



Requesting Departmental Permits

- Step 1:** Select the link https://rochester.t2hosted.com/cmn/auth_ext.aspx
- Step 2:** Select the **Department Login** button and **Sign In** using your userid and password that you received via email. *On your initial sign in, you will be asked to change your password.*
- Step 3:** Select the **Internal and Visitor Permits** button.
- Step 4:** If the **Requested By** field shows an **ERROR**, please log out and log back in. This is a known bug that we are actively working on to resolve.
- Step 5:** Follow directions at the top of the screen and populate all fields.
- Step 6:** Select the **Submit** button. A green banner will pop up, letting you know your request has been recorded.
- Step 7:** Select **Log out**.

You will receive a confirmation email if your request for permit(s) has been approved. Please follow the process below if your request has been approved.

Purchasing Approved Permits

- Step 1:** Open the approved email that was sent to you from Parking. Read the email carefully and select the approved key link to purchase the permit(s).
- Step 2:** Select the **Department Login** button and sign in using your userid and password.
- Step 3:** Purchase a Permit page – Select **Next**.
- Step 4:** **River Campus Visitor Single Day Permit:** Select the permit requested and agreement, Select **Next**, (there is no option to purchase more than one at a time).
Department, Business or Reserved Permit: Select **Quantity** (you have the option to purchase one at a time or purchase all of them at one time), agreement and Select **Next**.
- Step 5:** **Verify the email address** on this page. Update if necessary and then select **Pay Now**.
- Step 6:** Payment Information page; Select **Pay Now** to complete transaction.
- Step 7:** Payment Receipt page –
River Campus Visitor Single Day Permit: Select the link **Print Permit**. A .pdf will pop up that you can save and email to your customer. You can also access this permit from your emailed receipt of your transaction.
Department, business or reserved permit: Disregard the print permit link. You will be notified when your permits will be ready for pickup.
- Step 8:** Select **Log out**