Parking Information for the University of Houston at Katy
How to Enter **With** a Parking Permit

1. Scan your valid UH parking permit.
2. Wait for the gate arm to raise, then drive into the parking lot.
3. Please note: If you have an EZ Tag and it is registered to your UH parking permit, the gate will automatically open when you pull up.

If for some reason your valid **UH** parking permit won’t scan, you can also swipe it here to enter.
How to Exit With a Parking Permit

1. Scan your valid UH parking permit.
2. Wait for gate arm to raise, then drive out of the parking lot.
3. Please note: If you have an EZ Tag and it is registered to your UH parking permit, the gate will automatically open when you pull up.

If for some reason your valid UH parking permit won’t scan, you can also swipe it here to enter.
How to Enter Without a Parking Permit

1. Press the blue rectangle that says “Touch Here for TICKET”
2. A visitor ticket will be dispensed. Take the ticket.
3. Do not throw away or lose the ticket. You will need it to leave.
4. Wait for gate arm to raise, then drive into parking lot.

The visitor parking ticket will look like this
How to Exit Without a Parking Permit

1. Insert parking ticket arrow side up and pointing toward the machine.
2. If you lost your ticket, press the “LOST TICKET” blue button.
3. Wait for the machine to tell you how much is owed.
4. Pay the amount due by inserting your credit card face up.
5. Wait for the gate arm to raise, then drive out of the parking lot.
1. If you have an EZ Tag on your vehicle, you can add it to your parking permit so that when you pull up to the gate, the arm will automatically raise without you needing to scan your permit.
2. To add it, sign it to your myParking account.
3. Click on your name in the upper right-hand corner.
4. Click on “Manage Your Account Information” in the pull-down menu.
5. Scroll to the bottom of the page and edit your toll tag information.
6. Only the first eight digits following the letters are accepted.
7. Please note: No money is ever deducted from your toll tag!

This is an example of a toll tag reader at an exit gate at the main UH campus. The same readers are in place in Katy to allow for easy hands-free entering and exiting.
Parking Validations

If the guest is to be given a paper validation ticket, then they should follow these steps:

1. Guest pulls a ticket and does not need to bring the ticket inside.
2. Department staff member provides the guest a paper validation ticket.
3. At the exit gate, the guest inserts the original entry ticket (arrow side up) that they pulled from the gate upon entry.
4. The machine will display the amount due.
5. The guest then inserts the paper validation ticket (arrow side up with arrow pointing toward the machine) into the ticket slot at the exit gate. The gate will open.

Original entry ticket

"Entry Ticket" printed on arrow side

Paper validation ticket

"Daily Validation" printed on arrow side
Parking Validations

Departments who validate parking for visitors at UH at Katy through the FlexVal system should instruct guests to follow these steps:

1. Guest takes a ticket and brings it inside with them.
2. Guest gives the ticket to department staff member who enters the ticket number and validates the ticket before returning it to the guest.
3. Guest inserts the ticket (arrow side facing up with arrow pointing toward the machine) into the ticket slot at the exit gate. The gate will open.