

How to Purchase Temporary Parking Permits

1. Go to <https://mines.t2hosted.com/cm/aut/guest.aspx>

The screenshot shows the Mines Parking Portal interface. At the top, there is a navigation bar with links for PARKING PORTAL, PERMITS, CITATIONS, and VEHICLES. On the right side of the navigation bar, there is a shopping cart icon showing 0 items for \$0.00, and links for LOGIN and SIGNUP. Below the navigation bar is a banner for 'Manage Parking Account' with a 'Manage Account' button. The main content area is titled 'Guest Login' and contains instructions for entering email and password, with links for creating an account or retrieving lost information. Below the instructions are two input fields for 'Email Address' and 'Password', both marked as required fields. A 'Log In' button is located at the bottom of the form.

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

Guest Login

Enter your email and password. If you do not have an account, you may [create one](#). If you do not remember your account information, follow this link to [retrieve your lost information](#).

Guest accounts are for non-campus members to pay and appeal tickets or purchase temporary parking permits. If you are a Mines community member, please log in [here](#).

Email Address

Required Field

Password

Required Field

* indicates a required field

Log In

2. Click the link to create a guest account. After entering the following information, click "Create Account".

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

Guest User Registration

Enter all required information below and click "Create Account"
Guest Accounts are for non-campus members.

Email Address *

Email Address (confirm) *

First Name *

Middle Name

Last Name *

Home

Campus

Cell

Password *

Password (confirm) *

* indicates a required field

Create Account

3. Follow the prompts to log in to your account. (You will be redirected to the original 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

Guest Login

Enter your email and password. If you do not have an account, you may [create one](#). If you do not remember your account information, follow this link to [retrieve your lost information](#).

Guest accounts are for non-campus members to pay and appeal tickets or purchase temporary parking permits. If you are a Mines community member, please log in [here](#).

Email Address

Required Field

Password

Required Field

* indicates a required field

Log In

4. Once logged in, click the “Get Permits” link on the bottom of the screen:

The screenshot shows the 'Parking Portal' website. At the top, there is a navigation bar with 'PARKING PORTAL', 'PERMITS', 'CITATIONS', and 'VEHICLES'. On the right, it says '(0 ITEMS \$0.00)' and 'Welcome, Test, Test (38055)'. Below the navigation bar is a large banner with the text 'Manage Parking Account' and 'Easily manage your parking account from one location.' A blue button labeled 'Manage Account' is centered on the banner. Below the banner, the main heading is 'Parking Portal'. A yellow highlighted text block reads: 'Are you a Mines' community member visiting this site for the first time...? Click [HERE](#) to have an email sent to you to set up a password for this site.' Below this, there are two main sections. The first section is 'CITATIONS' with three links: 'View Your Citations' (0), 'View Your Appeals' (0), and 'View Your Letters' (0). To the right of these links is a search form with fields for 'Citation Number', '-OR-', 'State' (set to 'COLORADO'), and 'Plate Number', with a 'Search Citations' button. The second section is 'PERMITS' with one link: 'View Your Permits' (0). To the right of this link are two buttons: 'Get Permits' and another button partially visible as 'Permits'. A large blue arrow points upwards to the 'Get Permits' button.

5. Click “next” to purchase a permit

PARKING PORTAL PERMITS CITATIONS VEHICLES (0 ITEMS \$0.00) Welcome, Test, Test (38055)!

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 >>

6. Select which permit type you would like, and agree to the Mines Parking Policy:

PARKING PORTAL PERMITS CITATIONS VEHICLES (1 ITEMS \$25.00) Welcome, Test, Test (38055)

Select Permit and Permit Agreement

Choose the permit you wish to purchase below. After reading the permit agreement, click **Next >>**

Notice: All parking permits are virtual. Parking is enforced via license plate software. No physical permit will need to be retrieved from the parking office.

Student General Permits are sold out for the 2018-2019 academic year. Students not living on campus may add their name to the General Permit waitlist for a chance to obtain a General permit in the Spring Semester.

Select	Quantity	Amount	Permit Description	Permit Start Date	Permit Expires
<input type="radio"/>	1	\$5.00 / day	Temporary Commuter / Temporary Commuter	-select-	-select-
<input type="radio"/>	1	\$3.00 / day	Temporary Contractor / Temporary Contractor	-select-	-select-
<input type="radio"/>	1	\$8.00 / day	Temporary General / Temporary General	-select-	-select-

I agree to follow the rules and regulations outlined in the [Parking Policy](#).

I have read and understand the above statements!

Commuter permits are valid in all the yellow areas and lots on campus.

Contractor permits are valid exclusively in the orange contractor lot at 1251 19th Street.

General permits are valid in all blue and yellow areas and lots as well as campus streets.

(See the campus parking map at <https://www.mines.edu/parking/> for more information.)

7. Select the dates in which you need the permit to be valid:

PARKING PORTAL PERMITS CITATIONS VEHICLES (0 ITEMS \$0.00) Welcome, Test, Test (38055)

Select Dates

Select the dates for your permit.

Effective Date

August 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	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	<u>30</u>	<u>31</u>	1
2	3	4	5	6	7	8

Expiration Date

August 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	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 >>

8. Select the vehicles that will be utilizing the permit. (Please keep in mind that only one vehicle per permit can be on campus at a time.)

PARKING PORTAL PERMITS CITATIONS VEHICLES (0 ITEMS \$0.00) Welcome, Test, Test (38055)

Manage Parking Account

Easily manage your parking account from one location.

Manage Account

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.

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

Select your Vehicles for Permit

Select the vehicle(s) that you wish to use with this permit.

To add a new vehicle click "Add Vehicle". To change or remove a vehicle, contact the Mines Parking Services office.

Please keep in mind that only one vehicle per permit is allowed on campus at the same time.

When finished, click "Next>>"

Add Vehicle

9. Click “Add vehicle” to add a new vehicle if needed. Enter the following information:

PARKING PORTAL PERMITS CITATIONS VEHICLES (0 ITEMS \$0.00) Welcome, Test, Test (39055)

Register Additional Vehicle

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

License Plate Number
test123456

State/Province
COLORADO

Year
0000

Make
Unknown

Model
Select One

Color
Select One

Style
Select One

VIN
*not required

Next >>

10. Select the vehicle and click next:

PARKING PORTAL PERMITS CITATIONS VEHICLES (0 ITEMS \$0.00) Welcome, Test; Test (38055)!

Manage Parking Account

Easily manage your parking account from one location.

Manage Account

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

Select your Vehicles for Permit

Select the vehicle(s) that you wish to use with this permit.

To add a new vehicle click "Add Vehicle". To change or remove a vehicle, contact the Mines Parking Services office.

Please keep in mind that only one vehicle per permit is allowed on campus at the same time.

When finished, click "Next>>"

Select	State	Plate Number	Year	Make	Model	Color
<input type="checkbox"/>	COLORADO	TEST123456		Unknown		Multi-Color

Add Vehicle

Next >>

11. You now have the option to view your cart and check out. If additional permits are needed, click “Add Permits”. If you are satisfied with your permit selection, choose your payment method from the white drop-down menu, then hit “Pay Now”.

The screenshot shows a web interface for a parking portal. At the top, there is a navigation bar with links for 'PARKING PORTAL', 'PERMITS', 'CITATIONS', and 'VEHICLES'. On the right, there is a shopping cart icon with '(1 ITEMS \$25.00)' and a user greeting 'Welcome, Test, Test (38055)!'.

Below the navigation bar is a banner for 'Manage Parking Account' with the text 'Easily manage your parking account from one location.' and a 'Manage Account' button.

The main content area is titled 'View Cart' and includes the text 'Review your order.' and '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.'

Qty	Type	Description	Amount	Actions
1	Permit	Temporary Commuter / Temporary Commuter (09/03/2018 - 09/07/2018) view details	\$25.00	Remove

Due Now: \$25.00

Select Payment Method

Discover

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

Checkout

[Pay Now](#)

*in this example, we have chosen a weeklong Commuter permit at \$5.00/day for a total of \$25.00/week

12. Click "Checkout" to proceed

PARKING PORTAL PERMITS CITATIONS VEHICLES (1 ITEMS \$25.00) Welcome, Test, Test (38055)

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	Temporary Commuter / Temporary Commuter (09/03/2018 - 09/07/2018) view details	\$25.00	Remove

Due Now: \$25.00

Checkout >>

13. You will be brought to a payment page where you will complete your secure online transaction.



Once you receive a receipt, your permit has been issued and will be ready to use for whichever vehicle and dates you have chosen. All permits are virtual so no further action needs to be taken.

If you wish to manage and view your current permits, log in to your T2 parking account at https://mines.t2hosted.com/cmn/auth_guest.aspx and click "View Your Permits".

For assistance, please contact:

Mines Parking Services

Address: 1922 Jones Rd. Apt 5, Golden, CO 80401 **Phone:** 303-273-3100

Email: parking@mines.edu **Website:** mines.edu/parking