GUIDE TO PURCHASING A PARKING PERMIT – Staff and Students

You can access the virtual permit system to purchase a vPermit from the my.monash home page, or via the Staff and students parking page.

LOGGING IN

Step 1: From your my.monash home page, select the Transport and Parking tile:

Step 2: Select Buy / manage parking permits from the Transport & parking tile. This takes you straight to the My Permits page in the vPermit system.
You can also access the vPermit system from the Transport and Parking website via the Staff and students page.

**APPLYING FOR A VPERMIT**

**Step 1:** Click on My Permits to get to the screen to apply for a permit

![Image of My Permits page]

**Step 2:** Click on Apply for vPermit

![Image of Apply for vPermit page]

**Step 3:** Select your campus

![Image of Select your campus page]
Step 4: Select your permit type.

Step 5: The Payment Method will be specified based on the permit selected. For students this will be “Pay online (Credit / Debit Card)” and for staff this can either be Salary sacrifice (if you’re eligible see note below) or Pay online with a credit card.

Step 6: Once this step has been completed you can now enter your car registration number. You can enter up to 5 registration numbers on your permit. You’ll need to activate the registration of the car you are using on any day (instructions on how to do this are on page 6).
IMPORTANT INFORMATION:

As we have moved to virtual permits, it is very important to enter the correct number plate into the vPermit system to avoid getting an infringement.

Monash University has implemented Licence Plate Recognition (LPR) cameras which will read your vehicle registration number correctly, the most common mistakes we see are:

- The letter “O” with the number “0”
- The letter “I” with the number “1”
- The letter “S” with the number “5”
- The letter “B” with the number “8”

If your rego number is incorrect you will receive an infringement notice.

Check the [VicRoads website](https://www.vicroads.vic.gov.au) to make sure you have the correct registration number.

If you have access to several vehicles, or use a hire or courtesy car when your car is being serviced, you can list up to 5 different vehicles in your vPermit account.

Step 6: Once you’ve entered all your vehicle details, click **Next** to continue.

Step 7: You’ll now need to read through the terms and conditions and parking rules. You are required to confirm that you have read the terms and conditions, including the [Monash University Parking Rules](https://www.monash.edu/parking-rules) before you are able to complete the purchase of your vPermit.

Click **Activate** to continue.
Step 8: Payment Details - Paying by Credit/Debit card

This section outlines how to pay by Credit / Debit card.

If you’ve selected “Pay Online (Credit/Debit card), you’ll be taken to the payment screen. Please enter your payment details as below:

Click **Pay Now** to process payments

**Note:** Please **Do Not** press the **back** button in your browser otherwise the payment for your permit will **not be processed** and your permit purchase will **not be successful** and you’ll need to start your permit purchase again.

If the payment is successful, you’ll see this screen:

If the payment is unsuccessful you’ll see this screen:
Common reasons for payment failure are insufficient funds, invalid card number or a block on your bank account. Please contact your bank if you have any queries on why the payment failed.

If you don’t have either a credit or debit card, you can use a pre-paid debit card purchased from Australia Post.

When you purchase a permit via credit/debit card you will receive two (2) emails:
- one from CellOPark confirming the purchase or your permit, and
- one from shop.monash which is your payment receipt / tax invoice.

**MANAGE YOUR VEHICLE**

**Step 1:** Managing your vehicle in the vPermit Portal is really easy! You can add additional vehicles and change your active vehicle through the Manage Vehicles section of the vPermit portal.

**TO ACTIVATE A VEHICLE TO PARK ON CAMPUS**

All you need to do is click on **Activate**, and this registration will be activated for parking. It’s that easy!

If you use different cars to drive to campus throughout the week, ensure the correct registration is activated each day.
TO ADD, REMOVE OR EDIT A REGISTRATION NUMBER

Add, remove or edit vehicles by making changes in the below fields and clicking **Save Vehicles** to save your changes.

CANCELLING YOUR PERMIT IN THE VPERMIT PORTAL

If you want to cancel your permit, select **Cancel Permit** in the **My Permits** tab. You’ll see the following screen asking if you want to continue, click **OK** and this will cancel your permit:

If you require any further assistance please don't hesitate to get in touch with the Buildings & Property helpdesk on (03) 9902 0222 or email buildings.property@monash.edu