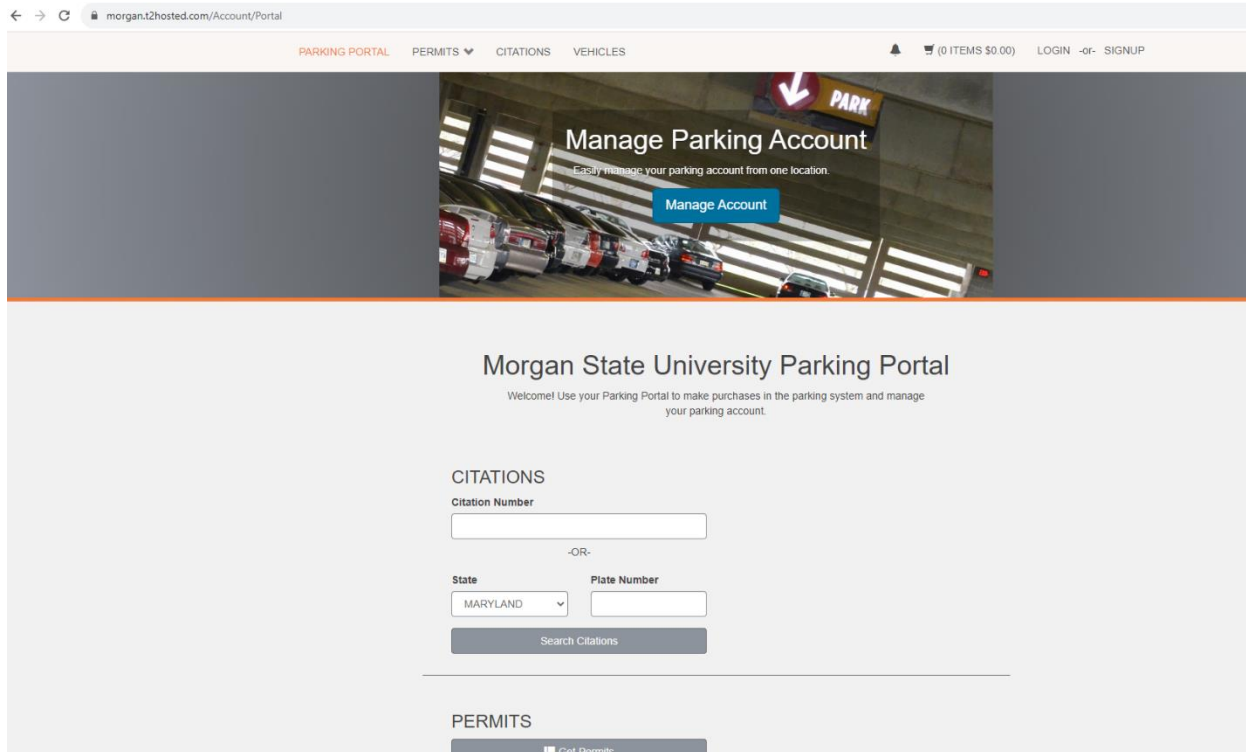


Faculty-Staff Parking Web Portal Instructions

Allows customer to View/ Edit Contact and Vehicle Information

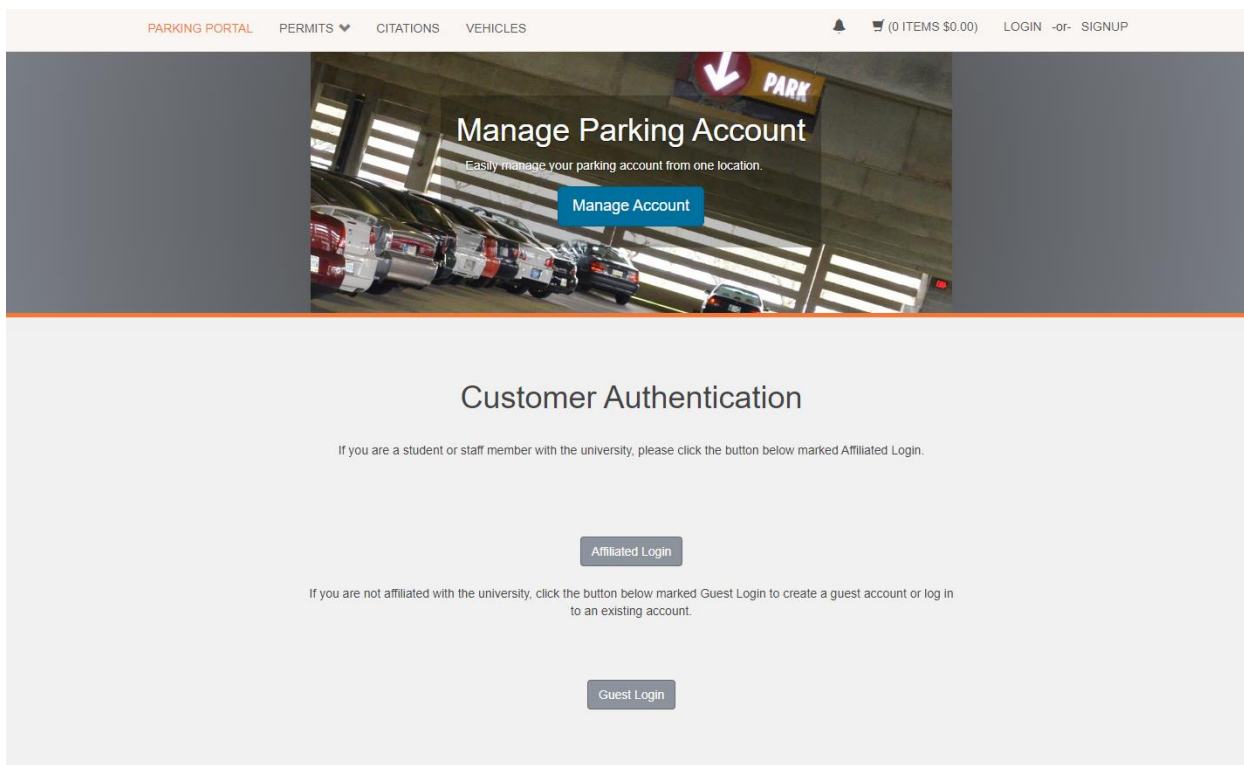
In the web browser, enter morgan.t2hosted.com

Press the **LOGIN** link in top right corner



The screenshot shows the Morgan State University Parking Portal homepage. The browser address bar displays "morgan.t2hosted.com/Account/Portal". The navigation menu includes "PARKING PORTAL", "PERMITS", "CITATIONS", and "VEHICLES". In the top right corner, there is a shopping cart icon with "(0 ITEMS \$0.00)", and links for "LOGIN -or- SIGNUP". The main banner features a photograph of a parking garage with cars and a "PARK" sign, with the text "Manage Parking Account" and "Easily manage your parking account from one location." Below the banner, the heading "Morgan State University Parking Portal" is followed by a welcome message: "Welcome! Use your Parking Portal to make purchases in the parking system and manage your parking account." The "CITATIONS" section contains a form with a "Citation Number" input field, an "-OR-" separator, a "State" dropdown menu set to "MARYLAND", and a "Plate Number" input field. A "Search Citations" button is located below the form. The "PERMITS" section has a "Get Permits" button.

Press **Affiliated Login** link under Customer Authentication



The screenshot shows the Customer Authentication page of the Morgan State University Parking Portal. The navigation menu and top right corner are identical to the previous screenshot. The main heading is "Customer Authentication". Below the heading, a message reads: "If you are a student or staff member with the university, please click the button below marked Affiliated Login." A button labeled "Affiliated Login" is centered on the page. Below this, another message reads: "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." A button labeled "Guest Login" is centered on the page.

Enter University Login Credentials (Username and Password)



You should see Welcome, Your Name, in top right corner

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

Manage Parking Account

Easily manage your parking account from one location.

Manage Account

Morgan State University Parking Portal

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

CITATIONS	
View Your Citations	1
View Your Appeals	0
View Your Letters	0

Citation Number

-OR-

State Plate Number

MARYLAND

Search Citations

Get Permits
Add/Edit Waitlists

Press the link with **Your Name** and press **Manage Your Account Information** link

PARKING PORTAL PERMITS CITATIONS VEHICLES (0 ITEMS \$0.00) Welcome [Name]

Manage Your Account Information
Logout

Manage Parking Account

Easily manage your parking account from one location.

Manage Account

Morgan State University Parking Portal

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

CITATIONS	
View Your Citations	1
View Your Appeals	0
View Your Letters	0

Citation Number

-OR-

State Plate Number

Search Citations

PERMITS	
View Your Permits	2

Get Permits

Add/Edit Waitlists

Add or edit your **home address, email address and phone number**

PARKING PORTAL PERMITS CITATIONS VEHICLES (0 ITEMS \$0.00) Welcome [Name]

Account Information

ADDRESS

<input type="text"/>	★	REMOVE	EDIT
<input type="text"/>	★	REMOVE	EDIT

ADD NEW +

EMAIL ADDRESS

<input type="text"/>	?
----------------------	---

ADD NEW +

PHONE NUMBER

<input type="text"/>	REMOVE	EDIT
<input type="text"/>	REMOVE	EDIT

ADD NEW +

TRANSACTION HISTORY

Enter the start date and end date of the transactions you want printed out.

[View Invoice\(s\)](#)

Press **VEHICLES** link to add or edit your vehicle information. Press **Add Vehicle** link to add a new vehicle and follow the prompt. If a vehicle is currently listed, you can press the underlined license plate number to edit the vehicle and save. **Please make sure that your license plate number is entered correctly.**

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

Manage your Account Vehicles

Below is a list of the vehicles associated with your account. To add a vehicle to your records, select the "Add Vehicle" button below.

Rel. Type	Plate Number	Plate State	Year	Vehicle Make	Vehicle Model	Vehicle Color	Registration Exp

1

[Add Vehicle](#)

The University will be implementing License Plate Recognition (LPR) so you will not be issued a physical hang permit or decal. Your license plate will act your permit moving forward, verifying where you are allowed to park on campus. It imperative that your license plate information is entered correctly, so please double check.

After your license plate information is entered correctly, click on **Permits** at the top and then **Get Permits** on the Drop down.

The screenshot shows the top navigation bar with 'PARKING PORTAL', 'PERMITS', 'CITATIONS', and 'VEHICLES'. A dropdown menu is open under 'PERMITS', showing 'View Your Permits' and 'Get Permits'. The main content area features a banner for 'Manage Parking Account' with a 'Manage Account' button. Below the banner is a section titled 'Manage your Account Vehicles' with a list of vehicles. The table below has the following columns: Rel. Type, Plate Number, Plate State, Year, Vehicle Make, Vehicle Model, Vehicle Color, and Registration Exp.

Rel. Type	Plate Number	Plate State	Year	Vehicle Make	Vehicle Model	Vehicle Color	Registration Exp

Purchase a Permit should appear. Press the **Next** button.

The screenshot shows the top navigation bar with 'PARKING PORTAL', 'PERMITS', 'CITATIONS', and 'VEHICLES'. The main content area features a banner for 'Manage Parking Account' with a 'Manage Account' button. Below the banner is a section titled 'Purchase a Permit' with a 'Next >>' button.

Select available **Permit**. Please read the permit descriptions to ensure you are choosing the proper permit.

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 >>

Summer

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
<input type="radio"/>	1	\$0.00	BSSC - Lot BSSC (Behavioral and Social Sciences Center) Summer Semester	06/24/2024	08/31/2024
<input checked="" type="radio"/>	1	\$1.00	TEST - Test permit number range. Not for public.	06/25/2024	08/09/2024

Pro-Rated prices will be shown during the checkout process.

I agree to abide by parking [rules and regulations](#)

Next >>

Please **review your cart** and select a **payment method**. You have a choice of **card option** or **payroll deduction**. Please note payroll deduction is for regular state employees only.

PARKING PORTAL PERMITS ▼ CITATIONS VEHICLES (1 ITEMS \$1.00) 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 Pay Now to proceed with your transaction.

Qty	Type	Description	Amount	Actions
1	Permit	TEST - Test permit number range. Not for public. [TEST006] (06/25/2024 - 08/09/2024) view details	\$1.00	Remove

Due Now: \$1.00

Select Payment Method

Credit Card

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

Checkout

Email Address

[]

When choosing a **card option**, the screen will redirect you to the payment page where you can input your card information.






MORGAN STATE UNIVERSITY

Payment

Payment Information * Indicates required information

Total: \$1.00

Payment Method:

Account Information * Indicates required information

Credit Card Type:

Account Number:

Expiration Date:

Security Code:

[View Example](#)

Name on Card:

Contact Information * Indicates required information

Email:

A receipt of payment will be emailed to the address entered on the payment page. At this point, you can log back into your customer portal to view your purchase.