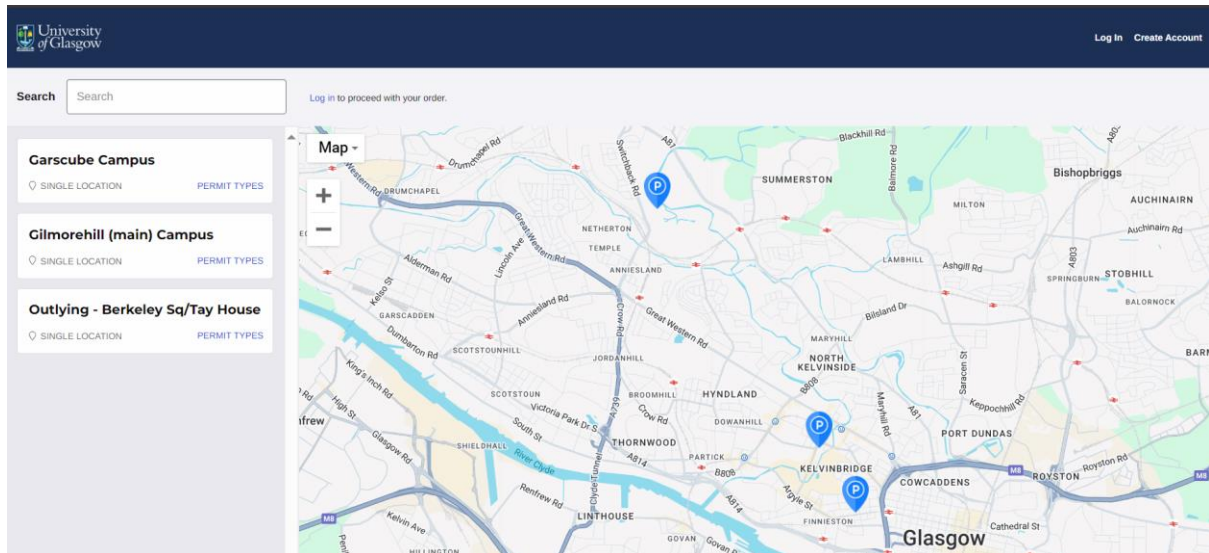


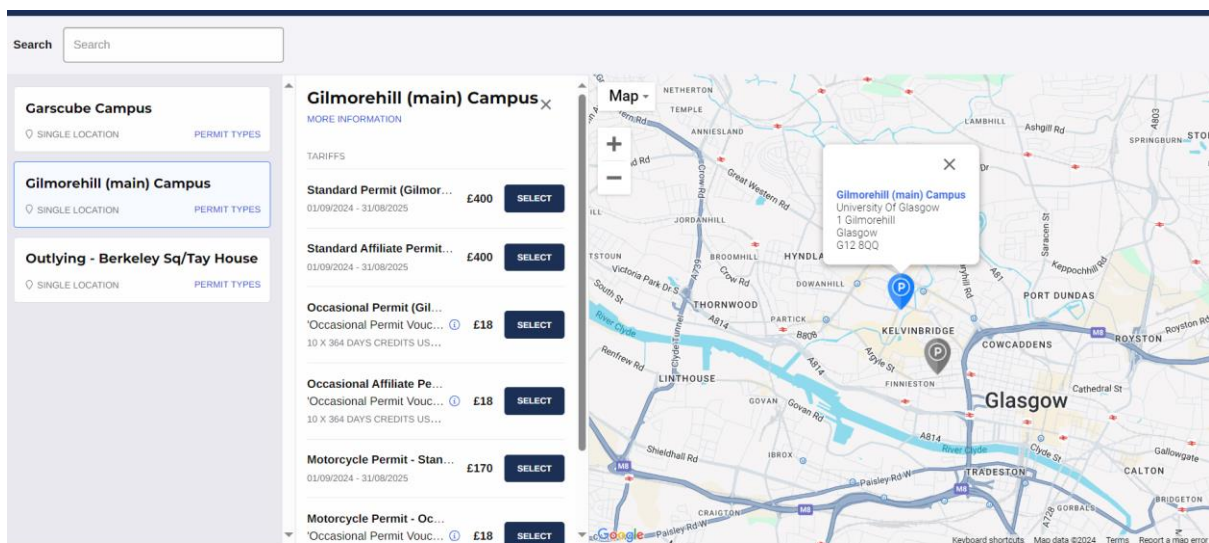
## Parking Permit Portal – Quick User Guide

You are required to create an account on the new software by clicking 'create account'. It is preferred for you to use your University email address and your University password as this will be linked to Single Sign On shortly.

Once logged in, you will see each campus displayed. Click on 'Permit Types'



Click 'Select' on the permit type you wish to apply for.



**Purchase Permit**  
 GILMOREHILL (MAIN) CAMPUS  
**Standard Permit (Gillmorehill)**

**Assign Vehicle(s)**

Select

You may select up to 2 vehicles

**Start Date**  
 01/09/2024

**Start Time**  
 08:00

**Automatic expiry reminders**  
 You will not be sent any automatic reminders

**Would you like to set an expiry reminder?** Optional

Email

**Cost:** £400

I have read and accept the [Terms and Conditions](#).

CANCEL **NEXT**

Your registration will be in the drop down option as you are required to add this when creating the account (don't worry this can be changed)

Assign vehicle and click that you accept the terms and conditions. Click on Next...

HOME | SEARCH | PURCHASE PERMIT

**Purchase Permit - Standard Permit (Gillmorehill) Questionnaire**

**Staff Number**  
 Please enter your staff number below

This is your 6 digit staff number, not your GUID

**Have you read and understood the Terms and Conditions and privacy notice?**

Yes

**Who is your line manager?**

Do you confirm that the information provided is true and accurate, and understand that untruthful information given to obtain an University parking permit will result in the permit being invalidated and your name blocked from further applications?

You will then be asked a number of questions (same questions as in previous years)

To upload your documents they will appear within the questions this time, rather than uploading them separately. You cannot complete the application without the uploaded documents.

Do you understand that we may contact you to request further supporting information in addition to the required proof documents?

Yes

**Please upload supporting information.**

One form of proof of address showing the applicant's name. The proof documents could be your council tax bill, utility company communication or bank statement for proof as a resident. Do not include any other personal information on these documents prior to uploading.

All information provided will be treated according to our Privacy Notice. In order to finalise and submit your permit application, you must upload the required proof documentation.

Drag and Drop or [Select File](#)

Accepted formats: .pdf, .doc, .docx, .xls, .xlsx, .jpg, .jpeg or .png

Max filesize: 20.00 MB

Or select an existing file:

Select

**Upload supporting documentation from [www.travelinescotland.com](http://www.travelinescotland.com)**

A screenshot of a journey plan for your commuting journey, showing your public transport travel options and times. This is provided by [www.travelinescotland.com](http://www.travelinescotland.com) using their 'Journey Plan' option.

All information provided will be treated according to our Privacy Notice. In order to finalise and submit your permit application, you must upload the required proof documentation.

Drag and Drop or [Select File](#)

Accepted formats: .pdf, .doc, .docx, .xls, .xlsx, .jpg, .jpeg or .png

Max filesize: 20.00 MB

Or select an existing file:

Once you have answered all the questions, click 'Next' which takes you to a summary page, then click 'Apply'.

That's it, you will receive an email confirming we have received your application and we will be in touch in due course.

Please note that we will be adding the following permit types in the coming weeks to the system -

- Visitor Permit
- Visitor Permit (Budget Code)
- All Student Permit types
- Temporary Mobility Permits

Any questions please contact [carparking@glasgow.ac.uk](mailto:carparking@glasgow.ac.uk)

Thanks  
Parking Team