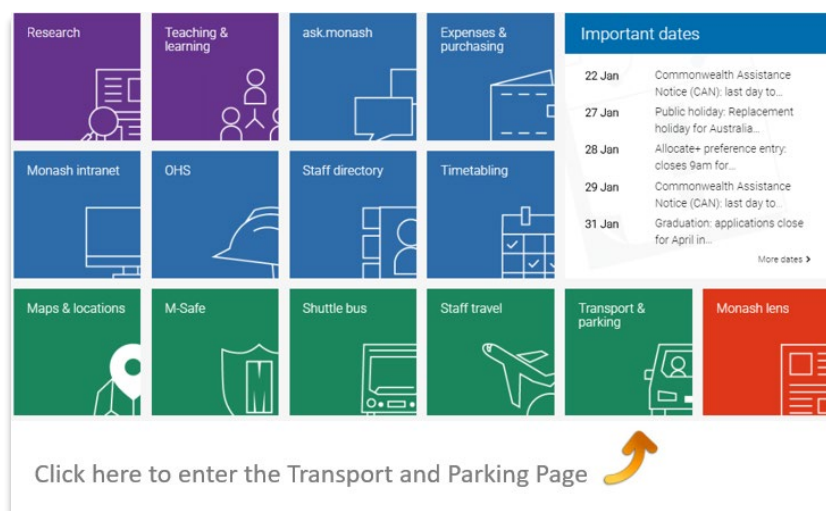


# GUIDE TO PURCHASING A PARKING PERMIT – Staff and Students

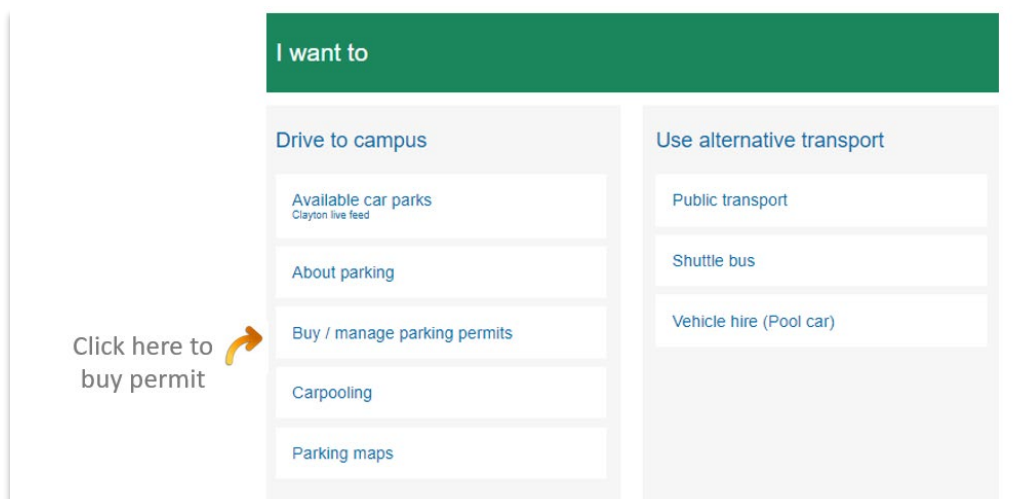
You can access the virtual permit system to purchase a vPermit from the my.monash home page, or via the [Staff and students](#) parking page.

## LOGGING IN

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



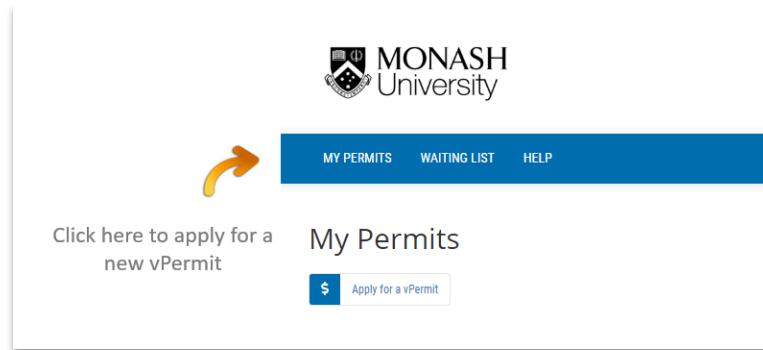
**Step 2:** Select **Buy / manage parking permits** from the Transport & parking tile. This takes you straight to the **My Permits** page in the vPermit system.



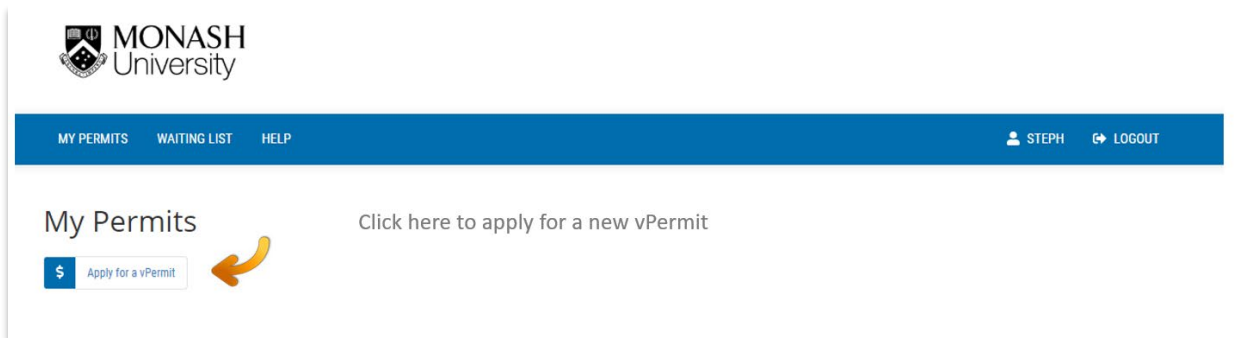
You can also access the vPermit system from the Transport and Parking website via the [Staff and students](#) page.

## APPLYING FOR A VPERMIT

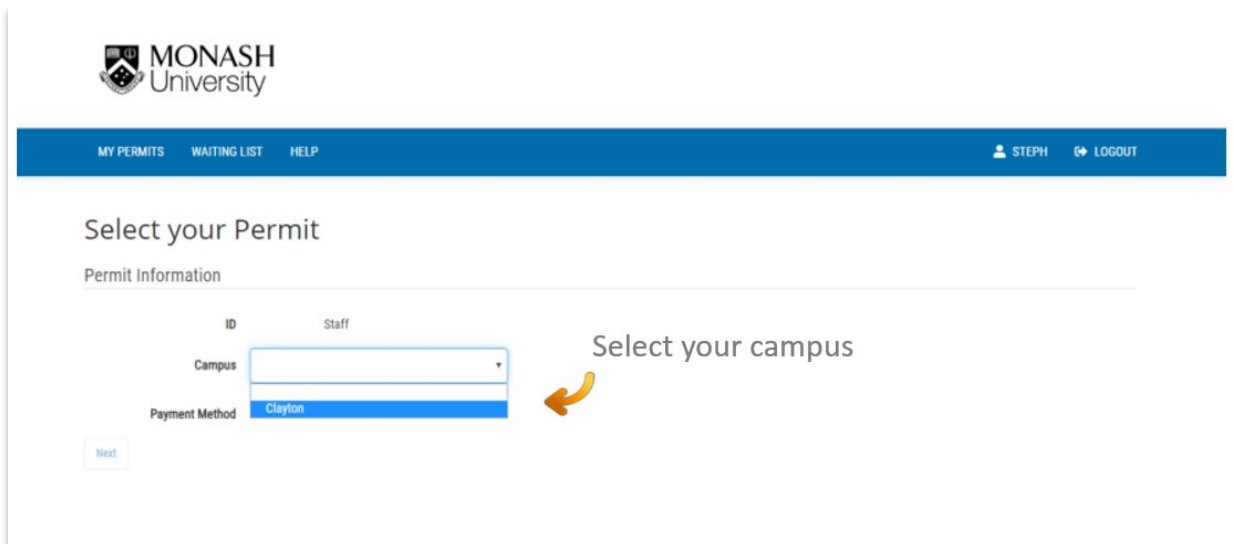
**Step 1:** Click on **My Permits** to get to the screen to apply for a permit



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



**Step 3:** Select your campus



**Step 4:** Select your permit type.

MONASH University

MY PERMITS WAITING LIST HELP STEPH LOGOUT

## Select your Permit

Permit Information

ID 01136893 - Staff

**PERMIT NOT IN THE LIST?** If the permit you want is not in the list it may be on the WAITLIST. Click [here](#) to put yourself on the WAITLIST.

Campus Clayton

Please select a permit

Payment Method

- Childcare Drop-Off Permit 2020 (Price: \$0)
- MRS RSTO Staff Permit - Clayton 2020 (Price: \$0)
- Staff Free Temporary Permit - Clayton (Price: \$0)

Next

**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.

Please select a permit

Payment Method  Salary Deduction

Please select a permit

Payment Method  Pay online (Credit / Debit Card)

**Step 6:** Once this step has been completed you can now enter your car registration number.

## Select your Permit

Permit Information

ID - Other

Campus Clayton

Please select a permit

Vehicle 1 ABC123 **Active**

Vehicle 2 XYZ987

Vehicle 3 Optional (Licence Plate)

Vehicle 4 Optional (Licence Plate)

Vehicle 5 Optional (Licence Plate)

Next ← Once completed, click Next

Enter your registration numbers here

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:

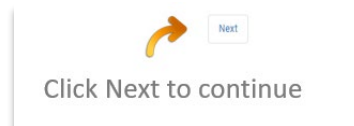
- The letter "O" with the number "0"
- The letter "I" with the number "1"
- The letter "S" with the number "5"
- The letter "B" with the number "8"

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

Check the [VicRoads website](#) to make sure you have the correct registration number

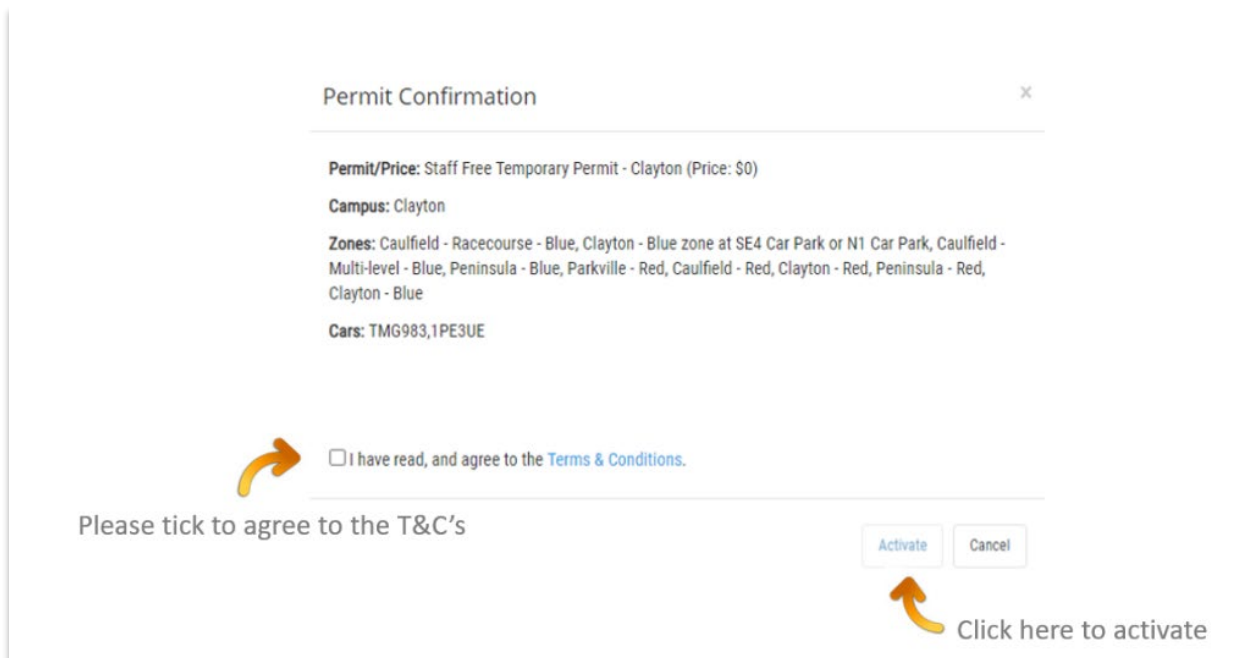
If you have access to several vehicles, or use a hire or courtesy car when your car is being serviced, you can list up to 5 different vehicles in your vPermit account

**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](#) before you are able to complete the purchase of your vPermit.

Click **Activate** to continue.



Permit Confirmation

**Permit/Price:** Staff Free Temporary Permit - Clayton (Price: \$0)

**Campus:** Clayton

**Zones:** Caulfield - Racecourse - Blue, Clayton - Blue zone at SE4 Car Park or N1 Car Park, Caulfield - Multi-level - Blue, Peninsula - Blue, Parkville - Red, Caulfield - Red, Clayton - Red, Peninsula - Red, Clayton - Blue

**Cars:** TMG983,1PE3UE

I have read, and agree to the [Terms & Conditions](#).

Please tick to agree to the T&C's

Activate Cancel

Click here to activate

## 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:

MONASH University

Payment Card Details

To proceed with this payment, enter your card details and click **Pay Now** or select a different payment method.

Number  
Amount  
Fee  
Email

Cardholder Name  ← Enter your name here

Card Number  ← Enter your card number here

Expiry Date Month  MM Year  YY ← Enter the card expiry details here

Security Code (CVV) [What's this?](#)  CCV ← Enter your CCV here – this is the 3 digit code on the back of your card

Amount Payable

**Pay Now**

Select a different payment method

3 Digit Card Verification Number

Click **Pay Now** to process payments

Amount Payable \$

**Pay Now**

↑ Click here to pay

**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:

MONASH University

MY PERMITS WAITING LIST HELP

**Congratulations!**

Your permit is now active and ready to use.  
Click [here](#) to navigate to your permits.

If the payment is unsuccessful you'll see this screen:

**Payment Declined**

Your payment was unsuccessful and your permit is not active.

**DO NOT PRESS BACK**

Please click the link below to re-attempt your permit application.  
Click [here](#) to apply for a new permit.

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 of 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.

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MY PERMITS WAITING LIST HELP

EVAN LOGOUT

Click here to get to Manage Vehicles option

### My Permits

Apply for a vPermit

Permit	Status	Actions
Staff Red Parking Permit (Salary Sacrifice) - Clayton (#2361) ABC123 Valid until Friday, 31 Dec 9999 Bay: -	Active	View Payment Details Manage Vehicles Cancel Permit

Click here to get to Manage Vehicles

## 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.

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MY PERMITS MY SCRATCHIES WAITING LIST HELP

### Vehicle(s) on

Registered Vehicle(s)

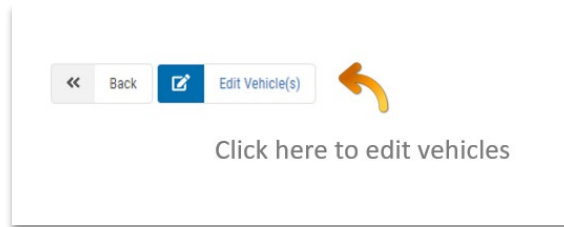
This permit allows for 1 active licence plate with a total of 5 registered licence plates.

ABC123	Activate
TSST	Active
XYZ987	Activate

Click here to activate this rego for parking on campus

Back Edit Vehicle(s)

## TO ADD, REMOVE OR EDIT A REGISTRATION NUMBER

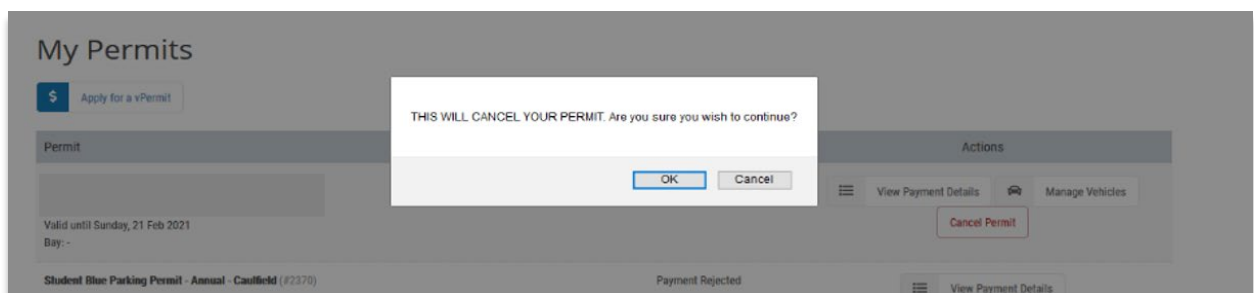
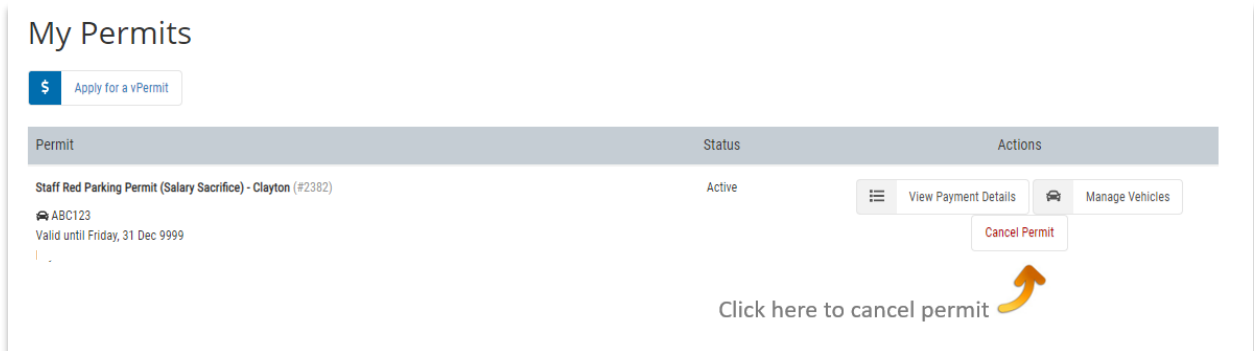


Add, remove or edit vehicles by making changes in the below fields and clicking **Save Vehicles** to save your changes.

A screenshot of the 'Licence plate(s)' form in the VPermit portal. The form is titled 'Licence plate(s)' and has a sub-heading 'Registered Licence Plate(s)'. It contains five input fields for 'Licence Plate 1' through 'Licence Plate 5'. The first three fields contain the text 'T3ST', 'ABC123', and 'XYZ987' respectively. The last two fields are empty. At the bottom of the form, there is a 'Back' button and a 'Save Vehicle(s)' button. An orange arrow points to the 'Save Vehicle(s)' button, with the text 'Click here to save changes' below it.

## 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](mailto:buildings.property@monash.edu)