

PURCHASING A STAFF OR STUDENT PARKING PERMIT

Monash staff and students can use the [vPermit](#) virtual permit system to purchase parking permits for use on campus.



vPermit is used to purchase longer-term parking permits, best suited for people attending every day. For flexibility in parking, please use **OPark** to pay only for days that you use.

LOG IN

1. Log in to [vPermit](#) with your Monash email address using Okta. You do not need to register for an account in vPermit.

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. Select your payment method.
 - For students, payment is by card and will default to "Pay online (credit/debit card)".
 - For staff, payment will be either by salary sacrifice (if you are eligible, see note below) or by card, depending on the type of permit.
6. Enter your vehicle registration details.
 - 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.
7. Click the Next button.
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 you selected to pay by card, 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.

Select your Permit

Permit Information

Student/Staff ID -- Staff - Sal. Sac Eligible

Campus Clayton ▼

Please select a permit 28 Day Blue Permit - Clayton (Credit Card) (Pri ▼

Payment method Pay online (Credit / Debit Card)

Vehicle 1 ABC123 ACTIVE

Vehicle 2 Optional (Licence Plate)

Vehicle 3 Optional (Licence Plate)

Vehicle 4 Optional (Licence Plate)

Vehicle 5 Optional (Licence Plate)

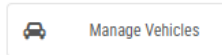
Next

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.

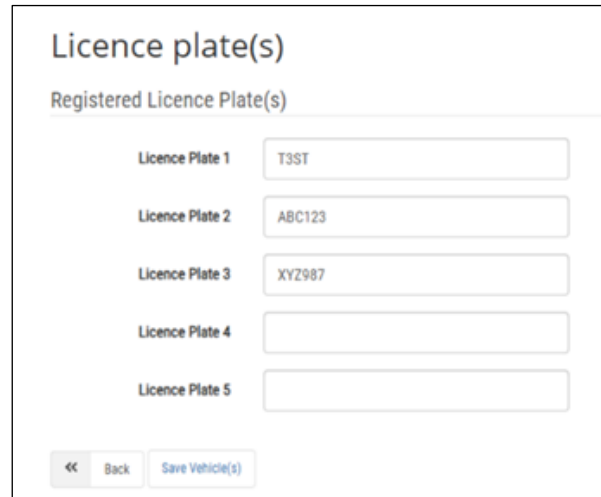
1. Click on **My Permits** in the top menu bar.
2. Click the Manage Vehicles button next to your current permit.



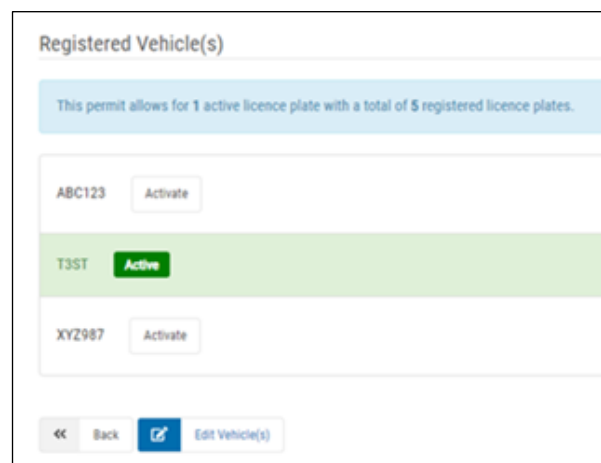
3. To add, remove or edit vehicles, click the Edit Vehicles button.



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


 A screenshot of a web form titled "Licence plate(s)". Below the title is a sub-header "Registered Licence Plate(s)". There are five input fields labeled "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 are two buttons: "Back" and "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.


 A screenshot of a web form titled "Registered Vehicle(s)". Below the title is a blue information bar that reads "This permit allows for 1 active licence plate with a total of 5 registered licence plates." Below this are three rows, each representing a vehicle with its licence plate number and an "Activate" button. The first row shows "ABC123" with an "Activate" button. The second row shows "T3ST" with a green "Active" button. The third row shows "XYZ987" with an "Activate" button. At the bottom are two buttons: "Back" and "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 or call 03 9902 0222.