**Day parking for staff – Help guide**

With our online permit application system, you can buy single day parking credits and day parking ‘packages’ at discounted prices. These can then be used to book parking on campus in the Orange Zone car parks.

This facility is only available to staff of the University of Leeds. You must be logged into the University’s network to access this system, and therefore if you are connecting from home or a docked laptop on campus then you will need to log into Remote/Windows Virtual Desktop.

Users must comply with the general Car Parking Terms & Conditions together with supplemental online day parking user terms and conditions found on the Car Parking website.

**Booking day parking**

* Go to the online permit application system, PermIT (<https://permit.leeds.ac.uk>), and log in using your University username followed by @leeds.ac.uk or @adm.leeds.ac.uk(whichever is applicable), and your University password.
* **New user**
	+ You must first register your details on the system. Click on the **register** button on the left of the main home screen. Confirm your personal details and vehicle registration information. Vehicle details can be left blank if you do not wish to register a car on your profile.
	+ On the **application form** page, click the drop-down menu and select **day permit**.
	+ Choose the number of parking credits you wish to purchase and click through to confirm your selection.
* **Existing user**
	+ If you are registered on the system, but have not booked day parking before, please click on **apply for a permit** and select **day permit**.
	+ Choose the number of parking credits you wish to purchase and click through to confirm your selection.
	+ If you have booked day parking before, please click on **apply for credits**, and then choose the number of parking credits you wish to purchase, then click through to confirm your selection.
* The full amount of the single day, 12 day and 20 day parking packages will be deducted from your next month’s salary (subject to payroll deadlines)*.*
* From the main home screen click on the **book day parking** button. Select the day(s) you wish to book a space for by clicking on the appropriate date on the calendar. Days that you have already booked will be highlighted in orange, and days that are not available will be highlighted in red. **Please note, same day booking is available, but must be made before bringing your vehicle onto campus.**
* Click **confirmation** and then **submit** to finalise your booking. You will receive an email with the booking details.

**Cancelling a day parking booking**

* Click **permits** on the main home screen, and then select your **day permit**.
* Here you will see all your day permit details, including all the days you have currently booked. To cancel a booking click on the bin icon next to the appropriate date and confirm the cancellation on the pop-up. You will receive an email with confirmation of your booking cancellation, and the day parking credit will be automatically added back to your account.