



University of the Incarnate Word - Cardinal Cars Parking Pass Program

Instructions to access Cardinal Cars via Secure Web Site

UIW is pleased to bring you the online convenience of ordering your 2009-2010 parking decals through Banner Web Self-Service. Cardinal Cars will allow students to enter their vehicle information online. Once completed, your designated decal will be sent to your home address. Please be sure to read over the parking rules and regulations available at: <http://www.uiw.edu/busoff/parking.htm>. These regulations can also be found by clicking on the Parking Rules and Regulations link at the top of the Banner Web Self-Service screen.

All IWHS students who register their vehicles online will automatically receive a \$35.00 charge to their tuition bill. Please stop by the Business Office with your payment after you have ordered your permit online. The option to order a decal will remain open during the school year.

BEFORE YOU BEGIN: You must know your ID number, your license plate number, and the year of your vehicle(s).

PLEASE DO NOT STEP AHEAD! FOLLOW THE DIRECTIONS STEP BY STEP AND DO NOT USE YOUR BACK BROWSER!

Step 1: Get onto the internet.

Access the Secure Website at <http://www.uiwtx.edu/downmsg/homepage.htm> and hit **Enter**

Click on : **UIW Self Service 1** (left side of your screen)

Click on: **Enter Secure Area**

Step 2: Enter User ID: (**Student ID number**)

Enter PIN: (Date of Birth mm/dd/yy. **Example: 022558** no slashes or dashes)

Click on: **Login**

Step 3: The **Login Verification Change PIN** screen will come up and may say your password has expired.

Re-enter your birth date password (see step 2)

Enter a new **6 character** password (example: help11)

Re-enter the new password

Click on: **Login**

Step 4: Login Verification Security Question and Answer

In the **Enter Question Box**, type in a question that only you know the answer to

Enter the answer

Click on: **Submit**

Step 5: Terms of usage screen opens. Click on: **Continue**

Step 6: Click on: **Vehicle Registration**

Click on: **Cardinal Cars**

Read the paragraph and you *must* click **Accept** or you will be unable to acquire the decal

Step 7: The University of the Incarnate Word Vehicle Registration screen will come up

Click on: **Register Vehicles**

Under: **Add A Vehicle** enter the data requested. If you only have one car, click on **Add A Vehicle**. If you have more than one car to add, click on **Add A Vehicle** again and enter the information then click on **Add A Vehicle**

A dialog box will pop up to confirm your information. If correct, click: **OK**

Go to the top of the screen and click on **Parking Home**

Step 8: Click on: **Parking Permits**

Select from Permit list -**IWHS STUDENT**

Click on: **Continue**

Under **Select A Vehicle**, below **Select**, check the box(es) you want to print the temporary permit(s) for and click **Permit Selection**

At the next screen, Go to the bottom of the page and click on **Print this page** to print the temporary permit.

Click on: **Parking Home** then close the application

Please select a vehicle or use the Add a Vehicle section below to add a new vehicle

Select	Make	Style	Color	Year	License Number	State
<input checked="" type="checkbox"/>	GEO	4 DOOR	BLUE	1998	LIW1500	TX

Permit Selection Clear Res. Cancel

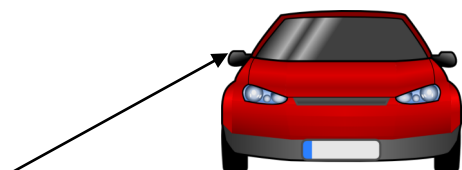
Your decal will be mailed to your home address within a few days.

For assistance please contact the Business Office:

PIN Reset/ General Banner Web Assistance: Angela Williams, williams@uiwtx.edu, 210-829-6044

PIN Reset: Nora Cadena, cadena@uiwtx.edu, 210-829-6088

To Receive Your ID Number: Susan Mancha Sanchez, smancha@uiwtx.edu, 210-829-3115



Sticker goes here on the inside of windshield.
(Passenger side - lower edge)