August 5, 2013

MEMORANDUM

TO: Employee Parking Patrons

FROM: Parking Office

SUBJECT: Employee Parking Registration

There have been some changes to the parking registration process. Employees will no longer be assigned parking by their department’s parking coordinator. Instead, the assignments for parking permits will come from the Parking and Transportation Office. The website at which you will register is also different.

Parking registration for faculty and staff will be available until August 29, 2013.

INSTRUCTIONS:

1. Using the internet, log onto https://howard.t2hosted.com
2. Username: Your Employee id number (located on the front of your id card) as shown (000123456)
3. Password: Your Employee id number as shown. 000123456 (Unless you have already established a password for your account. If you do not remember your password, the Parking Office will have to reset it to the default, and you will be prompted to change it at initial log on.)
4. Click “purchase permits” and follow the prompts.
5. You will be notified between August 15-30, 2013, with a time to pick up your parking permit.

The parking permits are for a one-year term from September 1, 2013 until August 31, 2014. The first payroll deduction for academic year 2013-14 will occur on September 6, 2013. Employees who request a one-time deduction for their parking permits also will have their deductions occur on September 6, 2013.

If you need assistance, please do not hesitate to contact Michelle Ricks, Senior Parking Coordinator, at 202-806-2000.

Thank for helping us facilitate parking registration.