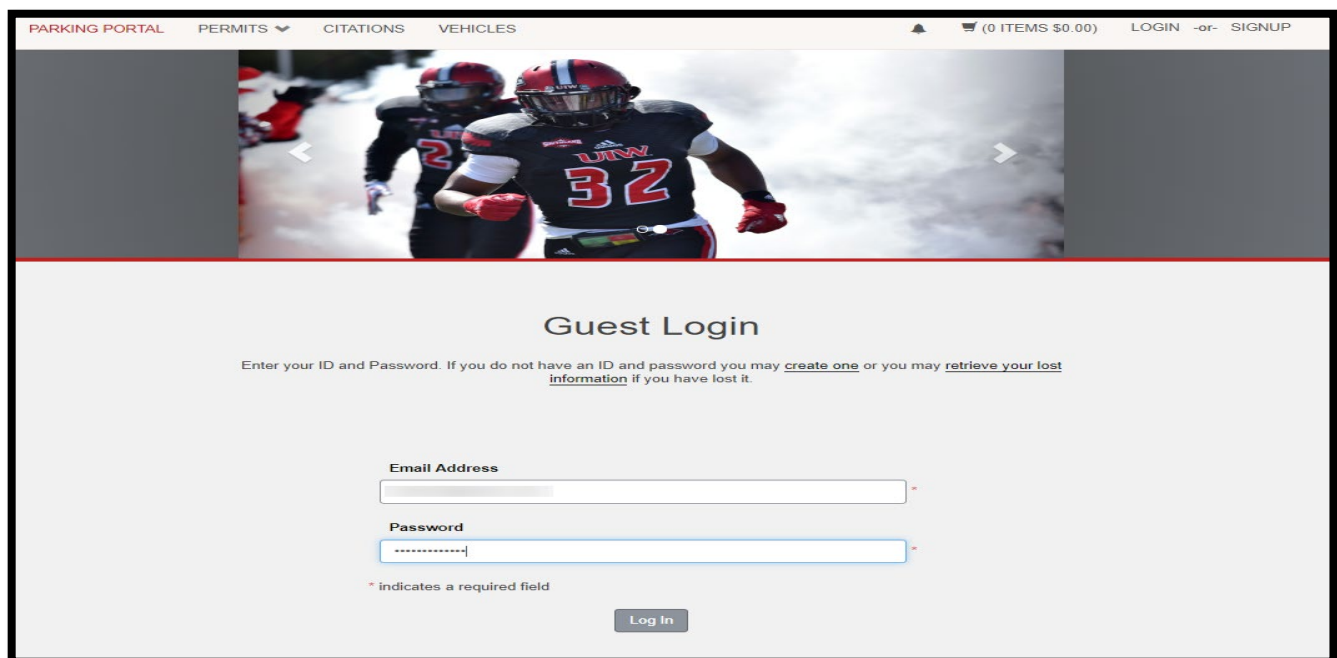
This is a close-up of the registration form. It shows the 'Phone 2' and 'Phone 3' fields. Below these are the 'Password' and 'Password (confirm)' fields, both marked with a red asterisk. At the bottom, there is a 'Create Account' button, which is highlighted with a red box and a red star icon. A note below the password fields states: 'Indicates a required field'.



**Step 5: Click on the Proceed to log in to your new account link. You must validate your account via the email you provided before proceeding.**



**Step 6: Key in your Email address and password and click Log In.**



Step 7 Click on Get Permits and then click on Next

PARKING PORTAL PERMITS CITATIONS VEHICLES (0 ITEMS \$0.00) Welcome,

## Manage Parking Account

Easily manage your parking account from one location.

Manage Account

### Cardinal Cars

Welcome! Use your Parking Portal to make purchases in the parking system and manage your parking account.

CITATIONS	
<a href="#">View Your Citations</a>	0
<a href="#">View Your Appeals</a>	0
<a href="#">View Your Letters</a>	0

Citation Number

-OR-

State Plate Number

TEXAS

Search Citations

PERMITS

[View Your Permits](#) 0

[View your Waitlists](#) 0

Get Permits

Add/Edit Waitlists

PARKING PORTAL PERMITS CITATIONS VEHICLES (0 ITEMS \$0.00) Welcome, Iris Solcher!

## Manage Parking Account

Easily manage your parking account from one location.

Manage Account

### Purchase a Permit

You have been authorized to purchase a permit. Please read the instructions on each page carefully!!!

Next >>



**Step 8: Click on the check boxes to agree to parking rules and regulations then click Next.**

PARKING PORTAL
PERMITS
CITATIONS
VEHICLES
(0 ITEMS \$0.00)
Welcome,

## 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 / day	UIW VISITOR PERMITS	-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 9: Select the date for your permit and click Next.**

PARKING PORTAL
PERMITS
CITATIONS
VEHICLES
(0 ITEMS \$0.00)
Welcome,

## Select Dates

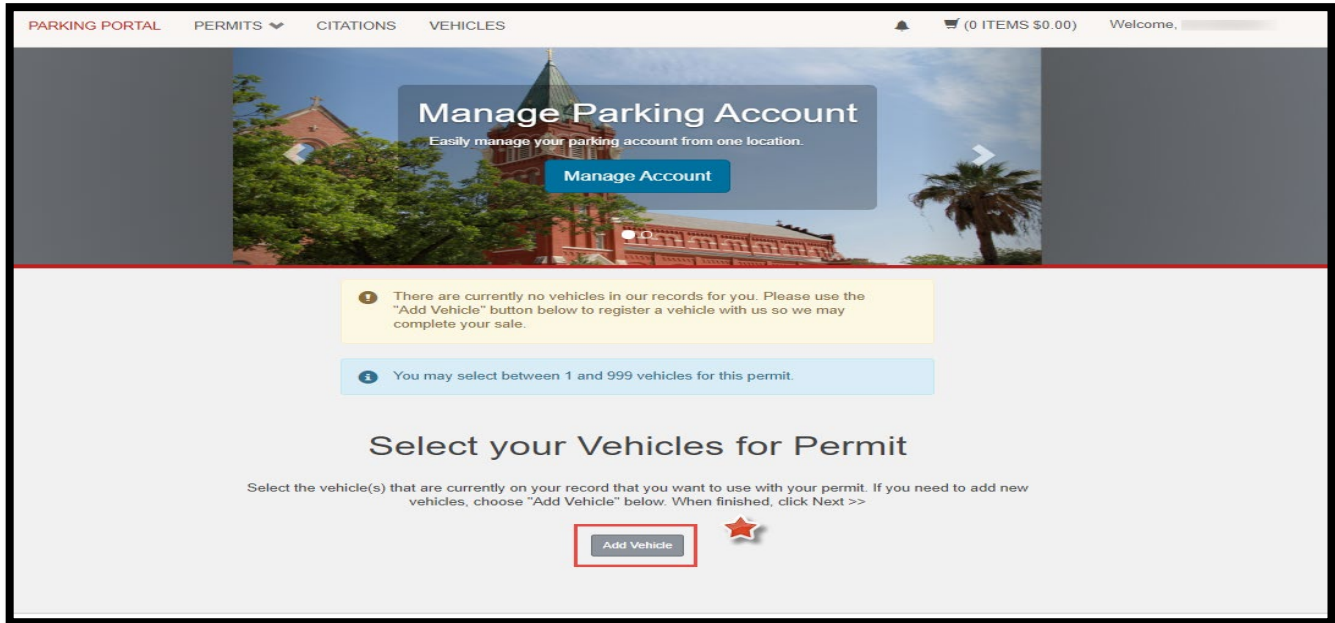
Select the dates for your permit.

Effective Date

July 2020						
≤						≥
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Next >>

**Step 10: Select your vehicles for permit OR Add your vehicle information by clicking Add Vehicle.**



**Manage Parking Account**  
Easily manage your parking account from one location.  
[Manage Account](#)

1 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.

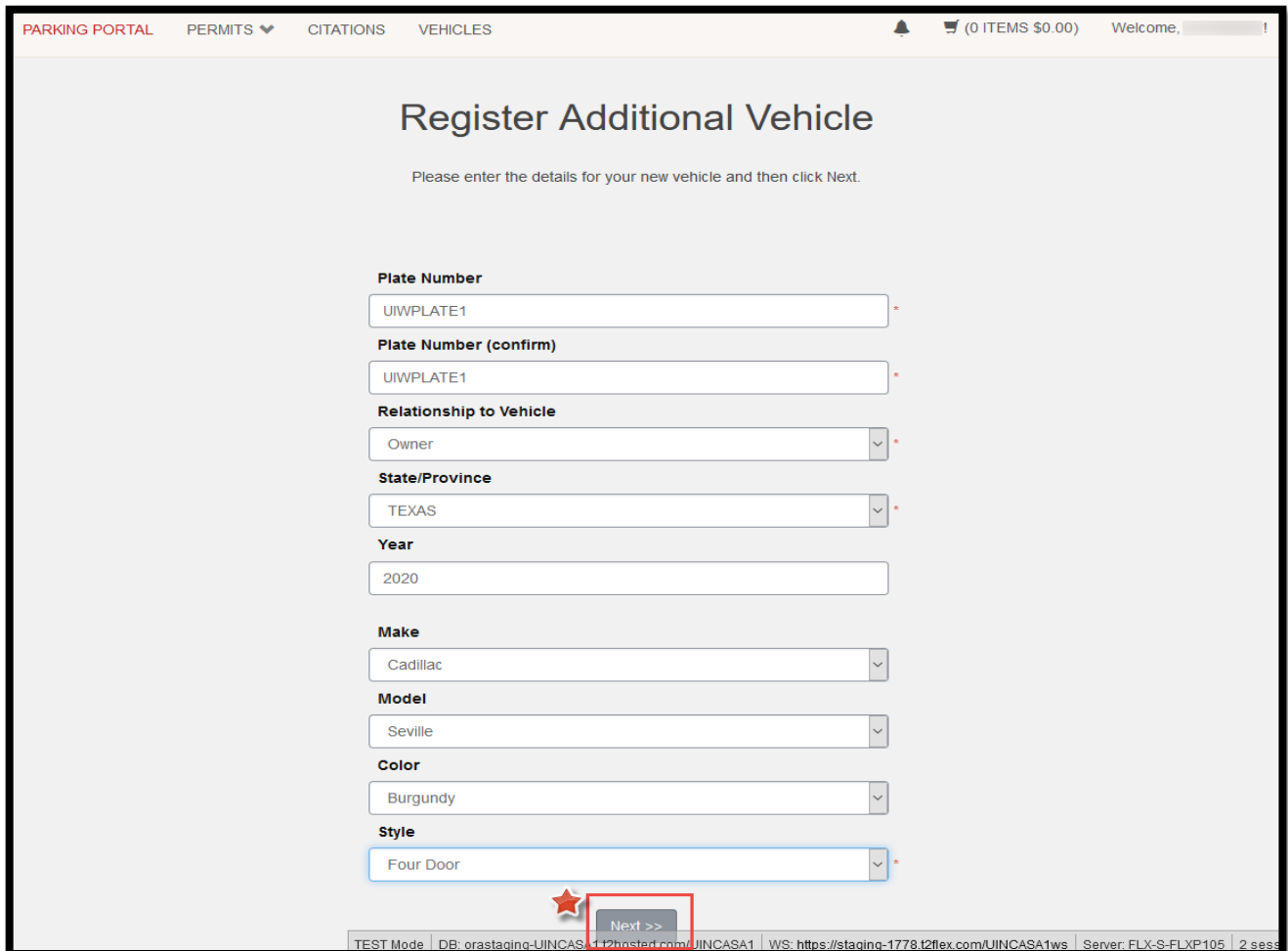
3 You may select between 1 and 999 vehicles for this permit.

### 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. When finished, click Next >>

[Add Vehicle](#) ★

**Step 11: Add the vehicle information for the vehicle that will be parking on campus.**



### Register Additional Vehicle

Please enter the details for your new vehicle and then click Next.

**Plate Number**  
UIWPLATE1 \*

**Plate Number (confirm)**  
UIWPLATE1 \*

**Relationship to Vehicle**  
Owner \*

**State/Province**  
TEXAS \*

**Year**  
2020

**Make**  
Cadillac

**Model**  
Seville

**Color**  
Burgundy

**Style**  
Four Door \*

★ [Next >>](#)

TEST Mode | DB: orastaging-UINCAS | 12hosted.com/UINCASA1 | WS: https://staging-1778.t2flex.com/UINCASA1ws | Server: FLX-S-FLXP105 | 2 sess

**Step 12: Verify the vehicle information and click Next.**

PARKING PORTAL
PERMITS
CITATIONS
VEHICLES
(0 ITEMS \$0.00)
Welcome, Iris Solcher!

## 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	UIWPLATE1	2020	Cadillac	Seville	Burgundy

Add Vehicle

Next >>

**Step 13: Verify your email address for permit receipt and click Next to checkout**

PARKING PORTAL
PERMITS
CITATIONS
VEHICLES
(1 ITEMS \$0.00)
Welcome,

## View Cart

Review your order.

Select your method of payment. (If only one payment method is available, your payment information is selected automatically)

Click Next to proceed with your transaction.

Qty	Type	Description	Amount	Actions
1	Permit	UIW VISITOR PERMITS (07/31/2020 - 07/31/2020) <a href="#">view details</a>	\$0.00	<a href="#">Remove</a>

**Due Now: \$0.00**

Cancel Purchase
Add Citations
Add Permits

## Checkout

Email Address

emailaccount@gmail.com

Next



**Step 14: Click to acknowledge you have verified the permit information and click Next.**

PARKING PORTAL
PERMITS
CITATIONS
VEHICLES
(1 ITEMS \$0.00)
Welcome,

## Manage Parking Account

Easily manage your parking account from one location.

Manage Account

## Payment Information

Please review the totals below and click next to proceed to make your payment.

Qty	Type	Description	Amount	Actions
1	Permit	UIW VISITOR PERMITS (07/31/2020 - 07/31/2020) <a href="#">view details</a>	\$0.00	<a href="#">Remove</a>

**Due Now: \$0.00**

There is no charge for your purchase.

☒ I have read and understand the above statements.

Next

**Step 15: View your payment receipt and click on Logout. Your vehicle is now registered to park at UIW.**

PARKING PORTAL
PERMITS
CITATIONS
VEHICLES
(0 ITEMS \$0.00)
Welcome,

## Manage Parking Account

Easily manage your parking account from one location.

Manage Account

## Payment Receipt

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

**Purchased Items**

Qty	Type	Description	Amount
1	Permit	UIW VISITOR PERMITS [VISITOR00000010] (07/31/2020 - 07/31/2020) <a href="#">view details</a>	\$0.00

Total Paid: \$0.00

**Transaction Summary**

**CC Receipt Number** NO CHARGE

**Payment Method** No Charge

**Payment Date** 07/14/2020 01:27:27 PM

Logout

## **Frequently Asked Questions Regarding 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.
- Can a guest use the guest permit request process more than once?
  - The guest permit request process will allow up to 5 permits per academic year. If a guest exceeds the maximum allowed, the system will prompt them with instructions to contact the parking office.