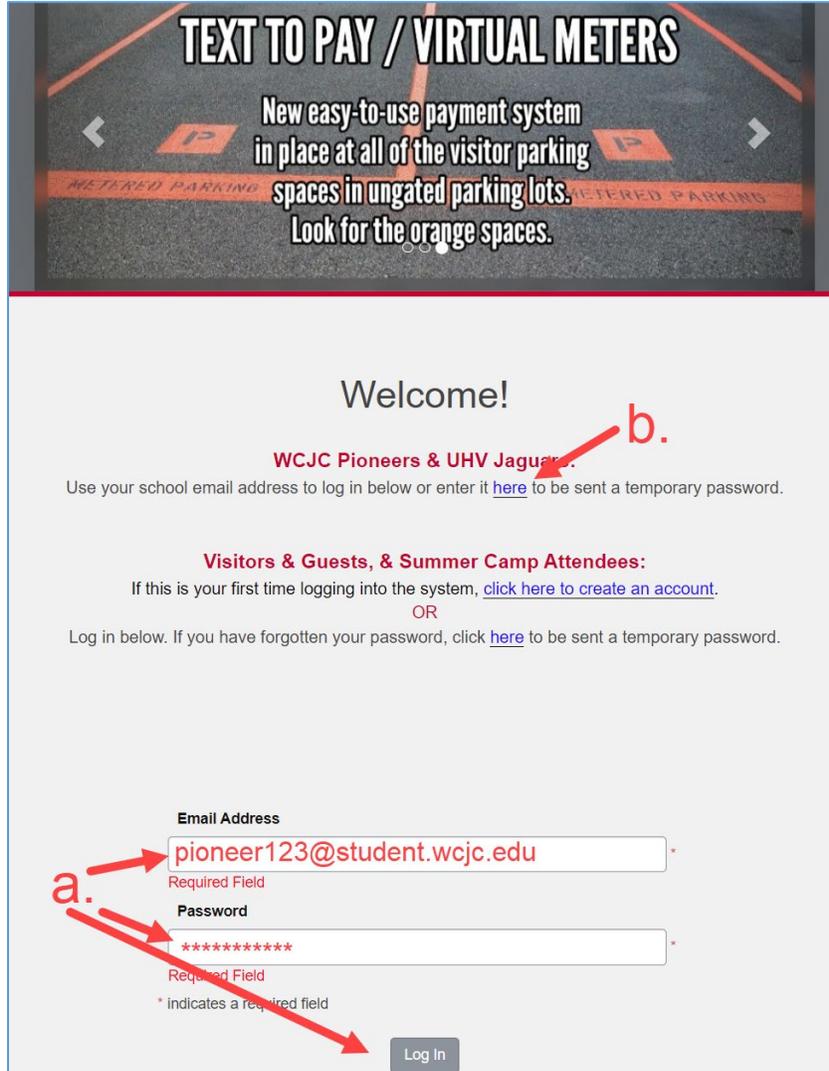


How to Purchase a WCJC at Sugar Land Student Parking Permit

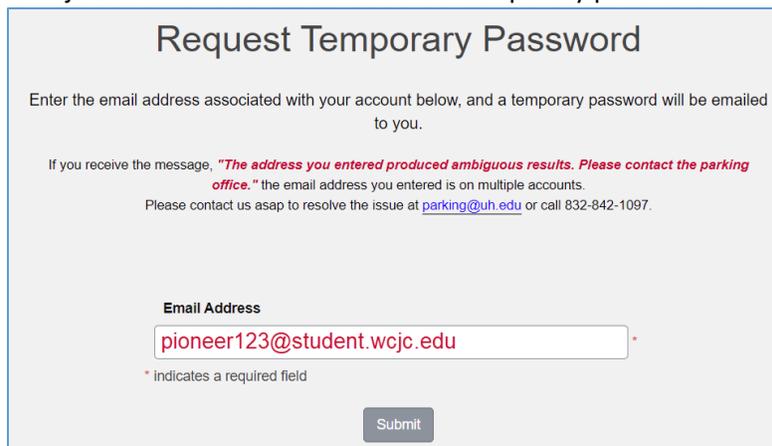
Please Note: Images may not reflect the current website, but the process remains the same

1. Go to <https://uh.t2hosted.com/cm/aut/guest.aspx>.
 - a. **IF YOU HAVE LOGGED IN BEFORE AND REMEMBER YOUR PASSWORD**, enter it here to log in and proceed to step 8.
 - b. **IF THIS IS YOUR FIRST TIME LOGGING IN OR YOU FORGOT YOUR PASSWORD**, click on the link to be sent a temporary password. Proceed to step 2.



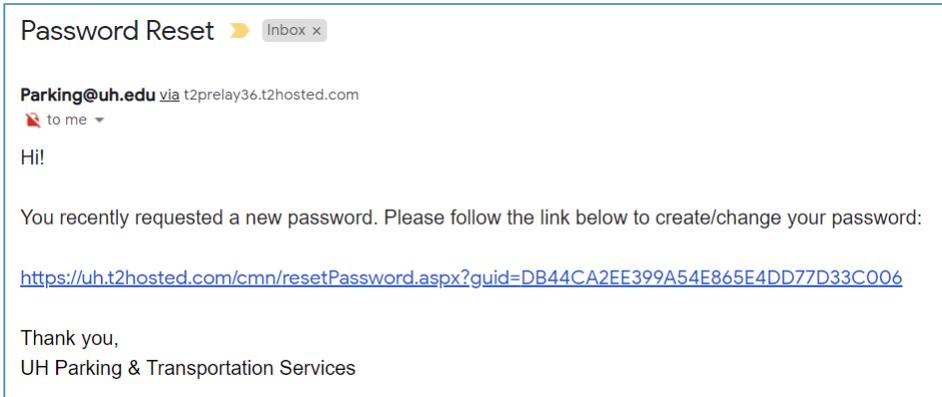
The screenshot shows a login page with a header image for 'TEXT TO PAY / VIRTUAL METERS'. Below the header, it says 'Welcome!' and 'WCJC Pioneers & UHV Jaguars'. There are two main sections: one for users who remember their password and one for first-time users or those who forgot their password. The login form has two fields: 'Email Address' and 'Password'. Red arrows labeled 'a.' point to the email address field and the password field. A red arrow labeled 'b.' points to the 'here' link in the first-time user section. A 'Log In' button is at the bottom.

2. Enter your @student.wcjc.edu email address to be sent a temporary password.

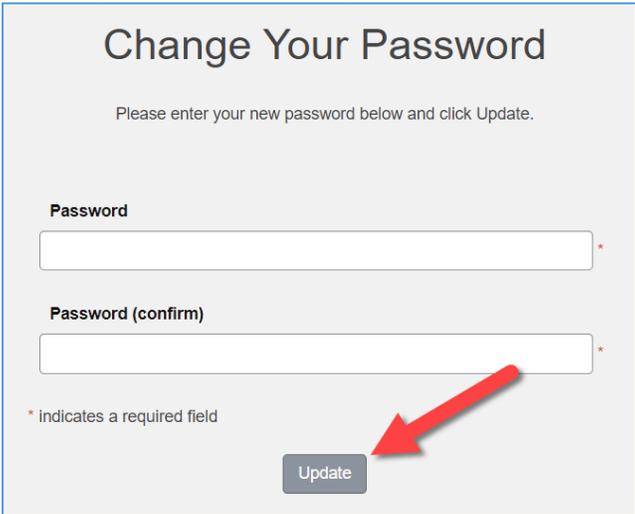


The screenshot shows a page titled 'Request Temporary Password'. It asks the user to enter their email address associated with their account. Below the text, there is a form with an 'Email Address' field containing 'pioneer123@student.wcjc.edu'. A 'Submit' button is at the bottom.

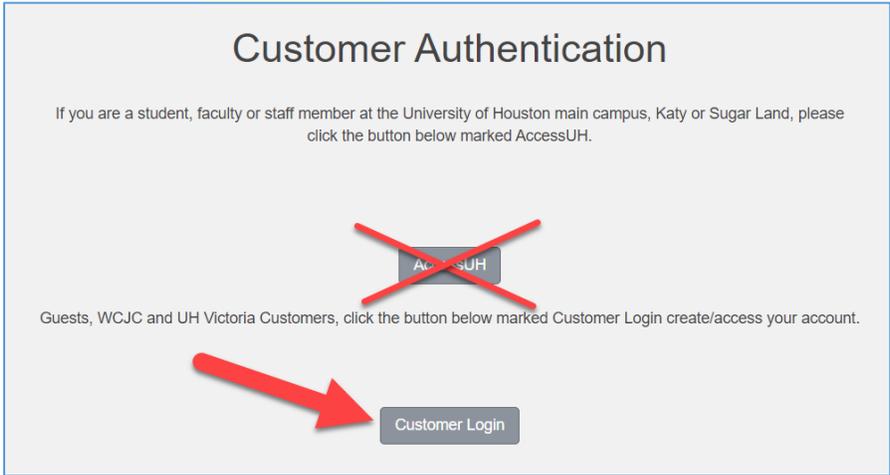
3. Follow the link in the email to set up your password. This link is time sensitive and only active for 60 minutes.



4. Enter and confirm your chosen password and click **Update**.



5. After hitting Update, select the **Customer Login** button to return to the login page.



6. Enter your email address and newly set password to **Log In**.

Welcome!

WCJC Pioneers & UHV Jaguars:
Use your school email address to log in below or enter it [here](#) to be sent a temporary password.

Visitors & Guests, & Summer Camp Attendees:
If this is your first time logging into the system, [click here to create an account](#).
OR
Log in below. If you have forgotten your password, click [here](#) to be sent a temporary password.

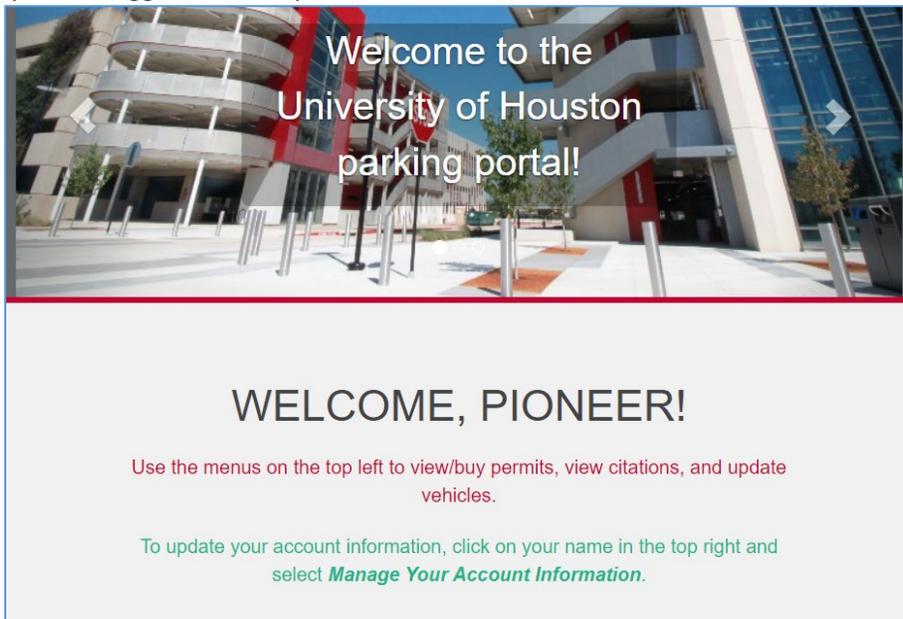
Email Address
 *

Required Field

Password
 *

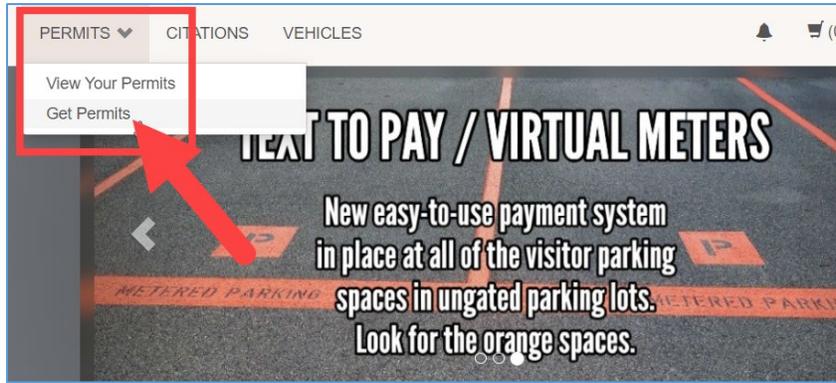
* indicates a required field

7. You will know you are logged in when you see Welcome, Pioneer!



Now you're set to get your parking pass!
Continued on next page

8. From the Permits menu, select **Get Permits**.



9. Read the information regarding virtual permits for the upcoming year.

Changes Are Coming...

Did you know parking permits will be virtual next year?
Your license plate will BE your permit, so be sure to keep your vehicle information up to date.

Your license plate needs to be linked to your permit.
Review the vehicles on your account and be sure to link your vehicle to your permit to avoid citations.

Click Next to proceed with your purchase.

[Next >>](#)

10. The next page will display the permit options currently available to you. Once you agree to the statements at the bottom, click **Next** to proceed.

Select Permit

Pay attention to the effective and expiration dates to be sure you select the correct permit.

2022 - 2023

| Select | Quantity | Permit Price | Permit Type | Effective Date | Expiration Date |
|-----------------------|----------|--------------|--------------------------------------|----------------|-----------------|
| Parking Lot | | | | | |
| <input type="radio"/> | 1 | \$305.00 | Wharton County Annual | 08/25/2022 | 08/17/2023 |
| <input type="radio"/> | 1 | \$130.00 | Wharton County Fall (NON-REFUNDABLE) | 08/15/2022 | 12/31/2022 |

Permit Agreement

I am purchasing a parking permit for use at the WCJC at Sugar Land campus.

I understand that I am responsible for any citations issued to vehicles on my account.

[Next >>](#)

11. Select the vehicle you would like to link to your permit. You can add a vehicle to your account by clicking **Add Vehicle**.

i You must select one vehicle for this permit.

Select Your Vehicle

Select the vehicle below you want to use with your permit. If you need to add a new vehicle, choose "Add Vehicle" below.

Please ensure the license plate information is correct on your account for ALL vehicles you may drive to campus.

When you are done with your purchase, review the vehicles on your account to ensure the information is current.

| Select | State | Plate Number | Year | Make | Model | Color |
|--------------------------|-------|--------------|------|-----------|---------|-----------|
| <input type="checkbox"/> | Texas | JKN3257 | 2012 | Chevrolet | | Silver |
| <input type="checkbox"/> | Texas | KPL5228 | 2018 | Chevrolet | Equinox | Dark Blue |

12. A summary of the parking pass you are registering for is displayed on the next page. Select the credit card merchant from the drop down and confirm your email address and click **Continue to Payment**.

View Cart

Below are the items in your cart.
Select the type of credit card you will be using from the drop-down list.
Please confirm your email address to receive your emailed receipt.
If all is correct, click the *Continue to Payment* button.

| Qty | Type | Description | Amount | Actions |
|-----|--------|---|----------|---------------------------------------|
| 1 | Permit | Wharton County Annual (08/25/2022 - 08/17/2023) view details | \$305.00 | <input type="button" value="Remove"/> |

Due Now: \$305.00

Select Credit Card Merchant

MasterCard *

Checkout

Email Address

pioneer123@student.wjc.edu

13. The next screen offers one last opportunity to confirm the permit details you have selected. When you are ready hit **Submit Payment** to enter your credit card information.

Payment Information

Please review the items in your cart below.

Once you hit the **Submit Payment** button, you will no longer be able to make any changes.

| Qty | Type | Description | Amount | Actions |
|-----|--------|---|----------|------------------------|
| 1 | Permit | Wharton County Annual (08/25/2022 - 08/17/2023) view details | \$305.00 | Remove |

Due Now: \$305.00

[Submit Payment](#)

14. Once you enter your credit card information and the system completes your transaction, you'll be shown a receipt. A copy of this will also be sent to the email address you provided earlier.

Please wait while we complete your transaction



Payment Receipt

Payment Receipt

Your transaction is complete. Please print the page for your records.

Purchased Items

| Qty | Type | Description | Amount |
|-----|--------|---|----------|
| 1 | Permit | Wharton County Annual (08/25/2022 - 08/17/2023) view details | \$305.00 |

Transaction Summary

Amount Paid \$305.00
Payment Method Credit Card
Payment Date 05/23/2022 01:16:20 PM

[Print Screen](#)

[Logout](#)

CONGRATULATIONS!

You have successfully registered for parking for the 2022/2023 year!