SUMMARY

- Install the Liftango and CellOPark apps on your phone
- Create accounts in both apps using your monash email
- Match with another carpooler using Liftango
- Drive to campus with your carpool match
- Park in any Blue space on campus
- Open the CellOPark app and register your trip

GETTING STARTED

- Use your Monash email address when creating an account with Liftango and CellOPark to ensure you qualify for the carpool parking rate.
- You will be prompted through Okta verification.
- You will receive an email when you match with another carpooler, so ensure you have email notifications on to stay informed.
- You can register multiple cars to your Liftango and CellOPark accounts, but the car you use in Liftango will need to match the car you use in CellOPark in order to receive the carpooling parking rate.
- You must begin the carpool journey at least 2km from campus to be eligible for the carpool parking rate.

When you first register as a driver, you need to provide details of your vehicle to help your carpooling matches to identify you. Make sure to use the same number plate for Liftango and CellOPark.
CREATING A RIDE IN LIFTANGO

1. **Your origin will automatically populate with your current location. Click in the box to input a different origin.**

2. **Select one of the University car parks as your destination.**

3. **Input your departure date and time. Alternatively, you can set your arrival time.**
Check your trip details are correct, then select CONFIRM to find a match.

You can set up return trips and recurring trips by clicking on the cog.

Select BACK TO HOME to view your pending trip.

Swipe on the trip to edit or delete.
After you have collected your carpooling buddy, drive to campus and park in any Blue area.

Remember to follow Victorian Road Rules and only use your phone when your vehicle is parked.

**REGISTERING YOUR TRIP IN CELLOPARK**

You will receive an email once a match is found. You can then choose to accept their trip through the app.

Click in the location field to select a parking zone. Scroll down to find #3800505 – Blue – Carpool. Liftango will automatically connect with CellOPark to allow the carpool zone code to be selected.

Remember to use the same number plate in both apps.

**Warning:** there are no QR codes available for carpooling. If you scan a QR code you will be charged the normal casual parking rates.
Thank you for carpooling to Monash!

*If you require assistance, please contact the Buildings and Property Helpdesk on (03) 9902 0222 or email at buildings.property@monash.edu*