



The University of Texas at Tyler

**Parking Portal Guide
As of 1/8/2020**

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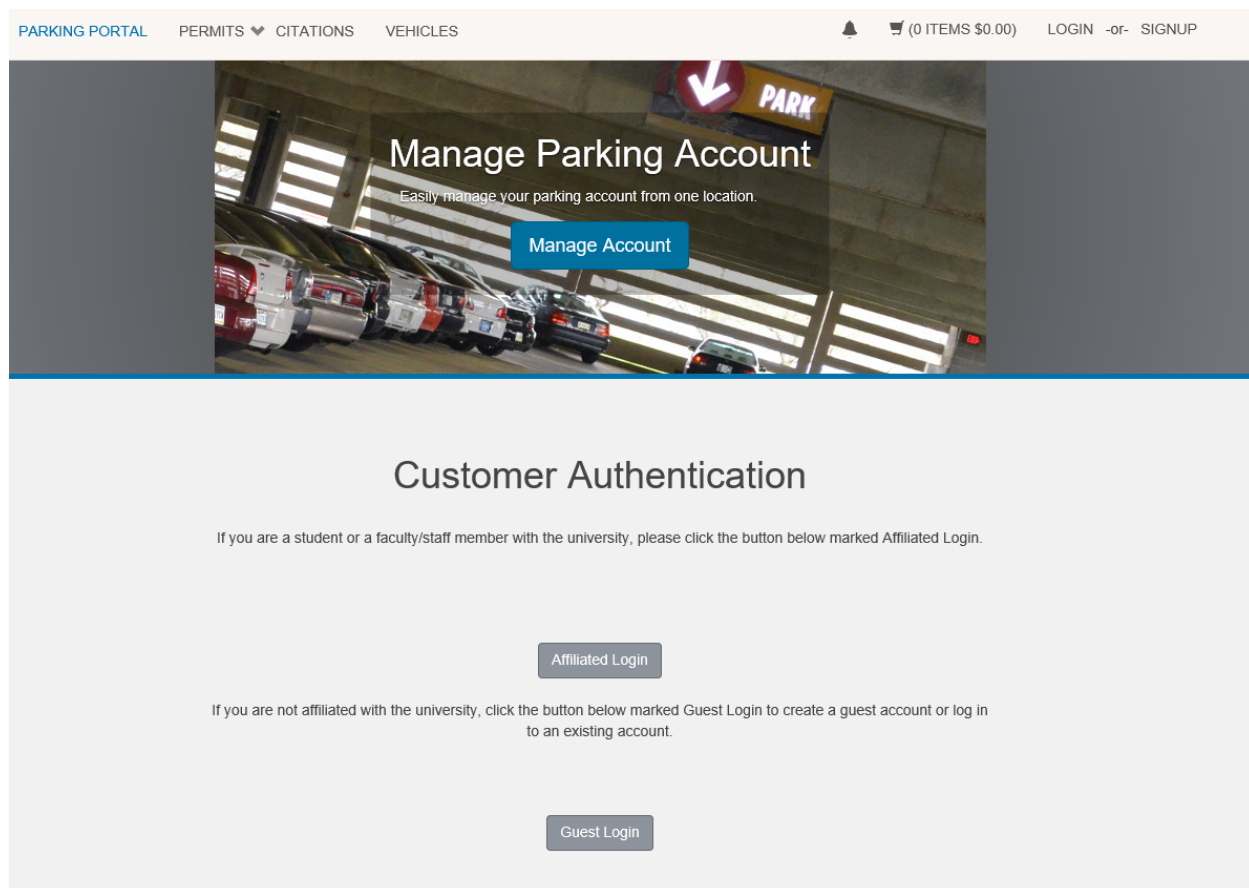
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Logging into your Parking Portal

Enter URL: https://uttylerparking.t2hosted.com/cmn/auth_ext.aspx

From the Login page select **Affiliated Login** if you are faculty/staff or a student and select **Guest Login** if you are not affiliated with campus or have an existing UT Tyler account



The screenshot shows the top navigation bar of the parking portal with links for PARKING PORTAL, PERMITS, CITATIONS, and VEHICLES. On the right, there is a shopping cart icon showing 0 items for \$0.00, and links for LOGIN and SIGNUP. Below the navigation is a hero banner with a background image of a parking garage. The banner text reads "Manage Parking Account" and "Easily manage your parking account from one location." with a blue "Manage Account" button. Below the banner is a "Customer Authentication" section. It contains two paragraphs of text and two buttons: "Affiliated Login" and "Guest Login".

PARKING PORTAL PERMITS ▼ CITATIONS VEHICLES (0 ITEMS \$0.00) LOGIN -or- SIGNUP

Manage Parking Account

Easily manage your parking account from one location.

Manage Account

Customer Authentication



If you are a student or a faculty/staff member with the university, please click the button below marked Affiliated Login.


Affiliated Login

If you are not affiliated with the university, click the button below marked Guest Login to create a guest account or log in to an existing account.

Guest Login

From the Parking Portal, you will have the option to view permits, citations, and appeals


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



Parking Portal

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

CITATIONS	
View Your Citations	8
View Your Appeals	5
View Your Letters	8

Citation Number *	<input type="text"/>
State *	Plate Number *
TEXAS 	<input type="text"/>
<input type="button" value="Search Citations"/>	

PERMITS	
View Your Permits	12

<input type="button" value="Get Permits"/>
<input type="button" value="Add/Edit Waitlists"/>

Purchasing a Permit

Select Get Permits

Read instructions carefully and proceed

Select the permit you wish to purchase and agree to the terms (Please Note: Only permits you are eligible for will appear)

Select Permit and Permit Agreement

Choose the permit you wish to purchase and after reading the permit agreement click Next >>

[Edit this page](#)

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
N/A		\$20.00	RESIDENT SUMMER HANGTAG / 2020 STUDENT RESIDENT LONG SUMMER	05/01/2020	08/31/2020
This permit will not be available until 04/01/2020					
N/A		\$10.00	RESIDENT SUMMER HANGTAG / 2020 STUDENT RESIDENT SUMMER II	07/01/2020	08/31/2020
This permit will not be available until 06/01/2020					
<input type="radio"/>	1	\$90.00	STUDENT MOTORCYCLE DECAL / 2020 STUDENT RESIDENT MOTORCYCLE	09/01/2019	08/31/2020
<input type="radio"/>	1	\$90.00	STUDENT RESIDENT HANGTAG / 2020 STUDENT RESIDENT	09/01/2019	08/31/2020

I agree to the rules and regulations below.

- I agree to abide by parking rules and regulations
- I agree that my permit may not be transferred another user
- I agree that my parking rights may be revoked at any time

Next >>

Confirm which vehicle the permit is for (If vehicle is not listed select Add Vehicle and enter appropriate vehicle information)

i You may select between 0 and 8 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 >>

[Edit this page](#)

Select	State	Plate Number	Year	Make	Model	Color
<input checked="" type="checkbox"/>	TEXAS	ABC123	2017	Volkswagen	Passat	Black

Add Vehicle

Next >>

Choose Payment Method and select Pay Now

If you want to use financial aid to pay for your permit, please select the “student account” payment method.

View Cart

Review your order.

Select your method of payment. *(If only one payment method is available, your payment information is selected automatically)*
Click Pay Now to proceed with your transaction.

Please Note: All permits must be picked up at the UT Tyler Police Department. (Photo ID is required for pickup)

Qty	Type	Description	Amount	Actions
1	Permit	STUDENT RESIDENT HANGTAG / 2020 STUDENT RESIDENT [20SR17141] (09/01/2019 - 08/31/2020) view details	\$90.00	Remove

Due Now: \$90.00

Select Payment Method

Discover

[Cancel Purchase](#) [Add Citations](#) [Add Permits](#)

Checkout

Email Address

Test@Test.com

[Pay Now](#)

Please Note: All permits must be picked up from the UT Tyler parking office and you must bring a valid ID

Review payment amount and information

Press Next

Payment Information

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

Qty	Type	Description	Amount	Actions
1	Permit	STUDENT RESIDENT HANGTAG / 2020 STUDENT RESIDENT [20SR17141] (09/01/2019 - 08/31/2020) view details	\$90.00	Remove

Due Now: \$90.00

[Next >>](#)

You will be rerouted to enter credit card information and returned to the parking portal for your receipt

Citations

From the Parking Portal select View Your Citations

The screenshot shows the 'Parking Portal' website. At the top, there are navigation tabs: 'PARKING PORTAL', 'PERMITS', 'CITATIONS', and 'VEHICLES'. A shopping cart icon shows '(0 ITEMS \$0.00)'. Below the navigation is a large image of a police officer in a blue uniform sitting in a car. The main heading is 'Parking Portal' with a welcome message: 'Welcome! Use your Parking Portal to make purchases in the parking system and manage your parking account.' There are two main sections: 'CITATIONS' and 'PERMITS'. The 'CITATIONS' section has three links: 'View Your Citations' (8), 'View Your Appeals' (5), and 'View Your Letters' (8). The 'PERMITS' section has one link: 'View Your Permits' (12). To the right of these sections is a search form for citations. The form includes a 'Citation Number' input field, a 'State' dropdown menu (currently set to 'TEXAS'), and a 'Plate Number' input field. Below the form is a 'Search Citations' button. Below the 'PERMITS' section are two buttons: 'Get Permits' and 'Add/Edit Waitlists'.

This will show any past or present citations associated with your account and give you the option to pay or appeal your citation(s)

View your Parking Citations

Below is a list of the citations associated with the vehicles in your account.

[Edit this page](#)

YOUR CITATION(S) TOTAL **\$51.00**

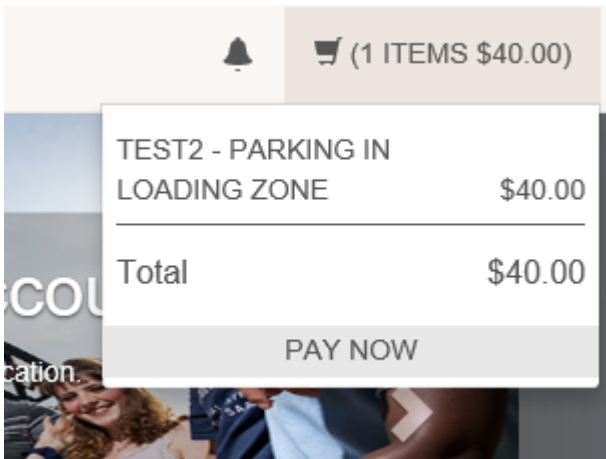
[Add To Basket](#)

Citation #	Status	Balance	Issue Date	License Plate	Location	Appeal this Citation	Pay this Citation
ABC123	Zero Balance	\$0.00	12/11/2019	ABC***	LOT 11	Cite has a \$0 balance	Citation has no balance due
123ABC	Appeal Balance Due	\$1.00	12/16/2019	ABC***	LOT 17	Cite has already been appealed	Citation is currently under appeal.
321123	Zero Balance	\$0.00	12/17/2019	ABC***	LOT 15	Cite has a \$0 balance	Citation has no balance due
321	Zero Balance	\$0.00	12/17/2019	ABC***	LOT 13	Cite has a \$0 balance	Citation has no balance due
A123	Appeal Balance Due	\$25.00	12/18/2019	ABC***	LOT 13	Cite has already been appealed	Citation is currently under appeal.
A124	Zero Balance	\$0.00	12/18/2019	ABC***	LOT 19	Cite has a \$0 balance	Citation has no balance due
54321A	Zero Balance	\$0.00	01/06/2020	ABC***	LOT 5	Cannot be appealed	Citation has no balance due
1324	Zero Balance	\$0.00	01/06/2020	ABC***	LOT 14	Cite has a \$0 balance	Citation has no balance due
TEST1	Unpaid	\$25.00	01/08/2020	ABC***	LOT 1	Appeal	Add to Basket

Paying a Citation

To pay for a citation, select **Add to Basket** from the Citation Menu

Once it has been added to basket select your **Basket** and click **Pay Now**



Select Payment Method and click Pay Now

View Cart

Review your order.
Select your method of payment. *(If only one payment method is available, your payment information is selected automatically)*
Click Pay Now to proceed with your transaction.

Please Note: All permits must be picked up at the UT Tyler Police Department. (Photo ID is required for pickup)

Qty	Type	Description	Amount	Actions
1	Citation	TEST2 - PARKING IN LOADING ZONE	\$40.00	Remove

Due Now: \$40.00

Select Payment Method

Visa

[Cancel Purchase](#) [Add Citations](#) [Add Permits](#)

Checkout

Email Address

[Pay Now](#)

Review information in your cart (You will also have the option to Remove the citation from your cart)

Payment Information

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

Qty	Type	Description	Amount	Actions
1	Citation	TEST2 - PARKING IN LOADING ZONE	\$40.00	Remove

Due Now: \$40.00

[Next >>](#)

You will be rerouted to enter credit card information and returned to the Parking Portal for your receipt

Appealing a Citation

From the Citation Menu select Appeal on the citation

View your Parking Citations
Below is a list of the citations associated with the vehicles in your account.

[Edit this page](#)

YOUR CITATION(S) TOTAL **\$25.00** [Add To Basket](#)

Citation #	Status	Balance	Issue Date	License Plate	Location	Appeal this Citation	Pay this Citation
TEST2	Inactive	\$0.00	01/08/2020	AB**	LOT 13	Cite has a \$0 balance	Already in Basket
TEST3	Unpaid	\$25.00	01/08/2020	AB**	LOT 16	Appeal	Add to Basket

Confirm the plate number of the vehicle associated with the citation

Select Confirm

S ▼ CITATIONS VEHICLES 🔔 (1 ITEMS \$40.00)

Confirm Plate Number ✕

Plate Number

[Close](#) [Confirm](#)

Review the citation details and select next once you have agreed with the information presented

Appeal Agreement

Review the details of your citation below and carefully read the agreement. When you are ready to proceed, click Next to continue.

Citation Number	TEST3
Citation Date	1/8/2020 1:00:00 AM
License Plate	ABC1 TX
Citation Balance	\$25.00
Payment Status	Unpaid
Violation Description	PARKING IN PROHIBITED AREA

I agree that I have read and understood the rules and regulations of the parking office as they relate to citation appeals.

I have read and understand the above statements

Next >>

Select email and address (You can add an email and address if one is not already in the system)

Type the reason for the appeal

You may add up to three attachments before submitting the appeal

Appeal Reason (10 - 500 characters) *

500 characters left

Attachment 1

Browse...

Attachment 2

Browse...

Attachment 3

Browse...

* indicates a required field

You will be directed to the appeals receipt

Appeal Receipt

Please print the receipt below for your records.

Appeal Number	2005
Citation Number	TEST3
Issue Date	1/8/2020 1:00:00 AM
Current Date/Time	01/08/2020 09:57:57 AM
Violation Description	PARKING IN PROHIBITED AREA
Citation Balance	\$25.00
Payment Status	Appeal Balance Due
Appeal Reason	I don't like citations

Once the appeal has been reviewed and a decision has been made, you will be sent an email to notify you of the status of your appeal.