

Residential Guest Parking Permit Invitation Process

How to create a Guest Parking Permit

100% on-line process, simple fast and REQUIRED

- First you will need your guests Name 😊
- Your guests valid email account – If they are a U of H commuter student, their @Hartford.edu email address MUST be used if they want to bill the permit fee to THEIR Bursar account.
- The Permit fee is \$3.00 per date selected and any portion of that 24 hour period counts as a full date.
- They DO NOT have a valid parking permit until they have completed the acceptance of the invitation and completed the purchase, at which point a parking permit will be issued.
- If you have any questions, or receive any errors in your creation of an invitation, or in your guest accepting the invitation call Public Safety 24/7 at 860.768.7985


Ready, Set GO!


- Login to your parking portal account at <https://uhparking.Hartford.edu>
- Click login on the top right. Login with your credentials with your username (your email WITHOUT the @Hartford.edu) Use your current @Hartford.edu email password.
- Click on Send New Residential Guest Permit Invites icon from your dashboard.
- Follow the prompts and let your guest know the invite is in their inbox


Need a visual?


← ↻ <https://uhparking.hartford.edu> 🔍 ⚙️ ⌘ ⌘ ⌘ ⌘ ⌘ ⌘


UNIVERSITY OF HARTFORD
DEPARTMENT OF PUBLIC SAFETY


 **Login**



Staff/Students View/Manage Account
View Your Parking Account


Guest/Visitor Lookup Ticket
Search for a ticket


Guest/Visitor Pay Ticket
Pay a ticket online


Guest/Visitor Appeal Ticket
File a request to appeal a ticket


Your Car On Campus
Parking Rules & Regulations


Parking Services Web
Visit the Parking Services website

University students and staff please login before starting any transaction by clicking the login box above.

Parking permits for the 2021-2022 academic year are now available. A vehicle sticker will be needed to access campus. Faculty, staff and students may pick up a vehicle sticker at Public Safety.

Handicap permits issued to students, faculty and staff must be registered with the Department of Public Safety. The handicap placard should be brought into Public Safety for registration. A vehicle registration should be presented if a handicap license plate was issued instead of a handicap placard.

Notice to Residents – At this time, resident visitors are not permitted on campus.

Login

← ↻ 🔒 https://uhart-peis-001.hartford.edu:9443/authenticationendpoint/login.do?Name=PreLoginRequestProcessor&commonAuthCallerPath=%252Fc... A 🌟 🔄 | 🌟 🗄️ 👤 ⋮

For security purposes you will be logged out after 90 minutes of inactivity or upon exiting the browser. [Important Security Information](#)

UNIVERSITY OF HARTFORD

**WELCOME TO
THE UNIVERSITY OF HARTFORD**

Use your UHart email credentials to login.

MENU

🔗 Change password 📞 Help Desk 📞 860.768.4357

LOGIN ACCOUNT

Enter your username and password

Username @hartford.edu






Password

Remember me on this computer

SIGN IN

[Forgot password?](#)

Your Dashboard

-  **Account**
-  Vehicles
-  Tickets
-  Permits
-  Fees

Account # A12603225

Gary Suess

Current Balance: \$0.00

Contact Information



View Account Fees

View all fees on your account



View Account Tickets

View all tickets on your account



Request Parking Permits

Order/Purchase a new permit



Staff Modify Account Vehicles

Manage what vehicles on your account have

Click Send New Residential Guest Permit Invites



View Account Fees

View all fees on your account



View Account Tickets

View all tickets on your account



Request Parking Permits

Order/Purchase a new permit



Send New Residential Guest Permit Invites

Send a new residential guest permit invite



Claim Guest Permit Invite

Claim a guest permit invite



Staff Modify Account Vehicles

Manage what vehicles on your account have parking privileges



Staff & Students Look up Tickets

Search of Tickets



Staff & Students Pay Tickets

Pay your Tickets On-Line



Staff & Students Appeal Ticket

File a request to appeal a ticket



Your Car On Campus

Parking Rules & Regulations



Parking Services Web

Visit the Parking Services website

Enter your Guests Full Name



 Account

 Vehicles

 Tickets

 Permits

 Fees

Send Guest Invite

Enter your Guests full name:

Confirm

Enter your Guests email address – If they are a commuter here at Hartford USE THEIR @Hartford.edu address.

UNIVERSITY OF HARTFORD
DEPARTMENT OF PUBLIC SAFETY

Logout
Logged in as Gary Sues

Account

Vehicles

Tickets

Permits

Fees

Send Guest Invite

Invite Name

Mary Smith ✓

Emails for invitees: (Note University Commuter Students must use their @hartford.edu email address or they will NOT be able to bill to their student account.)

msmith@yahoo.com

Place one email address per line for each invite you wish to send

CC Email

Send me an email when an invite is claimed:

If you want notice if your guest has claimed your invite.

UNIVERSITY OF HARTFORD
DEPARTMENT OF PUBLIC SAFETY

Logout
Logged in as Gary Suess

Tickets

Permits

Fees

Mary Smith ✓

Emails for invitees: (Note University Commuter Students must use their @hartford.edu email address or they will NOT be able to bill to their student account.)

msmith@yahoo.com

Place one email address per line for each invite you wish to send

CC Email

Send me an email when an invite is claimed:

gsuess@hartford.edu

Enter your email to send yourself a copy of the invite. Up to 1 email address is allowed.

Confirm

Click on the permit type then select your dates.

 Account

 Vehicles

 Tickets

 Permits

 Fees

Send Guest Invite

Invite Name

Mary Smith ✓

Invitees Email

Emails collected ✓

Please Select a Permit Type

PV-2023 Residential Student Guest \$3.00 (\$3.00 / day)

Resident Guest Must park in C-Lot

You are limited to 3 consecutive days.

UNIVERSITY OF HARTFORD
DEPARTMENT OF PUBLIC SAFETY

Logout
Logged in as Gary Sues

Account

Vehicles

Tickets

Permits

Fees

Send Guest Invite

Invite Name

Mary Smith ✓

Invitees Email

Emails collected ✓

Permit Type

PV-2023 Residential Student Guest \$3.00 (\$3.00 / day) ✓

Date Selection

Please select a start and end date for this permit:

to

Confirm

Be considerate of your roommates. 😊

UNIVERSITY OF HARTFORD
DEPARTMENT OF PUBLIC SAFETY

Logout
Logged in as Gary Sues

Account
Vehicles
Tickets
Permits
Fees

Send Guest Invite

Invite Name
Mary Smith ✓

Invitees Email
Emails collected ✓

Permit Type
2023 Residential Student Guest \$3.00 (\$3.00 / day) ✓

Date Selection
Please select a start and end date for this permit:
08/10/2022 to 08/10/2022

Confirm

August 2022							»
Su	Mo	Tu	We	Th	Fr	Sa	
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	9	10	

Click Confirm if your date selection is correct.

UNIVERSITY OF HARTFORD
DEPARTMENT OF PUBLIC SAFETY

Logout
Logged in as Gary Sues

Account

Vehicles

Tickets

Permits

Fees

Send Guest Invite

Invite Name

Mary Smith ✓

Invitees Email

Emails collected ✓

Permit Type

PV-2023 Residential Student Guest \$3.00 (\$3.00 / day) ✓

Date Selection

Please select a start and end date for this permit:

08/10/2022 to 08/10/2022

Confirm

You can personalize the invitation with a message.

UNIVERSITY OF HARTFORD
DEPARTMENT OF PUBLIC SAFETY

Logout

Logged in as Gary Sues

Fees

Emails collected ✓

Permit Type

PV-2023 Residential Student Guest \$3.00 (\$3.00 / day) ✓

Dates

08/10/2022 - 08/10/2022 ✓

Additional Message (Will be included in the body of the Email invitation message)

Would love to see you tonight :)

Enter any additional instructions you wish to include on the invites

Confirm

Your Guest is going to pay the permit fee. If they are a commuter here they can bill the fee to their Bursar account.

- Account
- Vehicles
- Tickets
- Permits
- Fees

Send Guest Invite

Invite Name

Mary Smith ✓

Invitees Email

Emails collected ✓

Permit Type

PV-2023 Residential Student Guest \$3.00 (\$3.00 / day) ✓

Dates

08/10/2022 - 08/10/2022 ✓

Message

Would love to see you tonight :) ✓

Please Select a Billing Option

Bill the guest for the permit

Almost done. Confirm your selections. You can click on any red bar to edit it.

 Account

 Vehicles

 Tickets

 Permits

 Fees

Send Guest Invite

Invite Name

Mary Smith ✓

Invitees Email

Emails collected ✓

Permit Type

PV-2023 Residential Student Guest \$3.00 (\$3.00 / day) ✓

Dates

08/10/2022 - 08/10/2022 ✓

Message

Would love to see you tonight :) ✓

Billing

Bill the guest for the permit ✓

Continue

Once you click confirm, you will see the invite(s) in your queue and their status. You are done!

UNIVERSITY OF HARTFORD
DEPARTMENT OF PUBLIC SAFETY

Logout
Logged in as Gary Sues

- Account
- Vehicles
- Tickets
- Permits
- Fees

Batch Summary: Mary Smith

Batch Information
Batch Name: Mary Smith
Creation Date: 08/10/2022
Permit Type: PV2023 Residential Student Guest \$3.00
Active Date: 08/10/2022
Expiration Date: 08/10/2022

Cost Information
Per-invite Cost: \$3.00
Current Total Batch Cost: \$0.00
Maximum Total Batch Cost: \$3.00
Billed To: Invitee Pays

Message:
Would love to see you tonight :)

Invitee Summary

Send New Invites Refresh

Email	Access Key	Status	Permit #	Plate #	Receipt #	Name	Resend	Cancel
		pending					Sending	Cancel