   a. **IF YOU HAVE LOGGED IN BEFORE AND REMEMBER YOUR PASSWORD**, enter it here to log in and proceed to step 8.
   b. **IF THIS IS YOUR FIRST TIME LOGGING IN OR YOU FORGOT YOUR PASSWORD**, click on the link to be sent a temporary password. Proceed to step 2.

2. Enter your @uhv.edu email address to be sent a temporary password.
3. Follow the link in the email to set up your password. This link is time sensitive and only active for 60 minutes.

   ![Password Reset Email]

You recently requested a new password. Please follow the link below to create/change your password:

   ![Password Reset Link]

   https://uh.t2hosted.com/cmn/resetPassword.aspx?guid=DB44CA2EE399A5E86E4DD77D33C006

   Thank you,
   UH Parking & Transportation Services

4. Enter and confirm your chosen password and click **Update**.

   ![Change Your Password]

5. After hitting Update, select the **Customer Login** button to return to the login page.

   ![Customer Authentication]
6. Enter your email address and newly set password to **Log In**.

7. You will know you are logged in when you see **Welcome, Jaguar!**

---

Now you’re set to get your parking pass!
Continued on next page
8. From the Permits menu, select **Get Permits**.

9. Read the information regarding virtual permits for the upcoming year.

10. If you have a Toll Tag, enter the 8 digits here or click **Next**.
11. The permits you are eligible to purchase are shown. Once you agree to the Permit Agreement, click **Next**.

![Select Permit for Purchase](image)

**Permit Agreement**

- I agree to follow the rules and regulations as outlined on the [Parking & Transportation website](#).
- I understand that I am responsible for any citations issued to vehicles on my account.

![Next >>](image)

12. Select the vehicle you would like to link to your permit. You can add a vehicle to your account by clicking **Add Vehicle**.

![Select Your Vehicle](image)

Select the vehicle below you want to use with your permit. If you need to add a new vehicle, choose "Add Vehicle" below.

Please ensure the license plate information is correct on your account for ALL vehicles you may drive to campus.

When you are done with your purchase, review the vehicles on your account to ensure the information is current.

<table>
<thead>
<tr>
<th>Select</th>
<th>State</th>
<th>Plate Number</th>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>Texas</td>
<td>JKN3257</td>
<td>2012</td>
<td>Chevrolet</td>
<td>Silver</td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Texas</td>
<td>KPL5228</td>
<td>2018</td>
<td>Chevrolet</td>
<td>Equinox</td>
<td>Blue</td>
</tr>
</tbody>
</table>
13. A summary of the parking pass you are registering for is displayed on the next page. Select the credit card merchant from the drop down and confirm your email address and click **Continue to Payment**.

![View Cart](image)

14. The next screen offers one last opportunity to confirm the permit details you have selected. When you are ready hit **Submit Payment** to enter your credit card information.

![Payment Information](image)
15. Once you enter your credit card information and the system completes your transaction, you’ll be shown a receipt. A copy of this will also be sent to the email address you provided earlier.

***If you do not have a toll tag, use the link in your emailed receipt to print a barcode to scan at the gate to***

***enter/exit the UH at Katy lot.***

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**CONGRATULATIONS!**

You have successfully purchased your permit!

***If you do not have a toll tag, use the link in your emailed receipt to print a barcode to scan at the gate to***

***enter/exit the UH at Katy lot.***