

Arranging Department-Paid Guest Parking with QR Passes

There are times when you have less than 25 guests coming to campus and want to provide them with a parking pass paid for by the department. We offer self-serve parking passes which can be printed on demand and used in attended visitor lots, pay and display areas and in select gated lots on campus. To purchase passes for your guests, follow the steps below.

- 1) Go to www.uwo.ca/parking
- 2) Hover over **'Services'** from the menu at the top and then click on **'Department Hosted Parking'**



- 3) Click on **'Department-Hosted Guest Parking Portal'** from menu on the left.



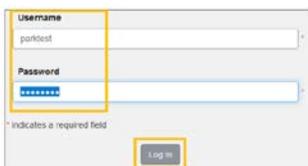
- 4) If you have access to the Portal, click **'Guest Parking Portal'** from the bottom of the page.

The link to our online portal can be found here: [Guest Parking Portal](#)

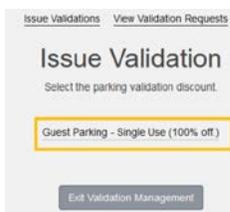
- a. If you do not have access to the Guest Parking Portal, click **'Access Form'**
 - i. Complete the form and email it to wparking@uwo.ca and return to these steps once access has been granted.

please fill out the following [Access Form](#) and email it to

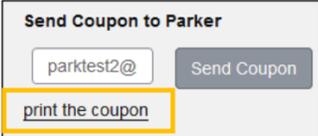
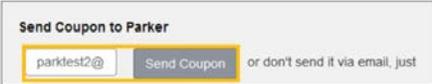
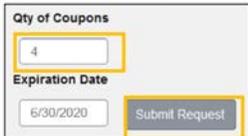
- 5) Enter the **'Username'** and **'Password'** given to you by Parking Services. These are NOT the same credentials you use for your personal parking account. Then click **'Log In.'**

A screenshot of a login form. The 'Username' field contains 'parktest' and the 'Password' field contains '*****'. A 'Log In' button is at the bottom. A note below the fields says '* indicates a required field'.

- 6) Click **'Guest Parking-Single Use (100% off)'** link.
 - a. If you do not see the message below, close your browser and login again. This should resolve any 'browser cache' issues.

A screenshot of the 'Issue Validation' page. The page title is 'Issue Validation' and the subtitle is 'Select the parking validation discount.' The option 'Guest Parking - Single Use (100% off)' is highlighted with a yellow box. There is an 'Exit Validation Management' button at the bottom.

7) Follow the steps below based on the number of parking passes you require:

If you require:	Then follow the steps below:
<p>Only one parking pass and want to print or email it to the guest yourself...</p> <p>Note: this is the recommended method for purchasing one pass.</p>	<p>Click 'print the coupon' found directly below the email field.</p>  <p>This will display the parking pass in a PDF format. Once the PDF is open you can print or save it and attach to an email to send to the guest.</p> <p>Note: it is recommended that you email the parking pass from your own email so you have a copy of the parking pass in case it is lost. This also allows you to provide to your guest other event details they may require such as a map to suggested parking lots.</p>
<p>Only one parking pass and want the Portal system to email out the pass...</p>	<p>Enter the guest's email in the 'Send Coupon to Parker' email field, to have the system send the pass to the guest.</p>  <ul style="list-style-type: none"> • Click 'Send Coupon,' and • Click 'Ok' after you confirm you have entered the correct email address. <p>You will see the success message below confirming your pass has been emailed.</p>  <ul style="list-style-type: none"> • Click 'Exit Validation Management' and close your browser window to close the Guest Portal. 
<p>You want 2 – 25 parking passes....</p>	<p>Use the "Qty of Coupons" area of the page and enter the number of coupons that you would like to print. You can enter up to a maximum of 25.</p>  <p>Do not change the Expiration Date, it automatically defaults to a set future date.</p> <ul style="list-style-type: none"> • Click 'Submit Request' button <p>You will see the success message below, confirming your parking passes are being generated.</p>  <p>To view / print the parking passes you have just requested, refer to the steps in 'Printing / Viewing Departmental Hosted Parking Passes'(below). It may take up to 10 minutes for the system to generate the passes.</p>

Note: Your department will be billed for the pass(es) you have requested at the end of the month.

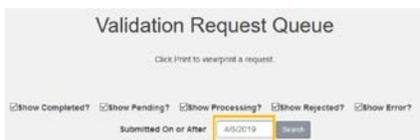
Printing / Viewing Department-Hosted QR Parking Passes

If you have requested multiple parking passes in the Guest Parking Portal using 'Qty of Coupons', you can view / print / save the passes at any time. Use this functionality to distribute passes to guests, or re-print passes that were not used. To view / print / save the parking passes follow the steps listed below:

- 1) To view the parking passes, from within the Guest Parking Portal:
 - a. Click '**View Validation Requests**' link found at the top of the Departmental Hosted Parking portal window.

A rectangular button with a thin border and the text "View Validation Requests" in a blue, sans-serif font.

- 2) Enter the date you requested the passes in the '**Submitted on or After**' search box.
 - a. Note: the date will default to today's date

A screenshot of the "Validation Request Queue" interface. It features a header "Validation Request Queue" and a sub-header "Click Print to view/print a request". Below are several filter checkboxes: "Show Completed?", "Show Pending?", "Show Processing?", "Show Rejected?", and "Show Error?". At the bottom, there is a "Submitted On or After" field with the date "4/5/2019" and a "Search" button.

- 3) Click on '**Search**'
 - a. Your request will show as 'Pending' until a process finishes running; this occurs every 10 minutes. Periodically press the F5 key on your keyboard to refresh the page until you see that your request is 'Complete.'
 - i. When you see 'Completed' you can print / view the parking pass.

A screenshot of a table with 8 columns: Batch ID, Control Group, # Req'd, Req'd By, Req Date, Exp Date, Status, and Print. The first row contains the following data: 21220, Guest Parking - Single Use, 4, Park Test, 4-15-2019, 6-30-2020, Completed, and Print. The "Completed" status and the "Print" link are highlighted with a yellow box. Below the table is a button labeled "Exit Validation Management".

Batch ID	Control Group	# Req'd	Req'd By	Req Date	Exp Date	Status	Print
21220	Guest Parking - Single Use	4	Park Test	4-15-2019	6-30-2020	Completed	Print

- 4) Click '**Print**' next to the parking passes you need.
 - a. The passes will open as single PDF document, where you can save or print them.
 - i. If you need to 'separate' the passes, please refer to instructions for Adobe Acrobat on how to separate a PDF file into individual pages.
 - ii. Passes are good for one use only. You can re-print lost passes or passes that were not used from this screen.
 - b. Click '**Exit Validation Management**' and close your browser window to close the Guest Portal.

A screenshot of the same table as above, but with the "Print" link in the first row highlighted with a yellow box. The "Exit Validation Management" button at the bottom is also highlighted with a yellow box.

Batch ID	Control Group	# Req'd	Req'd By	Req Date	Exp Date	Status	Print
21220	Guest Parking - Single Use	4	Park Test	4-15-2019	6-30-2020	Completed	Print

Note: Once you submit the request for passes, the passes are purchased and your department will be billed at the end of the month.

*For Parking Services location and hours of operation please visit <https://www.uwo.ca/parking/>