

University of Minnesota  
Parking & Transportation Services

## Parking Contract Credential User Guide

### Contract Credentials

Your U Card or PTS Parking Card (PPC) is your primary contract credential. Most individual contracts assigned to students, faculty, and staff are eligible to use license plate recognition (LPR) as an additional contract credential. LPR enables the parker to enter and exit a facility without rolling down the car window and holding a card to a reader. See [z.umn.edu/lpr](https://z.umn.edu/lpr) for details. Use of LPR is optional.

### Getting Assistance

Contact the PTS office (612-626-PARK) right away if you have any problems with a credential. You can also visit PTS Monday through Friday from 7 a.m. to 5 p.m. at 300 Transportation and Safety Building, 511 Washington Avenue SE, Minneapolis.

### Enter and Exit a Facility

#### With LPR:

If you have linked license plate numbers to your contract for use by the LPR system, you will not need to hold your card to the card reader. Pause next to the entry or exit machine until the gate rises and then enter. If the gate does not rise, hold your card near the contract reader on the machine. LPR does not work if the vehicle lacks a front license plate or if the plate is obscured to the point that the optical character recognition analytics cannot interpret the plate's characters.

#### Without LPR:

Hold your card near the contract reader on the entry or exit machine. Wait for the gate to rise.

### Forgot your Card?

If you forget your card but have linked your license plate number to your contract, you should be able to enter and exit using LPR. Otherwise, take a ticket at the entry machine to enter your contract facility as a public parker. Upon exiting the facility, push the exit machine help button for assistance. A customer service representative will verify your contract and raise the gate; you will not be charged.

### Purchase PPCs

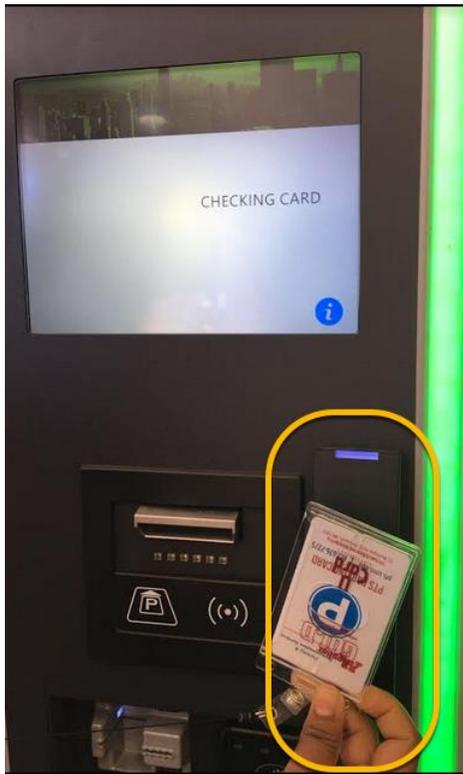
Any contract holder may purchase up to two PPCs at \$20 apiece to use as additional contract credentials. PPCs, U Cards, and license plate numbers function interchangeably. Only one credential per contract can be in a facility at a time. The cost of extra PPCs is nonrefundable.

### Replace a Lost Card

U Cards: Contact the U Card Office. PPCs: Contact PTS. The charge for a replacement PPC is \$20.



Entry/Exit Machine



Hold the card near the reader.



Swing the "i" cover aside and press the intercom button for assistance.