

# USING AN EVENT CODE WHEN PARKING AT MONASH

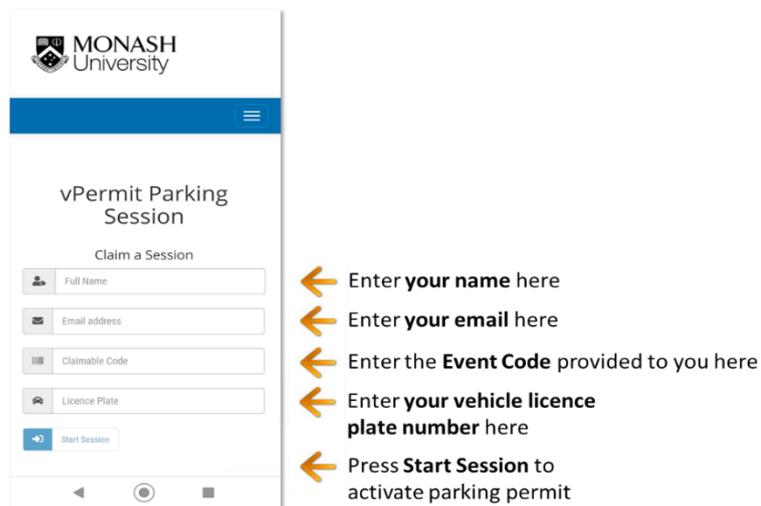
At Monash, staff, students and visitors are required to register and pay for their parking through a virtual permit system. For visitors parking on campus to attend an event, they may be eligible to use a dedicated parking code, to be arranged by staff organising the event. Please complete these steps when using the Monash University event code when parking on campus.

**Step 1:** Paste or type the URL below into your browser before coming to campus, or when you park. You can use any device that has internet connection, such as a mobile or laptop.  
<https://vpermit.com.au/monash/ClaimableEvents/Claim>

**Step 2:** Complete the details on the **vPermit Parking Session** screen. It is important you enter the correct vehicle registration plate number to ensure you do not get a parking fine.

Enter the **Event Code** provided into the **Claimable Code** field. The Event Code will be provided to you by your Monash contact.

Press **Start Session** to activate your parking when you park on campus.



MONASH  
University

vPermit Parking  
Session

Claim a Session

Full Name

Email address

Claimable Code

Licence Plate

Start Session

- Enter **your name** here
- Enter **your email** here
- Enter the **Event Code** provided to you here
- Enter **your vehicle licence plate number** here
- Press **Start Session** to activate parking permit

## **Parking zones**

Ensure you park in the correct zone on campus as communicated by the event organiser via email. If you park in any other zone you may receive a parking ticket.

Check our campus maps for the correct parking locations on campus.

## **Important information**

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 registration number is incorrect you may receive an infringement notice.

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