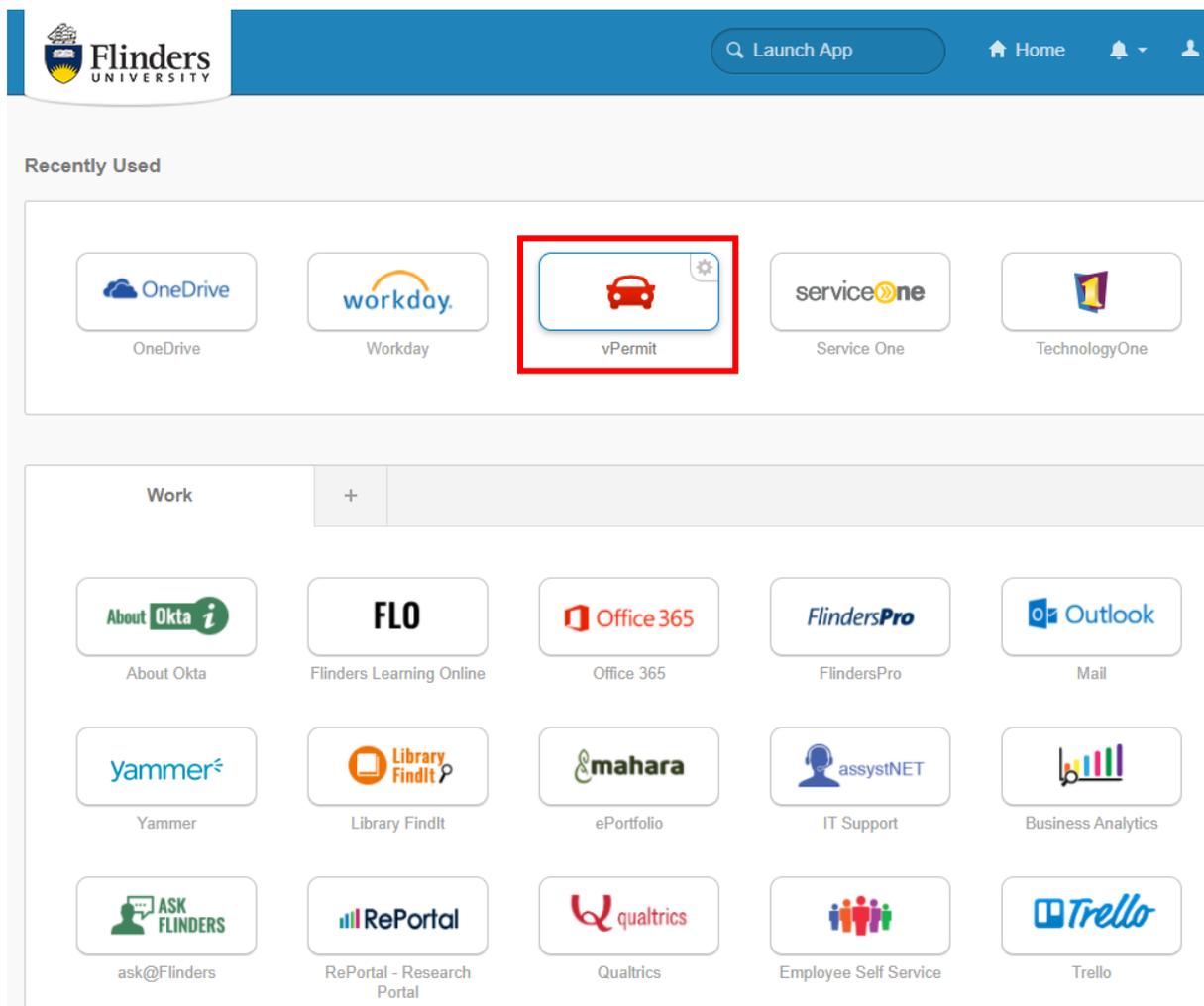


How to create a Guest Parking Session

These steps below will allow Flinders University parking Service Specialists to create a Guest Parking Session. Guest Parking Sessions will be charged back to the College / Portfolio.

1. Log in to vPermit using your Okta dashboard



2. Click on **Guest Parking** located in the menu bar



Guest Parking

Create New Guest Parking

Licence Plate Zone From Date Until Date Comment Show Archived

3. Click on the **Create New Guest Parking** button

Guest Parking

Create New Guest Parking

Licence Plate Zone From Date Until Date Comment Show Archived



Car Rego	Valid From	Valid Until	Zone Codes	Zone Names	Full Account Code	Created By	Created On	Comment	Action
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4. Enter the vehicle registration (in unknown enter ABC123). You will then need to ensure the correct registration is updated prior to the session commencing), validate dates and times.

Select the parking zone, either General Parking or 2P Short Term Parking areas.

Create Guest Parking

Guest Parking \$2.80 per hour

Car Rego	<input type="text"/>
Valid From Date	<input type="text" value="23-11-2021"/>
Valid From Time	<input type="text" value="12:15"/>
Valid Until Date	<input type="text" value="23-11-2021"/>
Valid Until Time	<input type="text" value="HH:MM (24 hour time only)"/>

Zones

General Parking Flinders Resident Parking (Office Use Only) Flinders Department Bay (Office Use Only)

2P Short Term Parking areas Business Blue (Office Use Only) Executive Reserved Parking (Office Use Only) Hospital Parking

TONSLEY CAR PARK 2

5. Enter your guest name and email address, they will receive an automated email to confirm their Guest Parking session (if unknown enter your name and email address as these fields are mandatory. You will receive the confirmation email.

Enter your full College / Portfolio account code (GL – COST CENTRE – PROJECT – NATURAL ACCOUNT - XX.XXX.XXXX.XXXX). This account will be journaled at the end of the financial quarter to pay for the parking session.

Guest Name	<input type="text"/>
Guest Email	<input type="text"/>
Full Account Code	<input type="text"/> Example: 01.000.00000.0000
Comment	<input type="text"/>

or [Back to list](#)

Your permit will then become active at the time specified.

Service Specialists will only be able to see Guest Parking sessions that they have created.

If you have any queries or need assistance, please contact the Customer Service Team on 8201 2733 or via [Service One](#).