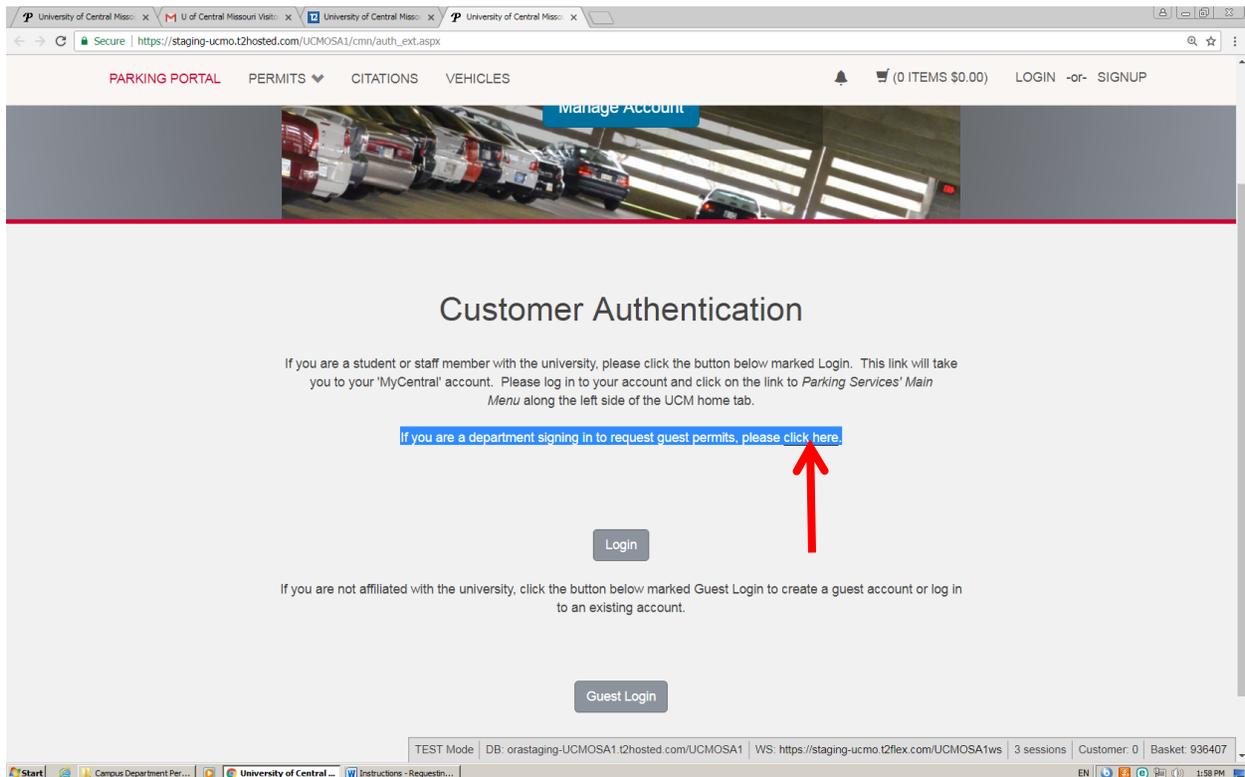


***Parking Services
University of Central Missouri
Instructions for Departments
Requesting Visitor Permits***

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. **NOTE:** 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.



2. Above the LOGIN tab, you will see “If you are a department signing in to request guest permits, please click here.” Press “click here”. This will take you to the login screen.
3. The username will be the department email address. i.e.: parking@ucmo.edu. 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.
4. Once you are signed in, you will see the following screen:

- a. Click on \$ Request Parking Permits
5. The next screen will look like this:

- 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 Maximum Allowed Per User 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 Maximum Allowed Per User 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.
- 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).