Carnegie Mellon University
Parking & Transportation Services

Congress Card Ticket Instructions

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.

**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.

- If the garage is open for lease holders only and the ticket machine is turned off at the gate, you will need to ring the help button at the gate to gain entry for the day. Since you did not use the Congress Card to enter that day, you will need to stop in our office for a validation ticket to grant you access to exit.

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.*