

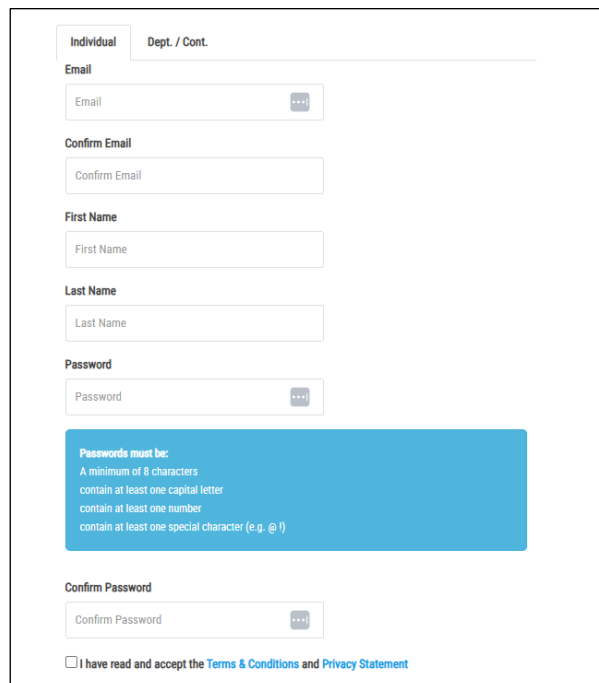
# PURCHASING A CHILDCARE OR MONASH SPORT PARKING PERMIT

Special parking permits are available to parents or carers who drop off children to Childcare facilities and also to community members who join Monash Sport. See [Special permits](#) for more information on eligibility.

The [vPermit](#) virtual permit system to purchase parking permits for use on campus. This guide includes instructions on registering for an account in vPermit and how to apply for parking permits.

## REGISTERING FOR AN ACCOUNT

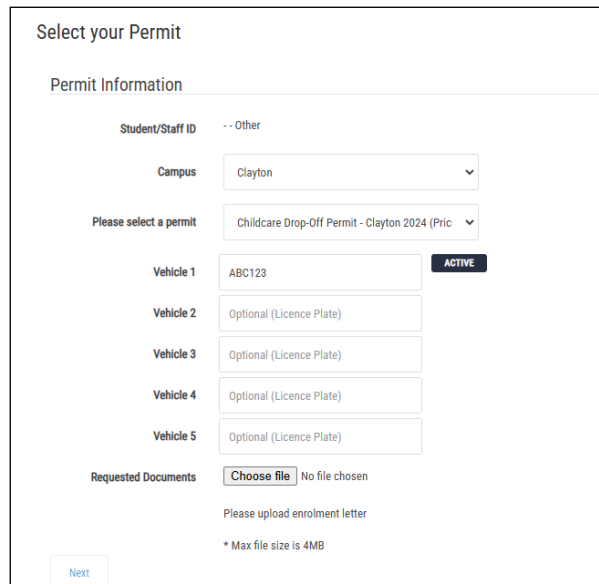
1. Go to [vPermit](#) in a web browser on your phone or computer.
2. Click the Register button in the in the menu bar.
3. Complete the fields to create a new individual account.
4. Read and agree to both the Terms and Conditions and the Privacy Statement. Click the tick box once this is complete.
5. Click the Register button.
6. Check your email account for an email confirmation. You will need to finalise your account by clicking on the link within the body of the email and this will confirm your email.



The screenshot shows a registration form with the following fields: Individual (with a dropdown for Dept. / Cont.), Email, Confirm Email, First Name, Last Name, Password, and Confirm Password. A blue box contains password requirements: "Passwords must be: A minimum of 8 characters, contain at least one capital letter, contain at least one number, contain at least one special character (e.g. @ !)". At the bottom, there is a checkbox for "I have read and accept the Terms & Conditions and Privacy Statement".

## APPLY FOR A PERMIT

1. Click on **My Permits** in the top menu bar.
2. On the My Permits page, click on the 'Apply for a vPermit' button.
3. Select your campus.
4. Select your permit type.
5. Enter your vehicle registration details.
  - Depending on your permit type, you can enter up to five registration numbers on your permit. You will need to activate the registration of the car you are using on any day.
6. There is a requirement for some businesses and organisations to upload a document to complete their application. If this is required, the Choose File button will show on your application. Click on Choose File button and upload your document.
7. Click the Next button.



The screenshot shows the "Select your Permit" form. It includes a "Permit Information" section with a dropdown for "Student/Staff ID" (set to "-- Other"), a "Campus" dropdown (set to "Clayton"), and a "Please select a permit" dropdown (set to "Childcare Drop-Off Permit - Clayton 2024 (Pric..."). Below this are five "Vehicle" fields: "Vehicle 1" (with "ABC123" and an "ACTIVE" button), and "Vehicle 2" through "Vehicle 5" (all labeled "Optional (Licence Plate)"). A "Requested Documents" section has a "Choose file" button and "No file chosen" text. At the bottom, there is a "Next" button and a note: "Please upload enrolment letter \* Max file size is 4MB".

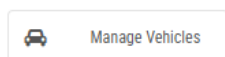
8. Review your permit details in the popup window, then read and agree to the terms and conditions.
9. Click the Register button.
10. If your permit requires payment, complete the Payment Card Details screen and click Pay Now.
  - If your payment is successful, you will see a 'Congratulations' message.
  - If your payment is not successful, you will see a 'Payment declined' message. 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.
11. Your permit application is complete.

See the following Managing Vehicles section for information on adding, editing and activating vehicles.

## MANAGING VEHICLES

You can add additional vehicles and change your active vehicle through the Manage Vehicles section of the vPermit portal.

1. Click on **My Permits** in the top menu bar.
2. Click the Manage Vehicles button next to your current permit.



3. To add, remove or edit vehicles, click the Edit Vehicles button.



4. Make changes to the vehicle registration number fields as required. Once complete, press the Save Vehicles button.

### Licence plate(s)

Registered Licence Plate(s)

Licence Plate 1	<input type="text" value="T3ST"/>
Licence Plate 2	<input type="text" value="ABC123"/>
Licence Plate 3	<input type="text" value="XYZ987"/>
Licence Plate 4	<input type="text"/>
Licence Plate 5	<input type="text"/>

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Save Vehicle(s)

5. To activate a vehicle on your permit, click the Activate button next to the vehicle. If you use different cars to drive to campus throughout the week, ensure the correct registration is activated each day.

### Registered Vehicle(s)

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

ABC123	Activate
T3ST	<b>Active</b>
XYZ987	Activate

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Edit Vehicle(s)

## CANCELLING A PERMIT

Some permits provide the option to cancel the permit before it expires. To cancel a permit:

1. Click on **My Permits** in the top menu bar.
2. Click the Cancel Permit button next to the permit that you wish to cancel.



3. Review the pop message, and click OK to confirm cancellation of the permit.

If you cannot see the Cancel Permit button, your permit is not eligible to cancel.

If you require any further assistance please contact the Buildings and Property Helpdesk via email at [buildings.property@monash.edu](mailto:buildings.property@monash.edu) or call 03 9902 0222.