# UNIVERSITY *of* INDIANAPOLIS

REQUEST A VISITOR PARKING PASS

Visitor parking is open, with the exception of Lot 14V, which requires advance arrangements for a pass. University employees should request a visitor pass through the UIndy Parking Portal at least seven business days prior to the date requested. Passes will be distributed on a first-come, first served basis.

1. Access the UIndy Parking Portal. Use any of these browsers: Chrome, Internet Explorer, MS Edge, Safari or Firefox, to navigate to parking.uindy.edu.
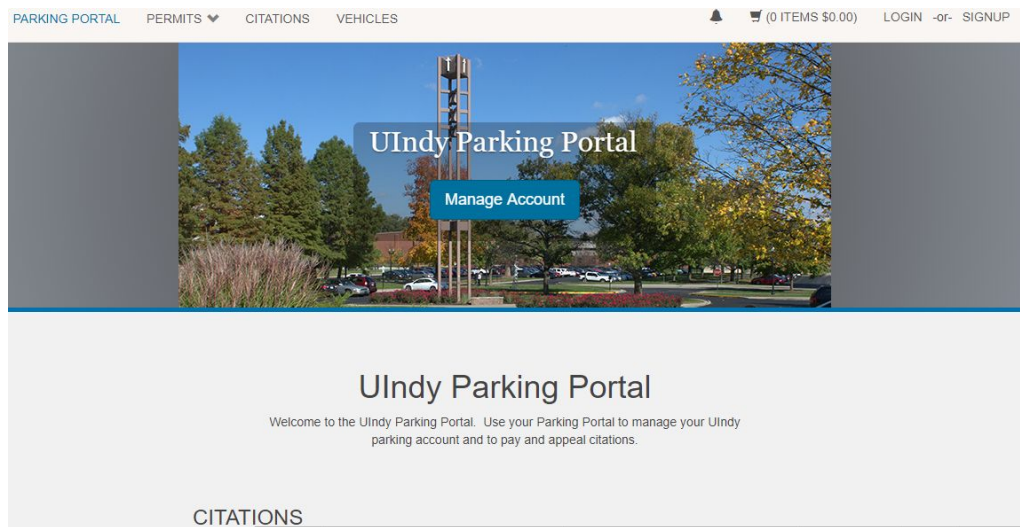

2. Click the **LOGIN** button located on the top right corner of the screen.
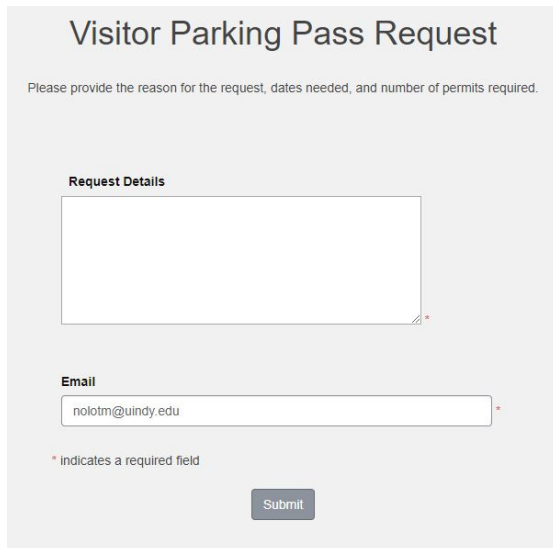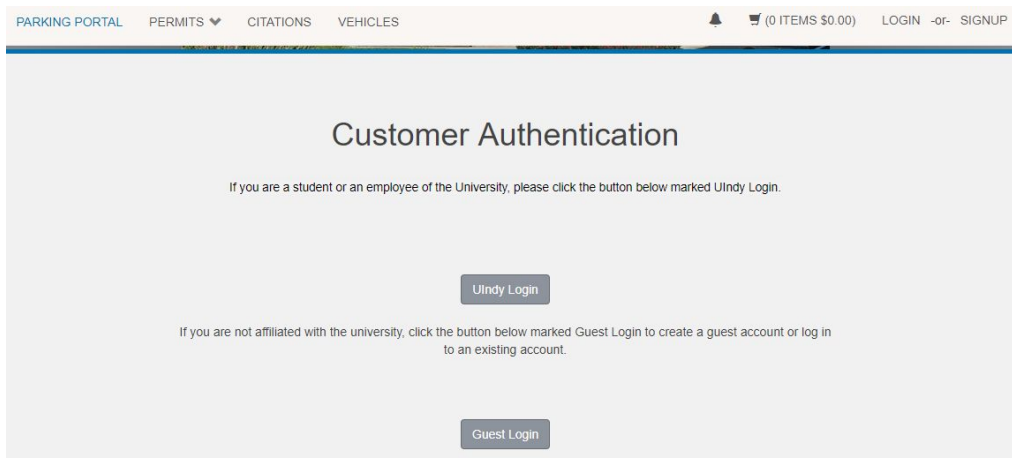
3. UIndy employees and students will click on the **UIndy Login** button and use their UIndy username and password to access their account. Visitors must click on the **Signup** button (top right corner of the screen) to create a *Guest Account* before signing in.
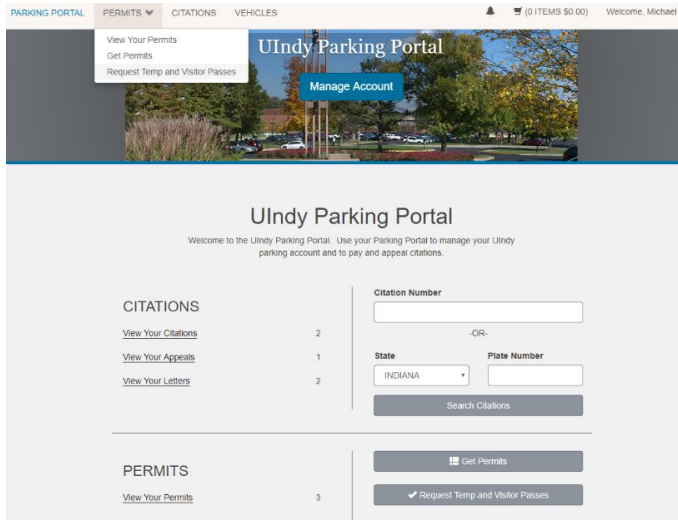
4. Click on **Permits > Request Temp and Visitor Passes** on the top left side of the screen.
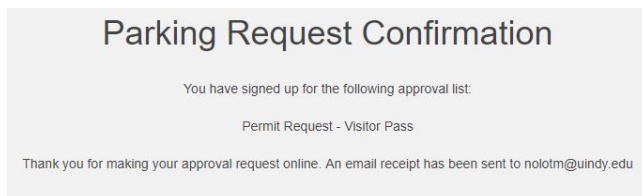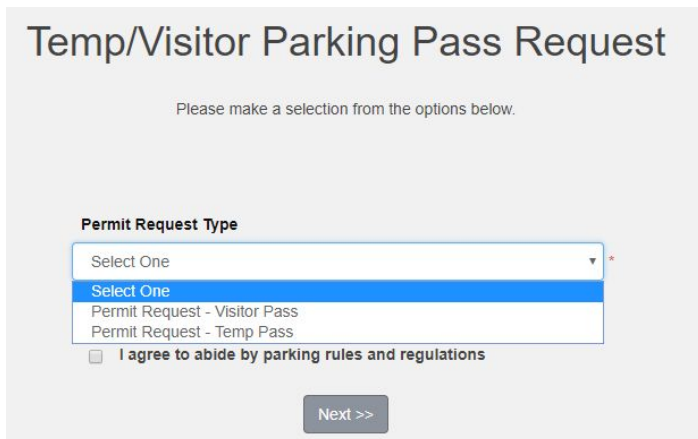
5. Select **Permit Request - Visitor Pass**. Accept the terms of the agreement and then click **Next**.

Visitor Parking Pass Request

Please provide the reason for the request, dates needed, and number of permits required.

Request Details

Email

nolotm@uindy.edu

* indicates a required field

Submit

6. Complete the requested information and click **Submit**.

7. You will receive a confirmation that looks like this:

Parking Request Confirmation

You have signed up for the following approval list:

Permit Request - Visitor Pass

Thank you for making your approval request online. An email receipt has been sent to nolotm@uindy.edu

You will also receive an email confirming that your request has been received by the UIndy Police Department.

Once the request has been processed and approved, you will receive another email with instructions on accessing your visitor parking pass..

For more information on the University's parking policies, please visit uindy.edu/parking.

Questions? Email uindyparking@uindy.edu or call 317-788-3386.