

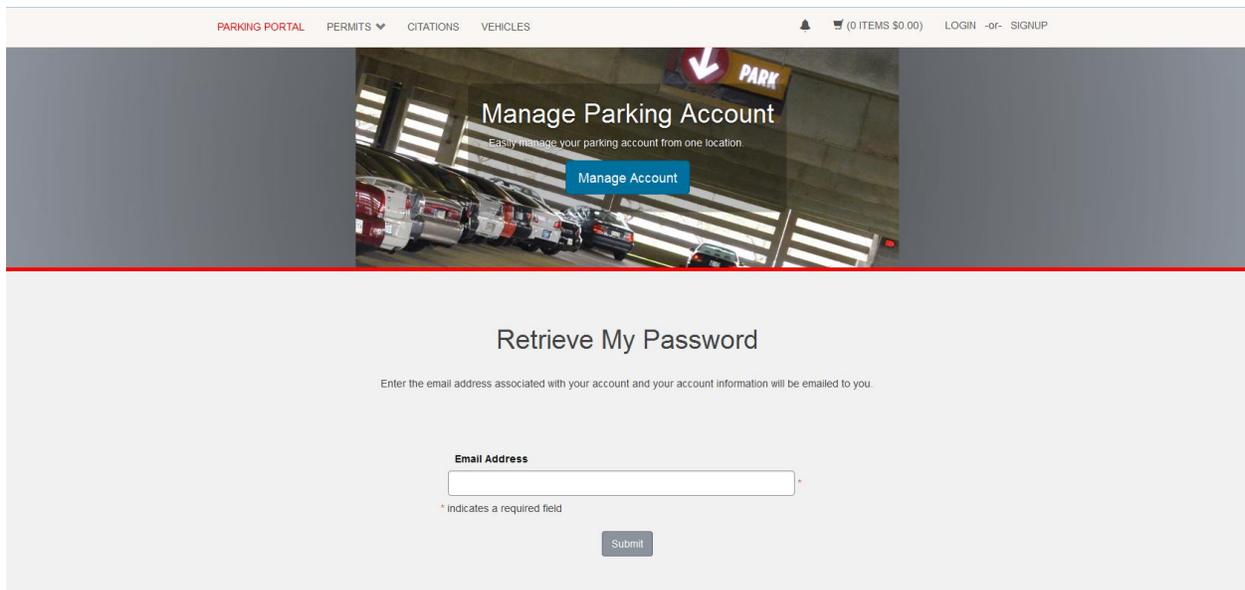
The following process will only need to be done the first time you log in to the Aztec Parking Portal. Please make sure you have your vehicle information prior to purchasing a permit. You will not be able to purchase a permit unless you enter in your vehicle information (license, make, model, etc) into the portal. If you commute to campus and drive more than one vehicle, enter in the primary vehicle when prompted. If you already have a payroll deduction permit, you will still need to follow the same procedures when logging in for the first time. Please read each page carefully.

LET'S GET STARTED!

Go to the following webpage:

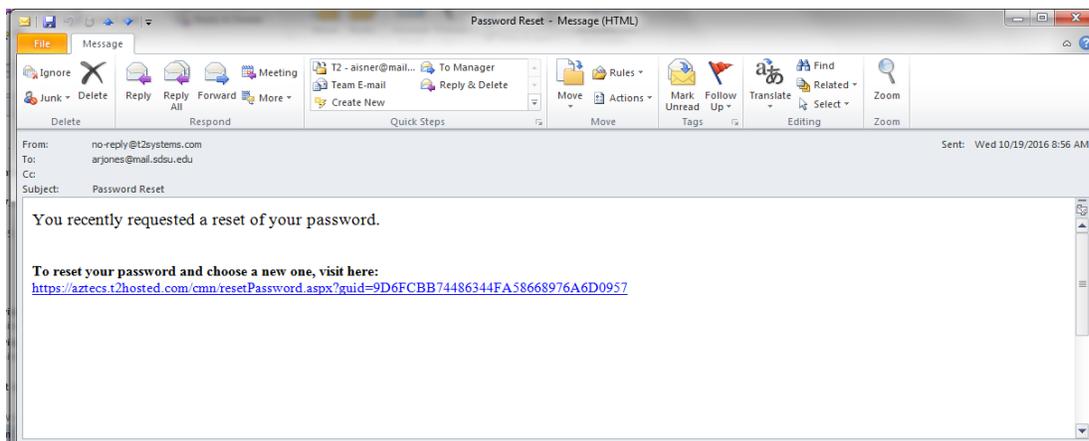
https://aztecs.t2hosted.com/cm/Email_recover.aspx

Enter in your email on file with the university (Web Portal, Peoplesoft, etc). **Please use all lowercase.**

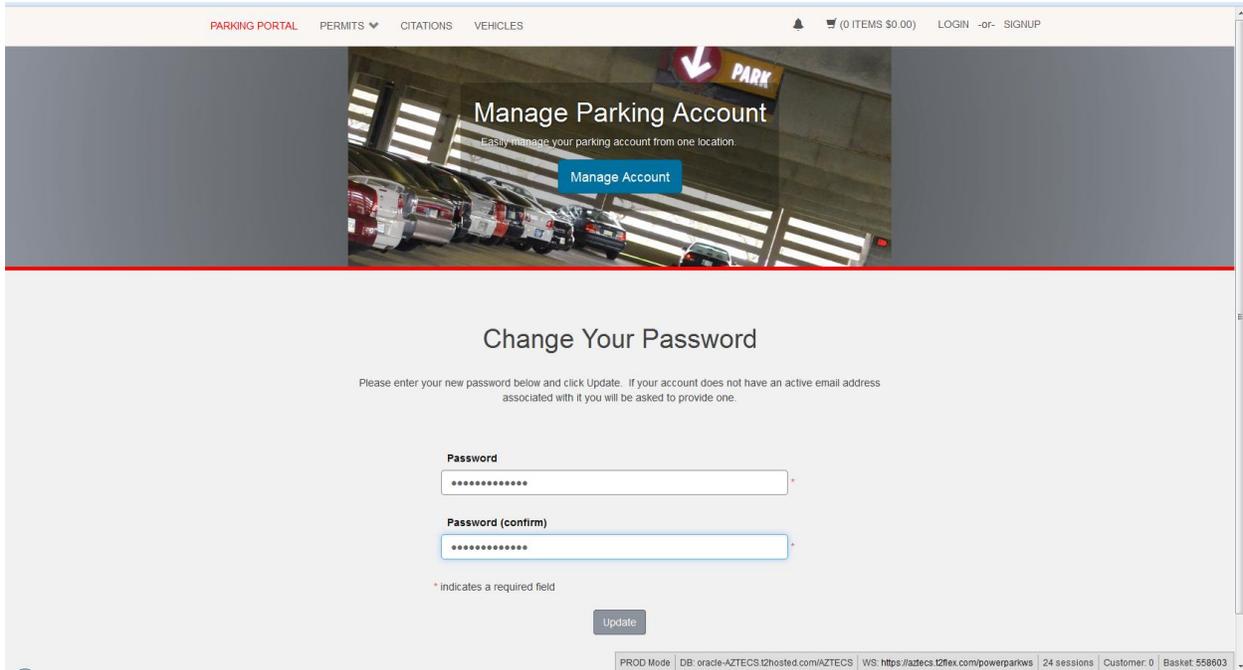


The screenshot shows the 'Manage Parking Account' section of the Aztec Parking Portal. Below this, there is a 'Retrieve My Password' section. It includes a text input field labeled 'Email Address' and a 'Submit' button. A note below the field states '* Indicates a required field'. The page also features a navigation bar at the top with links for 'PARKING PORTAL', 'PERMITS', 'CITATIONS', and 'VEHICLES', along with a shopping cart icon showing '(0 ITEMS \$0.00)' and 'LOGIN -or- SIGNUP'.

Once you add your email and click submit, you will be sent an email to that account from noreply@t2systems.com. Click on the link in that email to set your password.

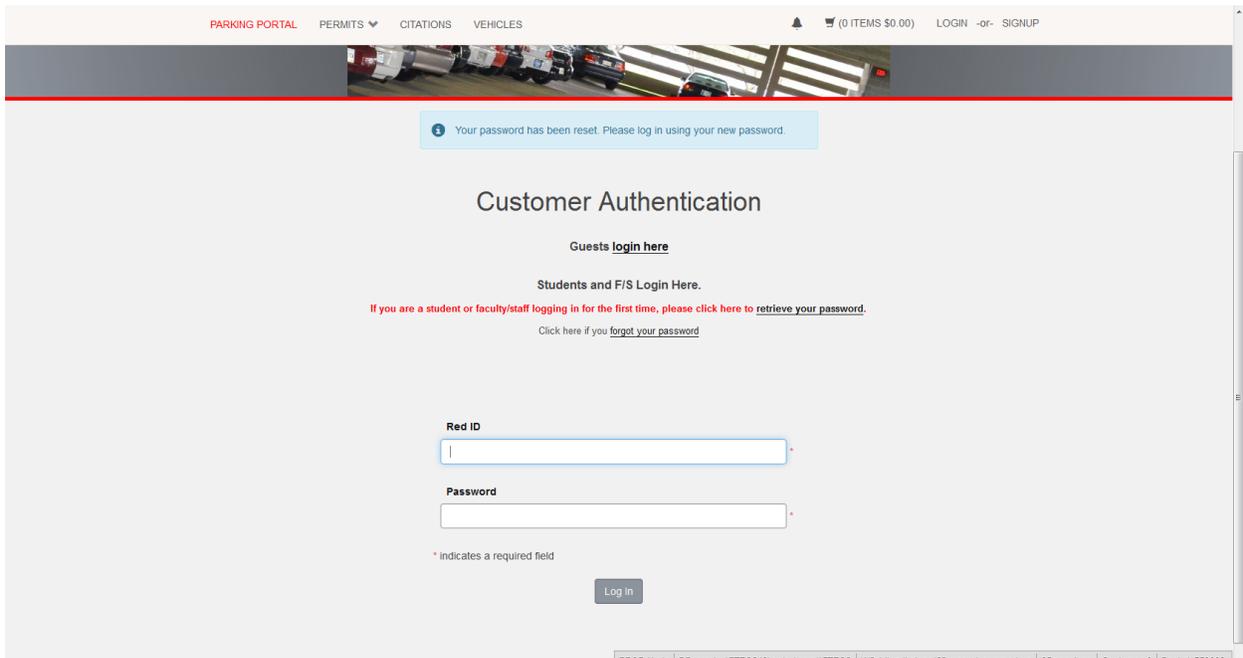


Your password must be nine to twenty characters and contain at least one uppercase letter, one lowercase letter, one numeric value and one special character. Click update once you have confirmed your password.



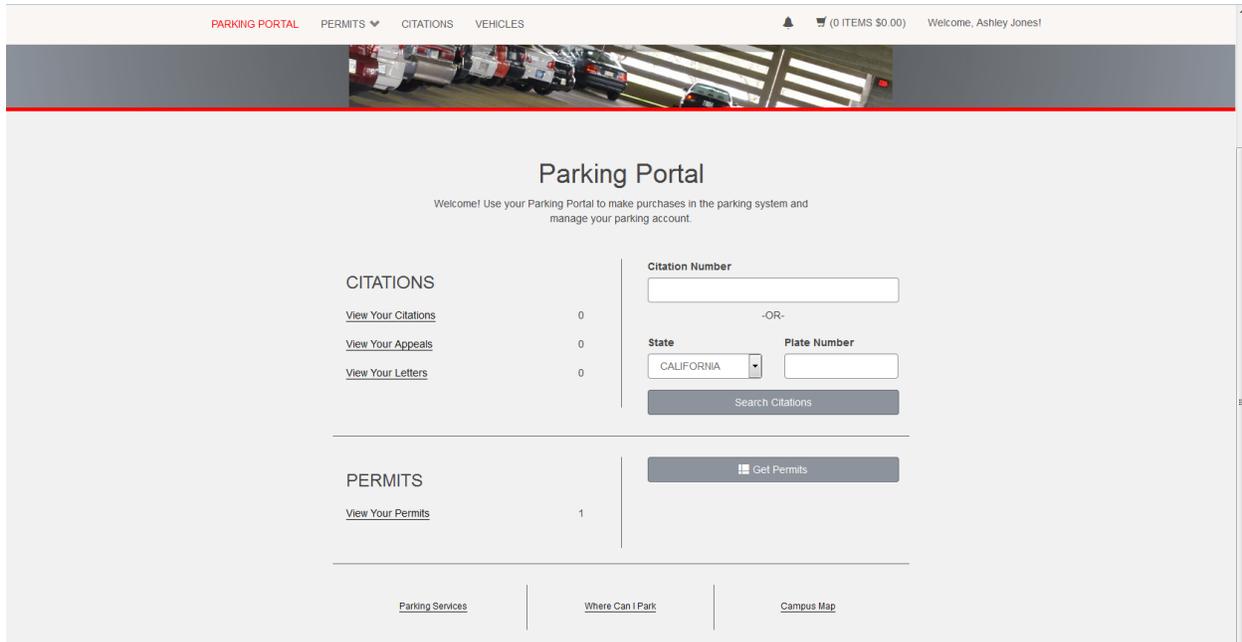
The screenshot shows the 'Manage Parking Account' page. At the top, there is a navigation bar with 'PARKING PORTAL', 'PERMITS', 'CITATIONS', and 'VEHICLES'. A shopping cart icon shows '(0 ITEMS \$0.00)'. There are links for 'LOGIN -or- SIGNUP'. The main header features a banner with the text 'Manage Parking Account' and a 'Manage Account' button. Below the banner, the page title is 'Change Your Password'. A message reads: 'Please enter your new password below and click Update. If your account does not have an active email address associated with it you will be asked to provide one.' There are two password input fields: 'Password' and 'Password (confirm)'. A note below the fields states '* Indicates a required field'. An 'Update' button is located at the bottom of the form. The footer contains technical information: 'PROD Mode | DB: oracle-AZTECS.t2hosted.com/AZTECS | WS: https://aztecs.t2flex.com/powerparkws | 24 sessions | Customer: 0 | Basket: 558603'.

You will be brought to the log in screen where you can now log in with your Red ID and password.



The screenshot shows the 'Customer Authentication' login page. At the top, there is a navigation bar with 'PARKING PORTAL', 'PERMITS', 'CITATIONS', and 'VEHICLES'. A shopping cart icon shows '(0 ITEMS \$0.00)'. There are links for 'LOGIN -or- SIGNUP'. A blue notification box at the top states: 'Your password has been reset. Please log in using your new password.' The main heading is 'Customer Authentication'. Below the heading, there are links for 'Guests login here', 'Students and F/S Login Here.', and a red link: 'If you are a student or faculty/staff logging in for the first time, please click here to retrieve your password.' A link for 'Click here if you forgot your password' is also present. There are two input fields: 'Red ID' and 'Password'. A note below the fields states '* Indicates a required field'. A 'Log In' button is located at the bottom of the form. The footer contains technical information: 'PROD Mode | DB: oracle-AZTECS.t2hosted.com/AZTECS | WS: https://aztecs.t2flex.com/powerparkws | 24 sessions | Customer: 0 | Basket: 558603'.

Once you log in you will have a menu of options. If you are purchasing a permit, click on Get Permits to start the process. If you already have a payroll deduction permit, click on Vehicles at the top of your screen to add your vehicle.



If you purchased a semester permit, you will have the ability to print a two week temporary to use while the decal is being mailed. This option will be displayed on your receipt page as Print Permit.

If you purchased a temporary permit (daily, weekly or monthly), you will print the permit from home as one is not mailed.