UniSC vPermit User Guide

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UniSC vPermit - Introduction - Individuals, Departments & Contractors

This guide will outline the basic use of the vPermit system for the individual user of the system. Individual users are students, staff members, campus guests, temporary staff members and contract workers.

All users are able to manage their profile efficiently and easily as well as modify user and/or profile details as required. In addition, users can apply for permits at any time and can modify the number and registration of vehicles that are registered to any existing user. A user can also cancel an active permit.

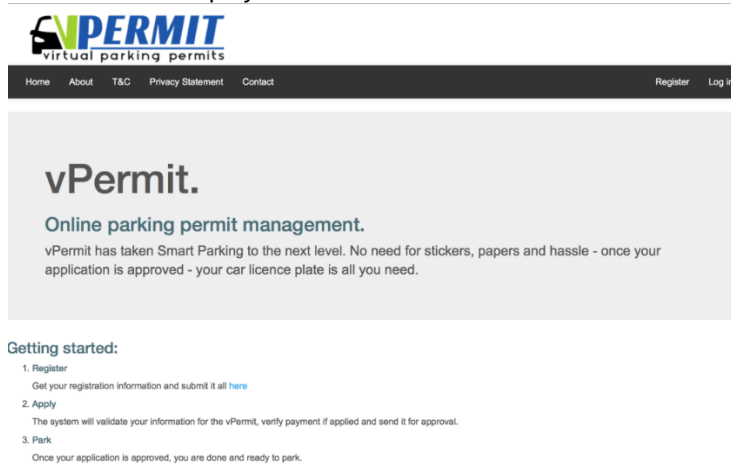To register with the system, you need to complete three steps:

1. Register with the system
2. Apply for a permit as a registered user
3. Pay for your permit and park

UniSC vPermit - Getting Started with vPermit

Before you apply for a permit you need to register with the system. Once you are registered, you are able to login to the system and apply for permits and to manage your profile.

Initial Registration for all Users

1. Type the vPermit address - https://vpermit.com.au/usc - into the address line of your browser. The vPermit home screen is displayed.

2. From the Getting Started process, click the registration link. The Registration page is displayed. You can register either as an individual user, or as a department or contractor (Dept./Cont.) Select the option you require.

UniSC vPermit - Individual Users – Single Sign-On

Registering as an Individual User
If your organisation uses Single Sign-On services you may not need to register for an account, one will be automatically created for you upon logging into vPermit.
For more information on whether or not these services are provided at your institution please refer to the on-screen information / messaging or contact your Parking Office.
Login as a Registered user:

1. Browse to https://vpermit.com.au/usc
2. Select Log In from the menu bar

3. Select the option to login with the Single Sign-On service offered by your organisation

Applying for a New Permit – Individual User

Once you are registered with the system you can login with your user name (email address) and password and can apply for a new permit in the case that a permit has expired or been cancelled. As a registered user, when you click My Permits, your account history is displayed, showing all your past permits and their details, as well as the current active permit if you have one.

My Permits

Account History

Created On	Permit Name	Valid Until	Amount	Payment Method	Status	Comment	Car Regs	Permit#	
08-12-2015	Student test permit	31-12-2015	$72.00	Salary Sacrifice	Active ⓘ		333333	12	Cancel
02-12-2015	Student test permit	31-12-2015	$90.00	Salary Sacrifice	Cancelled ⓘ		AUS123	8	
01-12-2015	Student test permit	31-12-2015	$93.00	Pay In Person	Cancelled ⓘ	Refunded	REG123456	7	
15-11-2015	Red zones only	31-12-2015	$141.00	Pay In Person	Cancelled ⓘ	approved for test	ABC125	3	
15-11-2015	Red zones only	31-12-2015	$141.00	Pay In Person	Cancelled ⓘ	refunded for test	ABD123	2	
15-11-2015	White areas	15-12-2015	$30.00	Pay In Person	Cancelled ⓘ	approved test permit	ABC124,ABC123	1	

Note: Depending on the business rules for your organization the number of concurrent permits you are able to hold may differ.

To apply for a new permit:

1. Click Apply for a new Permit. The Register your vPermit screen is displayed.

Register your vPermit

Permit Information

ID   11234567 (Validated as 'Student' - text for students)

Permit Type [▾]

[Register]

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2. From the drop-down list select the permit type you require. The screen will open a form. According to the permit type you select, you will need to enter the information to allow for your permit to be approved.

Register your vPermit

Permit Information

ID	11234567 (Validated as 'Student' - text for students)
Permit Type	Student test permit (Price: $75) ▾
Payment Method	● Salary Sacrifice ○ Pay In Person
Address	

	Car	Action
Car Rego Maximum cars: 1	New Car	Add

*Make sure to click the 'Add' button to add your vehicle

Register

3. Enter the relevant information and click Register. Depending on the payment type, the permit will be made active immediately if online credit card payment is selected, or if salary sacrifice is an option. If the payment type is Pay in Person (PIP), you will need to make the payment at the parking office. Once payment is made the permit is made active.

Managing your Vehicles

You can view and manage the vehicles against an active permit by clicking the Manage Vehicles button on the My Permits screen.

To view or edit your vehicles:

1. Click Manage Vehicles. The My Vehicles screen is displayed showing your active vehicles.

Vehicle(s) on

Registered Vehicle(s)

This permit allows for **1** active licence plate with a total of **3** registered licence plates.

ABC123	**Active**
EXAMPLE	Activate
TEST321	Activate

« Back 🖉 Edit Vehicle(s)

2. To change the active vehicle to a different vehicle that is already registered - click the vehicle you wish to activate. Your new Active will highlight green.
3. To edit your vehicles or add a vehicle, click 'Edit Vehicles'. The Edit Vehicles screen is displayed.

Edit Cars

Please fill-in maximum of 3 vehicles:
A valid rego has up to 10 alphanumerics.

If you make any changes - make sure to save them and set the correct vehicle as 'Active' on the next screen

Vehicle 1	KJHASDK
Vehicle 2	TEST2
Vehicle 3	NEWCAR

Save or Back to Cars

4. Edit the vehicle you want to change. If you have an unallocated vehicle, add a new vehicle. Click 'Save' to ensure your changes are saved.

UniSC vPermit - Individual Users

Registering as an Individual User

1. Select the Individual tab from the registration screen. The Registration screen is displayed.

Create a new individual account

Individual | Dept. / Cont.

Email
[Email Address]

Confirm Email
[Email Address]

First Name
[First Name]

Last Name
[Last Name]

Password
[Password]

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. @ !)

Confirm password
[Confirm Password]

☐ I have read and accept the terms and conditions and privacy statement

Register

2. Enter your email address, your first name and your last name. **Note**: You cannot change the user name or ID once the permit is active.
3. Enter and confirm your chosen personal password.

4. Click Register. A screen is displayed explaining that a confirmation email has been sent to the email address provided.

Registration Instructions

To complete the registration process look for an email in your inbox that provides further instructions.

If the email does not appear after several minutes, please check your junk mail folder and if it is not there, contact the parking office.

Login as Registered user:

1. Click the link in the confirmation email. The vPermit registration screen is displayed.
2. Login with your user name and password.
3. Enter your ID number (if applicable) and mobile number. The system will validate your ID against the business identity services. Depending on which type of user you are validated as, you will see different permits.
4. From the list of applicable permits, select the permit you require. According to the permit you select, further information is required to complete the process. You will be required to enter the payment type and the registration number of the car, or cars you will be using. The permit type for which you have applied sets the maximum number of cars you can use and the optional payment types. Once payment has been made, your permit will be made active and you are ready to go.

UniSC vPermit - Individual Users – Editing your Profile

Editing Your Profile (including changing your password)

You can edit your personal profile in the case that you need to change information such as your mobile phone number, or you would like to update your password. You cannot change your email address or your student number.

To edit your profile:

1. From the Menu bar click on your username. The Edit Profile screen is displayed.

Profile Information (User #32)

🔑 Change Password   🏠 Home

Update Your Details

Username	
First Name	
Last Name	
Mobile	
Student/Staff ID	

💾 Save Details

Registered Addresses

Address	Actions
⚠ You do not have any addresses recorded with us.	

➕ Add Address

1. To change your First Name, Last name, Mobile number or address, enter the new information into the relevant text box.
2. If you would like to change your password, click the Change Password button. The change password screen is displayed.

Change Password

Old Password	
New Password	
Repeat Password	

Change Password

3. Enter your old password, your new password and repeat the new password.
4. Click change password. Users

> ⓘ **Please note: Single Sign-On Users**
>
> Single Sign-on Users cannot reset their password via vPermit. All password and account modification; names, emails, passwords, etc must be actioned via your organisation procedures and policies.

UniSC vPermit - Payment Types

Depending on the type of permit you have, you may have a number of options of payment.

Payment Type	Description	Permit Status
Salary Sacrifice	Automatic salary deduction	Immediate activation or manual confirmation
Credit Card (Online)	Pay online	Immediate activation
Credit Card (pre-authorization)	Receive online authorization before paying with Credit Card	Active once credit card authorized and payment made

> ⓘ **Note**
>
> Not all payment types are available

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