Click on “Select Dates” on the Pre-Approved Xavier Visitor Pass

Select up to three days on the calendar. Click done.
Click update cart with selected dates
Click continue

Agree
Once you see this screen, you are done.

You will receive an order confirmation email, permit activated email then the actual temporary permit which can be emailed to your guest or it can be printed. If you need more than one day on your temporary permit, the system will generate a permit for each day. Individuals will need to use the permit which coincide with the date they park.
If you do not receive your permit by email you are able to print/ email directly from the system.

At the top of the screen you should see these options, click on Permits