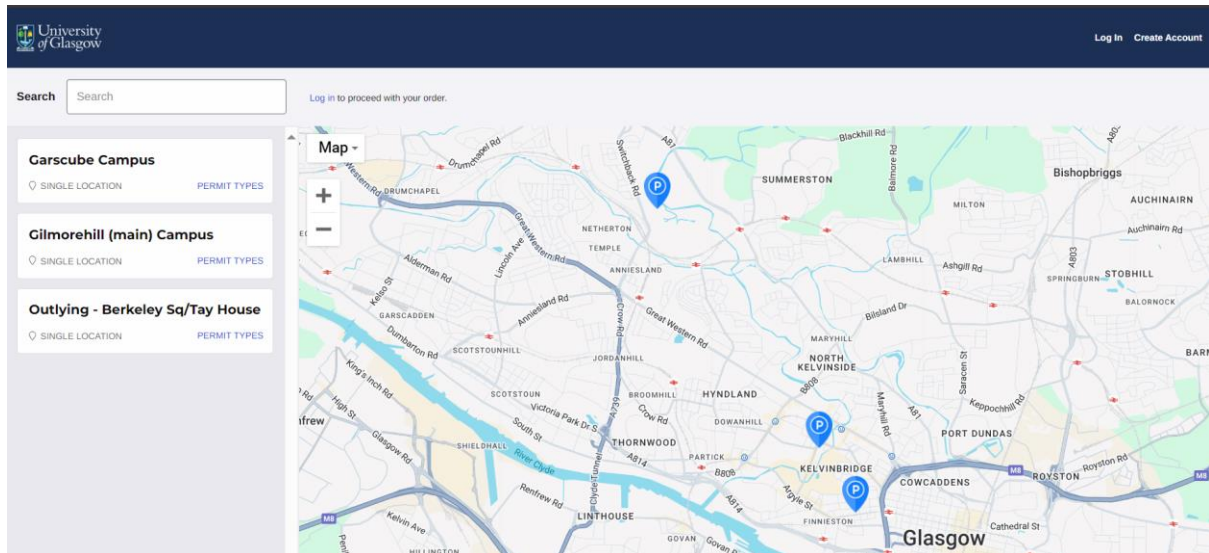**Parking Permit Portal – Quick User Guide**

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.
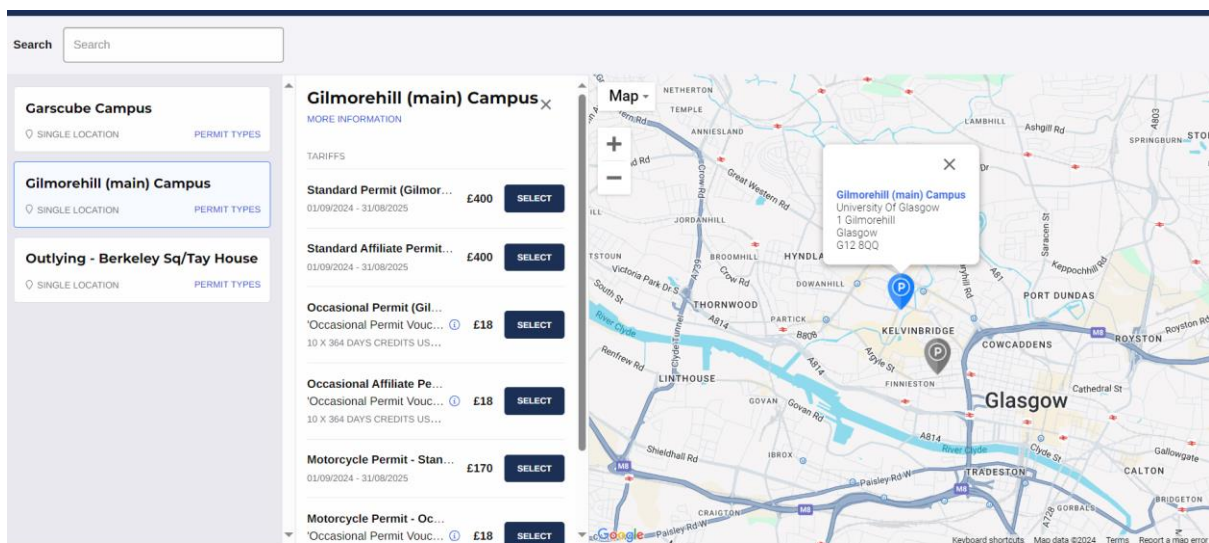
Purchase Permit

GILMOREHILL (MAIN) CAMPUS

Standard Permit (Gilmorehill)

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 (Gilmorehill) 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 being 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.

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

Thanks
Parking Team