1. The guest will use the Congress card to operate the garage gates by inserting the ticket in the ticket slot at the entry or exit.

2. The card will dispense back to the patron once inserted, and the gate will lift when the card is pulled out by the patron.

3. The patron keeps the same card for the duration of the stay. On the last day the card is valid, the gate dispensing machine will retain the card and the gate will raise for the patron to exit.

4. In the event the garage is open for Lease Holders only and the ticket dispensing machine is inactivated, you should press the “help” button to gain entry to the garage. This means that when you exit, the card will not work as you did not have an entry on the card. Therefore, please use the “help” button to exit that day, and state you have a Congress Card and tell the Officer the hang tag number you were issued.

**IMPORTANT:** The card is ANTI-PASSBACK secured -- A security mechanism preventing an access card from being used to enter an area a second time without first leaving it, so that the card cannot be passed back to a second person who wants to enter.

 Guests are subject to all parking regulations; it is the responsibility of the department or the individual who arranges for visitor parking to make the parking policies known to the guests. The parking policies are available online at [www.cmu.edu/parking](http://www.cmu.edu/parking).

The validation ticket should not be placed near a cell phone or any other device with a battery as the magnetic strip on the validation ticket will be damaged. The ticket will become unreadable if this damage occurs.

*If you have any questions, please feel free to contact the Parking & Transportation Services Office at 412-268-2052.*