

University of St. Thomas
Parking & Transportation Services Department

Ramp Coupon (Code) Instructions

Visitor parking is not available before 4:00 pm, Mon- Fri, in the McNeely, ASC & NRH garages.

1. After parking, make note of your license plate number.
2. Proceed to the pay station(s) located in your guest parking location.
3. Press any button to wake up the screen.
4. Enter your license plate number.
5. Enter the amount of time you plan to park.
6. When asked if you have a coupon, press 2 for yes.
7. Enter the coupon code you've been given. If your coupon covers the entire amount of your stay, the amount due will be zero. You are done and you can exit the location.
8. If you are staying longer than the amount of time covered by your coupon, you will need to follow up with a credit card payment.
9. At the end of your visit, just exit the ramp.

If there are any further questions, feel free to call Parking Services at
651-962-7275

