



RU PARKING Instructions for All UH Employees

2-9-21

STEP 1

- All new hires should obtain a copy of the parking registration form they completed with their on-boarding packet provided by HR.
- Return this form to your Human Resources Representative. Please make sure the form is complete and legible. Once the form is completed it is forwarded to Ms. Horn at Rutgers Department of Transportation. Once Transportation receives the form, a parking profile is created and a UH permit is assigned to you, a receipt is forwarded to the email address provided on your form.
- Retrieve the receipt and report to the P2 parking deck to pick up your Key Card. This key card will give you access to all parking decks P1, P2 and P3 on the RBHS, Newark campus. Be mindful the P2 and P3 parking decks have limited parking.
- All employees must have a valid permit and your vehicles must be registered to park on campus. There are no physical hangtags given. Our new, high tech system is License Plate Recognition (LPR).
- Please do not park in any space with a sign (i.e., reserved, guaranteed, etc.) Citations are given daily for unauthorize parking.

STEP 2

- A link is forwarded to your email address with a username and password from Account Creation. Please login as a visitor using the credentials forwarded to you. This link will allow you to add or terminate relationship on your vehicles, pay citations and renew permits.

<https://rudots.t2hosted.com/cmnauth.aspx?usertype3=UH>.

Username: A Number (EX: A001111111)

Password: Your last name

****Please note you must enter and exit the parking decks using the same method. Do not pick up a ticket if you are entering and exiting with your white parking deck card or else you will be charged for the ticket.*

**** Don't forget your license plate number and vehicle registration information!*

*****DO NOT PARK IN GUARANTEED OR RESERVED SPOTS UNLESS YOU ARE PURCHASING A GUARANTEED PARKING PERMIT**

- Per Diem parking for UH employees is payroll deduction. They also have the choice to park in the P2 or P3 decks by pulling a ticket