

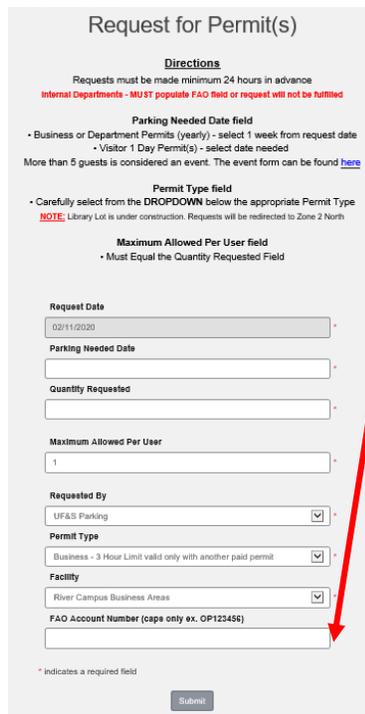
## Requesting Departmental Permits

**Step 1:** Select the link [https://rochester.t2hosted.com/cm/autn\\_ext.aspx](https://rochester.t2hosted.com/cm/autn_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 Permits** button.

### EXAMPLE



**Request for Permit(s)**

**Directions**  
Requests must be made minimum 24 hours in advance  
**Internal Departments - MUST populate FAO field or request will not be fulfilled**

**Parking Needed Date field**  
• Business or Department Permits (yearly) - select 1 week from request date  
• Visitor 1 Day Permit(s) - select date needed  
More than 5 guests is considered an event. The event form can be found [here](#)

**Permit Type field**  
• Carefully select from the DROPDOWN below the appropriate Permit Type  
**NOTE:** Library Lot is under construction. Requests will be redirected to Zone 2 North

**Maximum Allowed Per User field**  
• Must Equal the Quantity Requested Field

**Request Date**  
02/11/2020

**Parking Needed Date**

**Quantity Requested**

**Maximum Allowed Per User**  
1

**Requested By**  
UFAS Parking

**Permit Type**  
Business - 3 Hour Limit valid only with another paid permit

**Facility**  
River Campus Business Areas

**FAO Account Number (caps only ex. OP123456)**

\* Indicates a required field

Submit

**Step 4:** Follow directions at the top of the screen and populate all fields. (Example at left).

**Step 5:** Select the **Submit** button. A green banner will pop up, letting you know your request has been recorded.

**Step 6:** Select **Log out**.

**NOTE:** Internal Departments - MUST populate FAO field or request will not be fulfilled

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:** 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 –

**Visitor 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 permit:** Disregard the print permit link. You will be notified when your permits will be ready for pickup.

**Step 8:** Select **Log out**