Daily Guest Parking Passes

The following describes the features of UH Mānoa Parking Services – Daily Guest Parking Pass.

Login

To login, use your complete email address and password that was used to create your account. The password will be your UH account password if you have an @hawaii.edu email address.
Forgot your password?

For users with a non-UH system (@hawaii.edu) email address, if you have forgotten your password, click on the link **Forgot your password?**
Enter your email address and your password will be sent to you via email.
First Time Logging In?

For users with a non-UH (@hawaii.edu) email address, if this is your first time logging into our system and you don’t know your current password, please click on the link labeled click here.
Enter your email address and your password will be sent to you via email.
For users with a non-UH (@hawaii.edu) email address, if this is your first time logging into our system, you will be required to change your password.
After login, you will be presented with the Home page. The home page offers you some quick information for requesting guest parking passes.
Click the View Requests tab to view previous requests made by you and other members of your department. Here you can search for previous requests by status, guest name, date, requests submitted by you, and all requests submitted by your department. Status view can further be filtered by Pending, Approved, Rejected and Paid as shown in the next two screenshots.
Parking Services - Daily Guest Parking Passes

By default, this page displays only the approved requests. To view all requests, change the "Search" drop-down to "All Requests".

Search: [Dropdown]
Status: [Dropdown]
Pending
Approved
Denied

<table>
<thead>
<tr>
<th>Play</th>
<th>Name</th>
<th>Email</th>
<th>Parking Location</th>
<th>Status</th>
<th>Price</th>
</tr>
</thead>
</table>

There are no requests matching the selected criteria.
Creating New Requests

Click on the **Create Request** tab.
Entering New Requests

Up to 10 requests can be submitted at a time. Required fields are:

1. First Name
2. Last Name
3. Email Address of the guest (for confirmation and pickup instructions)
4. Pass Date (date pass will be used) – cannot exceed 60 days in advance.
5. Lot choices – Upper Campus or Zone 20 Parking Structure.
Submit Request

The submit button is at the top right and lower left bottom of the Create Request page. If there are any errors in the form, an alert will be shown.

Please note the following:

1. All requests must be approved by the Parking Office.
2. Once approved, the requestor will receive an email notice and payment must be made.
3. Once payment is made, guests will be contacted via email with information on parking at the UH Mānoa Campus and how to pick up their pass.
A confirmation of your request(s) will then be displayed for a final review. Click on the **Confirm Request** button to complete your request.
The page above shows the confirmation page for the new request(s).
The new request(s) are now visible on the **View Request** screen in **Pending** status.
Payment of Approved Requests

Once one or more requests have been approved, select Approved from the status drop down box to view all requests that are ready for payment.

Check the box next to the request(s) you wish to pay for. If there is more than one request, you may check off all or any of the requests that have been approved for your department.

Click on Pay Now to continue.
Confirm Selected Requests for Payment

Review the list of requests you selected for payment and click on the **Continue Payment** button. You will then be redirected to our Touchnet Payment Center to complete the payment process.

By clicking on **Continue Payment**, you are agreeing to all the terms of the Parking Offices policies.
Complete your payment at the Touchnet Payment Center. Upon completion, you will be redirected back to the Daily Guest Parking Passes website with a confirmation of your order. An email notification with instructions on how and where to pick up the pass will also be sent to each guest for each request that has been paid for.
For non-UH users, the Account Settings tab allows you to change your password at any time. Please see the University of Hawai‘i Password Policy on the Policies tab for more information on how to create a password.
Policies

Please read our policies page for further important information.
Log Out

Be sure to Log Out of our system when you are done. This ensures that any users who may use your workstation after you have left will not have access to your account.