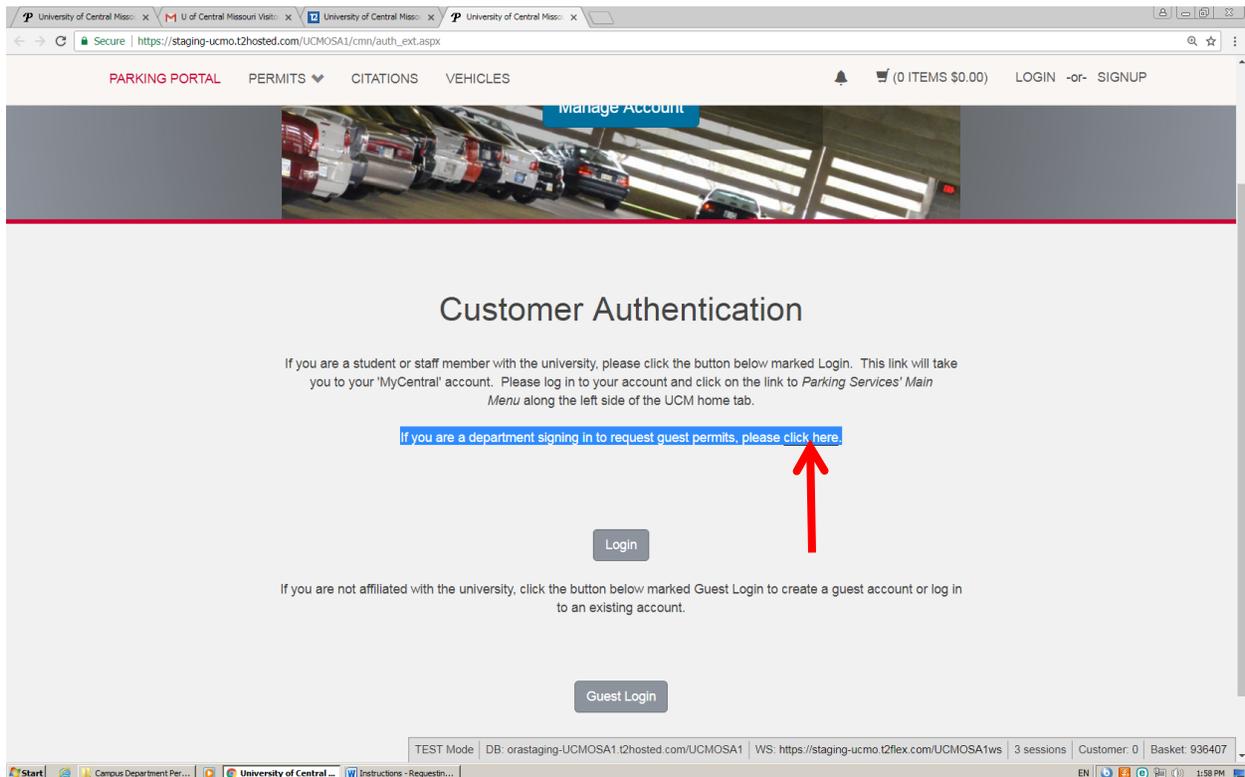


***Parking Services  
University of Central Missouri  
Instructions for Departments  
Requesting Visitor Permits***

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.

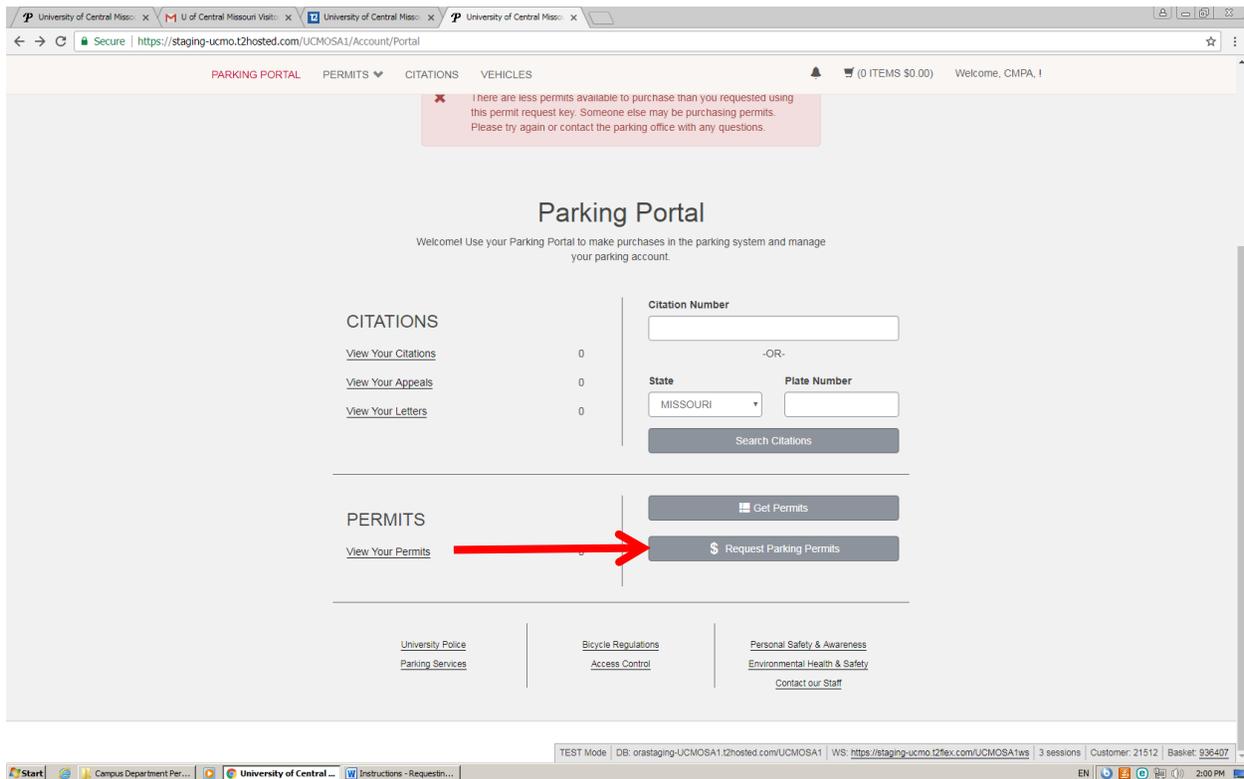
1. Go to [https://ucmo.t2hosted.com/cmn/auth\\_ext.aspx](https://ucmo.t2hosted.com/cmn/auth_ext.aspx) and sign in using your departments email address.
  - a. **NOTE:** To request visitor's permits you must have a department specific email address. Visitor's permits may not be requested by or attached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

- 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`
- Once you are signed in, you will see the following screen:



- Click on \$ Request Parking Permits

6. The next screen will look like this:

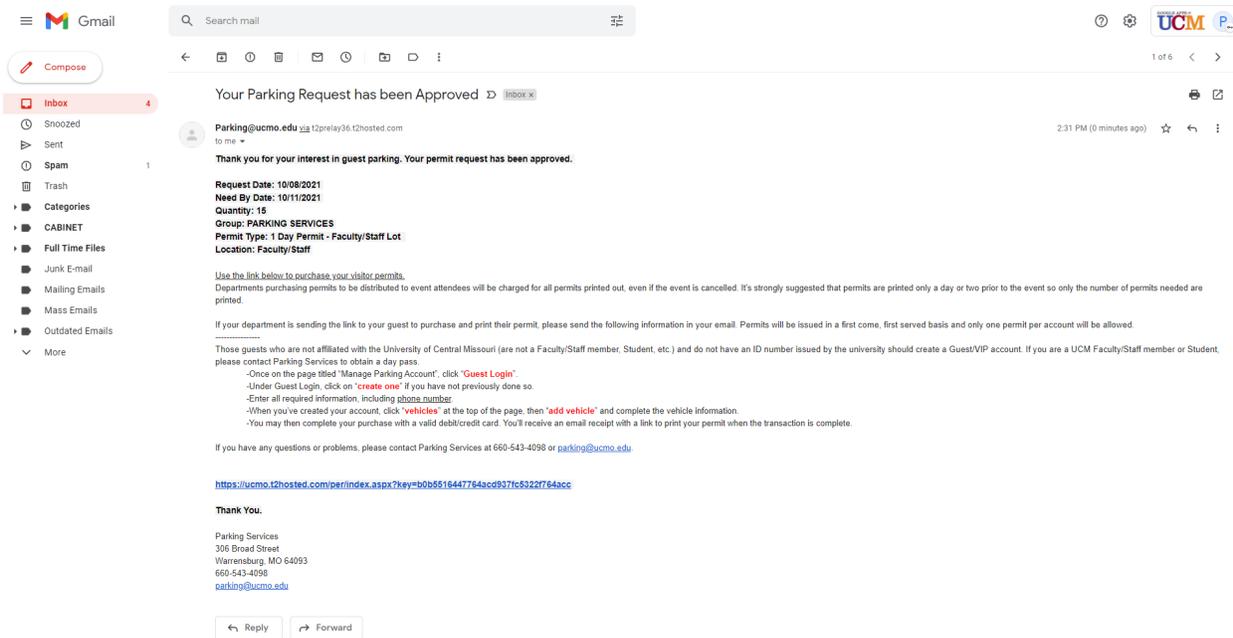
The screenshot shows a web application interface for adding a new request. At the top, there is a navigation bar with links for PARKING PORTAL, PERMITS, CITATIONS, and VEHICLES. On the right, it shows a shopping cart icon with '(0 ITEMS \$0.00)' and a welcome message 'Welcome, CMPA, 1'. The main heading is 'Add a New Request'. Below the heading, there is a sub-heading: 'Enter the details of your request below and click Submit. All fields are required'. The form consists of several input fields, each with a red asterisk indicating it is required:

- Request Date:** A text input field containing '12/01/2017'.
- Parking Needed Date:** An empty text input field.
- Quantity Requested:** An empty text input field.
- Maximum Allowed Per User:** A text input field containing '1'.
- Requested By:** A dropdown menu with '5 STATES SALVAGE POOL LLC' selected.
- Permit Type:** A dropdown menu with '1 Day Visitor-Requested' selected.
- Facility:** A dropdown menu with 'Faculty/Staff' selected.
- Billing Code:** An empty text input field.

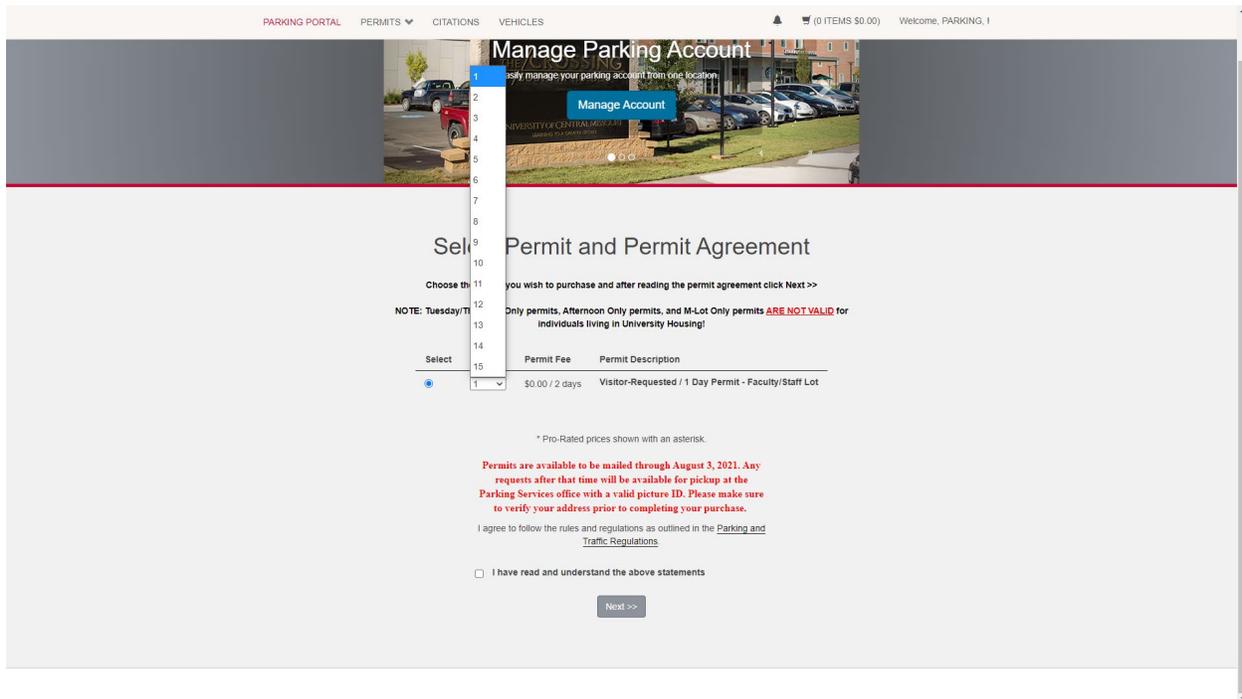
At the bottom of the form, there is a 'Submit' button. A small note at the bottom left of the form area states: '\* Indicates a required field'. At the very bottom of the page, there is a footer with technical information: 'TEST Mode | DB: orastaging-UCMOSA1 | 2hosted.com/UCMOSA1 | WS: https://staging-ucmo12flex.com/UCMOSA1/ws | 3 sessions | Customer: 21512 | Basket: 936407'.

- 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.

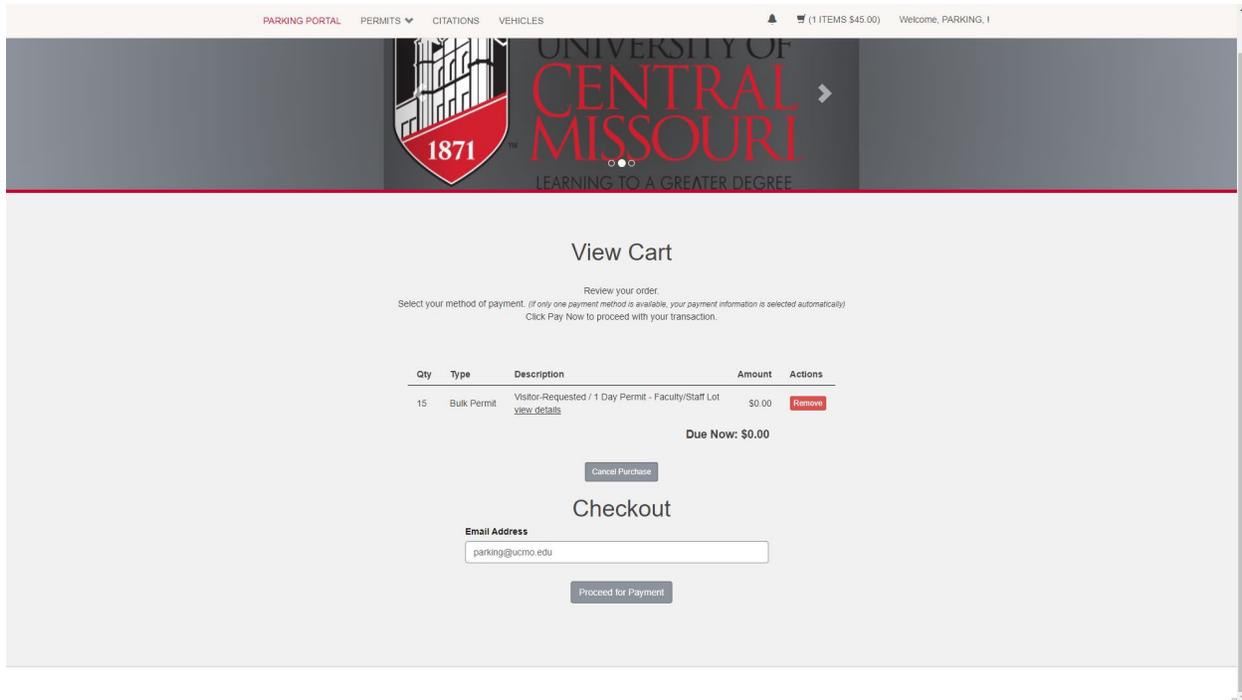
- i. Visitors permit requests will be sent to the Parking Services Sergeant for approval. Lot type will be approved or denied based on availability, other events during the same time period, number of visitors, etc.
- h. **Billing Code:** If the department is paying for the permits, enter your budget 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.
  - 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:



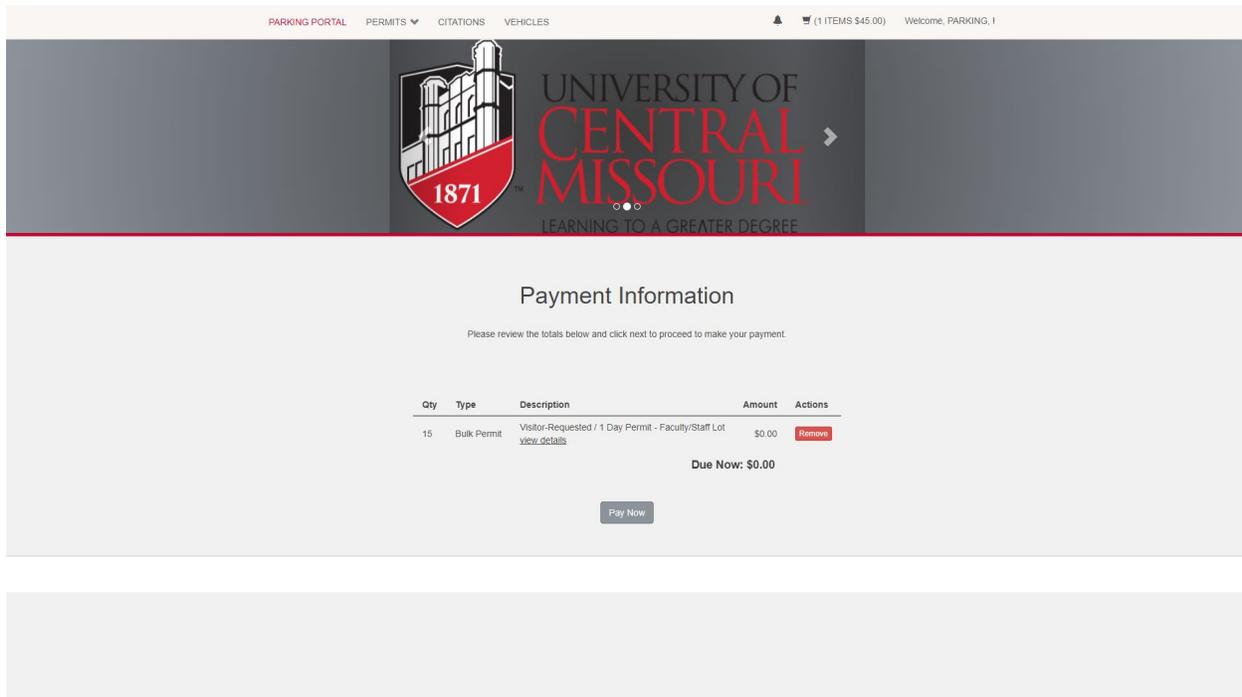
7. When you click on the link in the approval email, you'll see the following screen:
  - a. Scroll down and click NEXT
8. The next screen will allow you to choose how many permits you want to print.
  - a. Open the drop-down menu and choose the number of permits you want to print.
    - i. Remember, 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



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.



10. The next screen is the “Payment Information” screen.
  - a. Choose “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 "Print Permit". 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.

The screenshot shows the UCM Parking Services website. At the top, there is a navigation bar with links for PARKING PORTAL, PERMITS, CITATIONS, and VEHICLES. The main header features the UCM logo and the text "PARKING SERVICES". Below the header, the page title is "Payment Receipt". A message states: "Your transaction is complete. Please print the page for your records." Under the heading "Purchased Items", there is a table with the following data:

Qty	Type	Description	Amount
15	Bulk Permit	Visitor-Requested / 1 Day Permit - Faculty/Staff <a href="#">Print Permit</a>	\$0.00

The "Print Permit" link in the description is highlighted with a yellow box. Below the table, it says "Total Paid: \$0.00". Under the heading "Transaction Summary", the following information is displayed:

- CC Receipt Number
- Payment Method: Bill to Department
- Payment Date: 10/08/2021 02:47:10 PM

A "Logout" button is located at the bottom of the summary section.

The screenshot shows a Gmail inbox. The selected email is from "Parking@ucmo.edu" with the subject "Receipt for your transaction". The email content includes:

to me

PARKING, thank you for your purchase.

Please keep this email for your records.

Permits bought online are available for immediate pickup from the Parking Services office during normal business hours.

Date: 10/08/2021 02:47:10 PM  
Payment Method: Bill to Department  
Receipt Number:  
Total: \$0.00  
Basket Number: 1675835

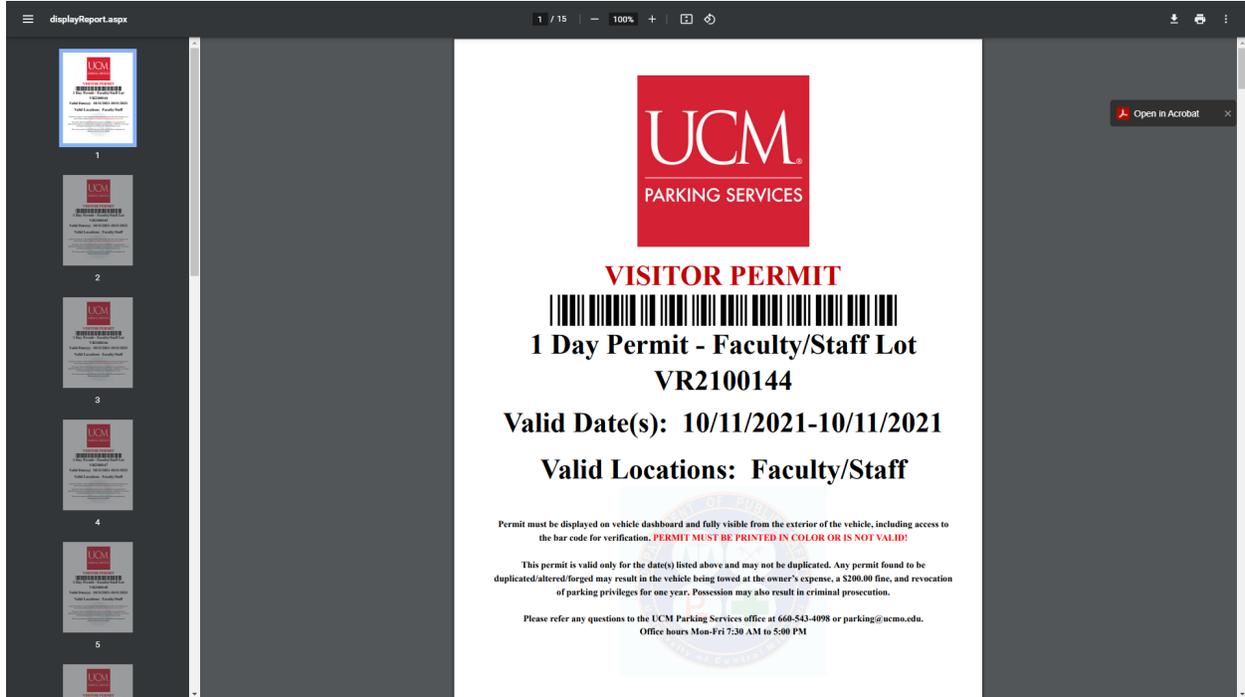
Items purchased:  
\$0.00 - Visitor-Requested / 1 Day Permit - Faculty/Staff Lot [Print Permit](#)

Valid for dates: 10/11/2021 - 10/11/2021  
Permit Numbers: VR2100144, VR2100145, VR2100146, VR2100147, VR2100148...  
Valid for facilities: Faculty/Staff

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Parking Services  
306 Broad Street  
Warrensburg, MO 64093  
660-543-4098  
800-873-8577  
[parking@ucmo.edu](mailto:parking@ucmo.edu)

At the bottom of the email, there are "Reply" and "Forward" buttons. A notification at the bottom left of the screen reads "Message marked not suspicious."

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



If you have any issues or questions please contact Parking Services at [parking@ucmo.edu](mailto:parking@ucmo.edu) or 660-543-4123.