

Welcome to University Place:

GATE ACCESS



As a new resident; please follow these steps below IN ORDER:

1. If possible; download the app to your smartphone for either Apple or Android. Search for: **“TEKCONTROL Visitor Management”**.
2. Go to either the HOA or CDD Website and look for the GATE ISSUES TAB.
 - a. www.myuniversityplace.com
 - b. www.universityplacecdd.org
 - Please sure to fill out all the possible questions on this form so Tekwave can get your account setup. NO need to have decal numbers yet. Best to choose “Never got a registration email from Tekwave” if setting up for the first time.
3. When that is complete; please arrange to get your car decals either by:
 - a. Visiting the office at the Charleston Pool on Friday Mornings (9am – 11am)
 - b. Visiting the CDD website to pay online (*Coming soon*).

*New residents are entitled to 2 free decals; replacements are \$25. A small service charge will be added if paying online.

4. By this time (3-5 days) your Tekwave account will be setup. Open the app you downloaded or go to the website (<https://webapp.tekcontrol-site.com>) and login with your credentials. The email you signed up with and the password you created. You can start to add visitors and accept them via the directory. They will call your preferred phone number (Cell phones are best). The resident then hits “9” on their phone’s keypad to get their visitor access. You also have access for entrance via a secure 4 digit pin located in the app. You would use this pin for entry under “member access pin” on the kiosk until you have your car decal.
5. Once your decals are received be sure to visit the HOA or CDD website listed above and revisit the same “Gate issue” Tab. Please add the 5 digit numbers from your decal to your request under “need to register new resident/ my decal #s are:” Your request will be processed in 48 – 72 hours.