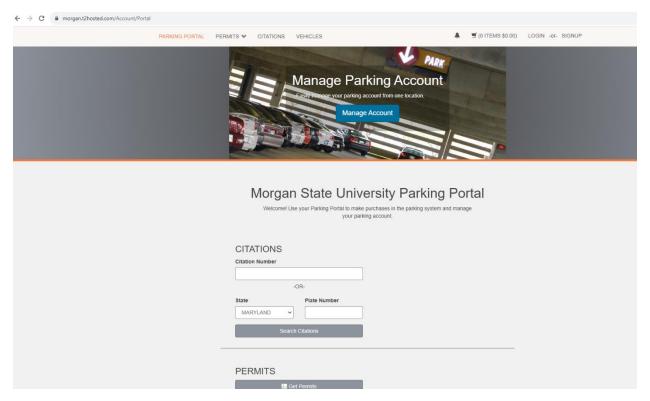# Faculty-Staff Parking Web Portal Instructions
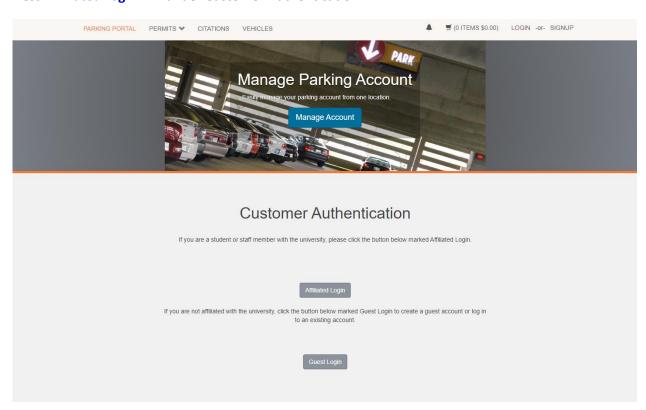## Allows customer to View/ Edit Contact and Vehicle Information

In the web browser, enter morgan.t2hosted.com
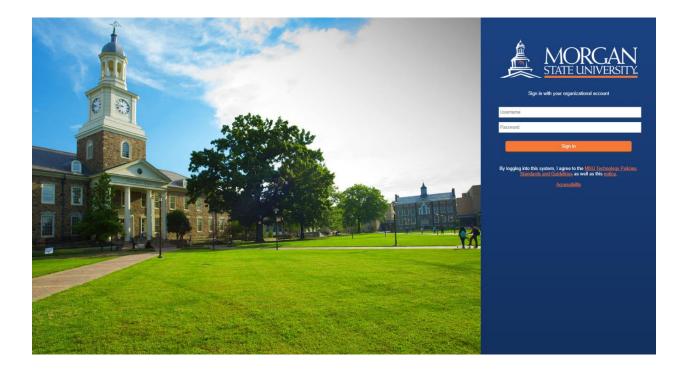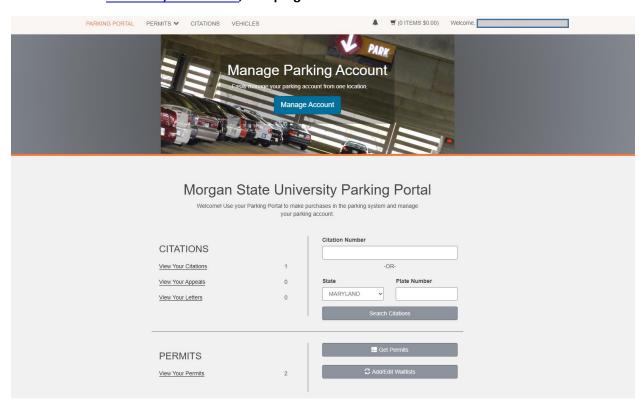
Press the LOGIN link in top right corner

Press Affiliated Login link under Customer Authentication
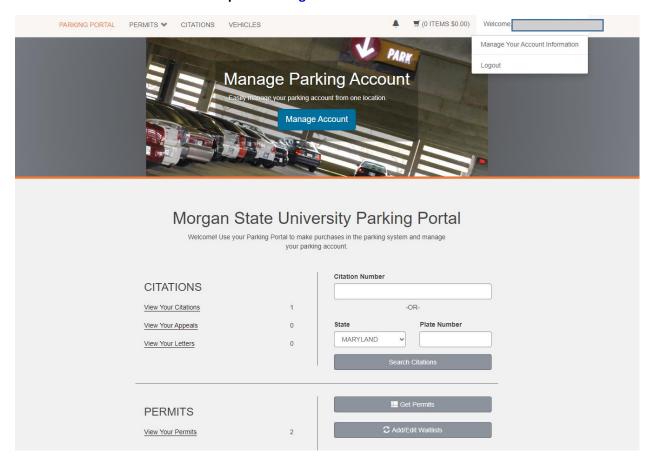
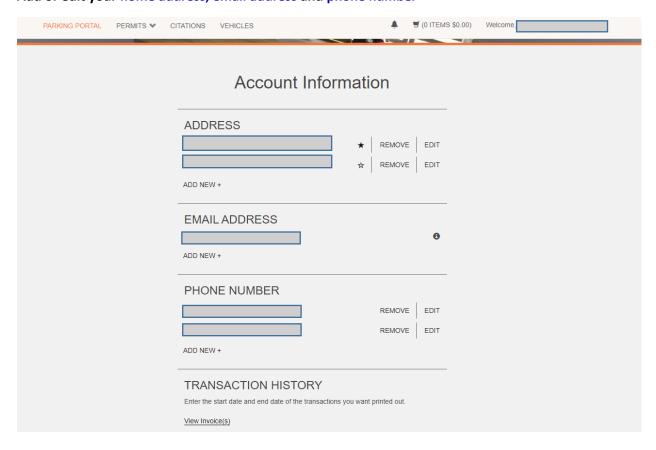**Enter University Login Credentials (user name and password)**

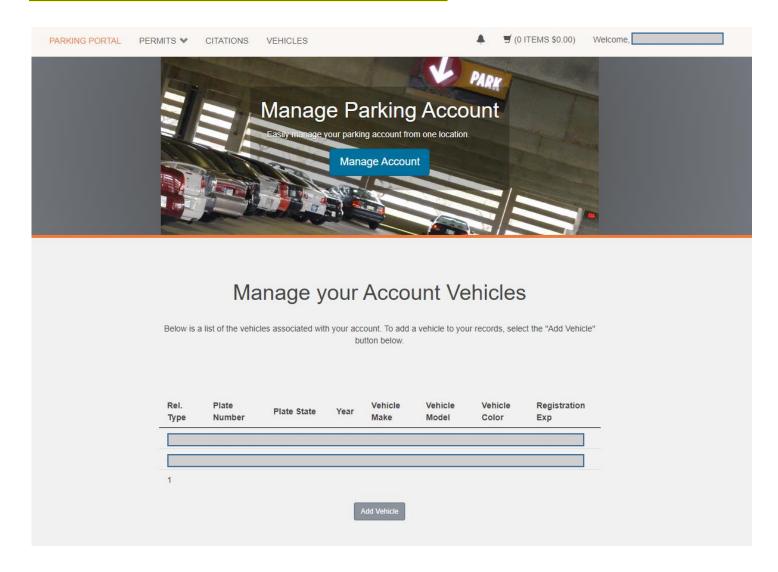**You should see Welcome, Your Name, in top right corner**

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

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

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. <mark>Please make sure that your license plate number is entered correctly</mark>.

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.