

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. 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 -or- SIGNUP. The main content area features a large banner image of a parking garage with cars. Overlaid on the banner is the text "Manage Parking Account" and "Easily manage your parking account from one location." Below this is a blue button labeled "Manage Account". Below the banner, the heading "Morgan State University Parking Portal" is displayed, followed by 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 includes a form with a "Citation Number" input field, an "-OR-" separator, a "State" dropdown menu set to "MARYLAND", and a "Plate Number" input field. Below the form is a "Search Citations" button. The "PERMITS" section has a "Get Permits" button.

Press **Affiliated Login** link under Customer Authentication

The screenshot shows the Morgan State University Parking Portal Customer Authentication page. The navigation bar and banner are identical to the previous screenshot. Below the banner, the heading "Customer Authentication" is displayed. Below the heading, there is a message: "If you are a student or staff member with the university, please click the button below marked Affiliated Login." Below this message is a button labeled "Affiliated Login". Below the "Affiliated Login" button, there is another message: "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." Below this message is a button labeled "Guest Login".

Enter University Login Credentials (**user name 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"/>	?
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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.