

# Staff Parking Application - Guidance

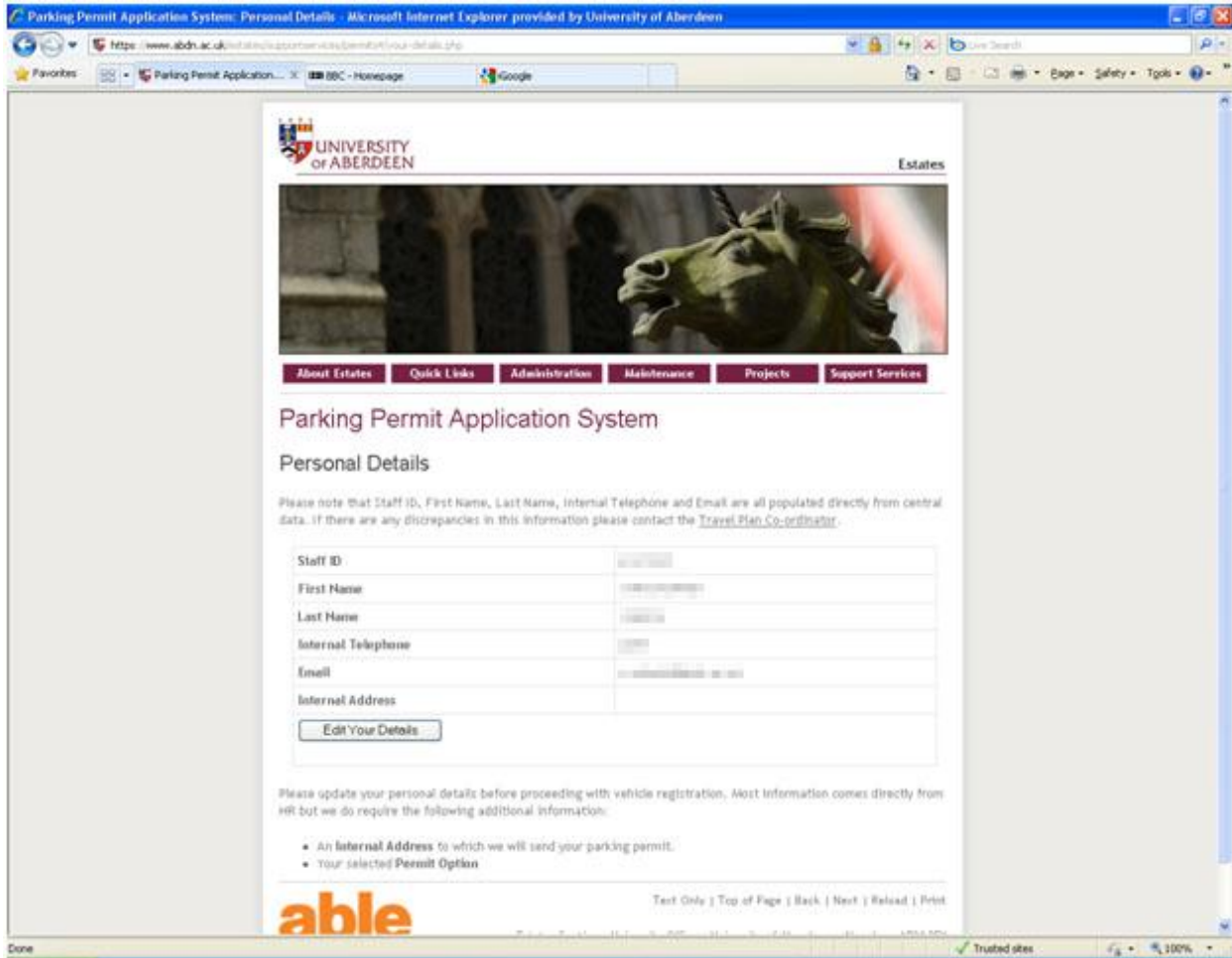
Click the **Parking Login** button at: [www.abdn.ac.uk/estates/supportservices/car-parking/](http://www.abdn.ac.uk/estates/supportservices/car-parking/)



Step 1 – Personal Details

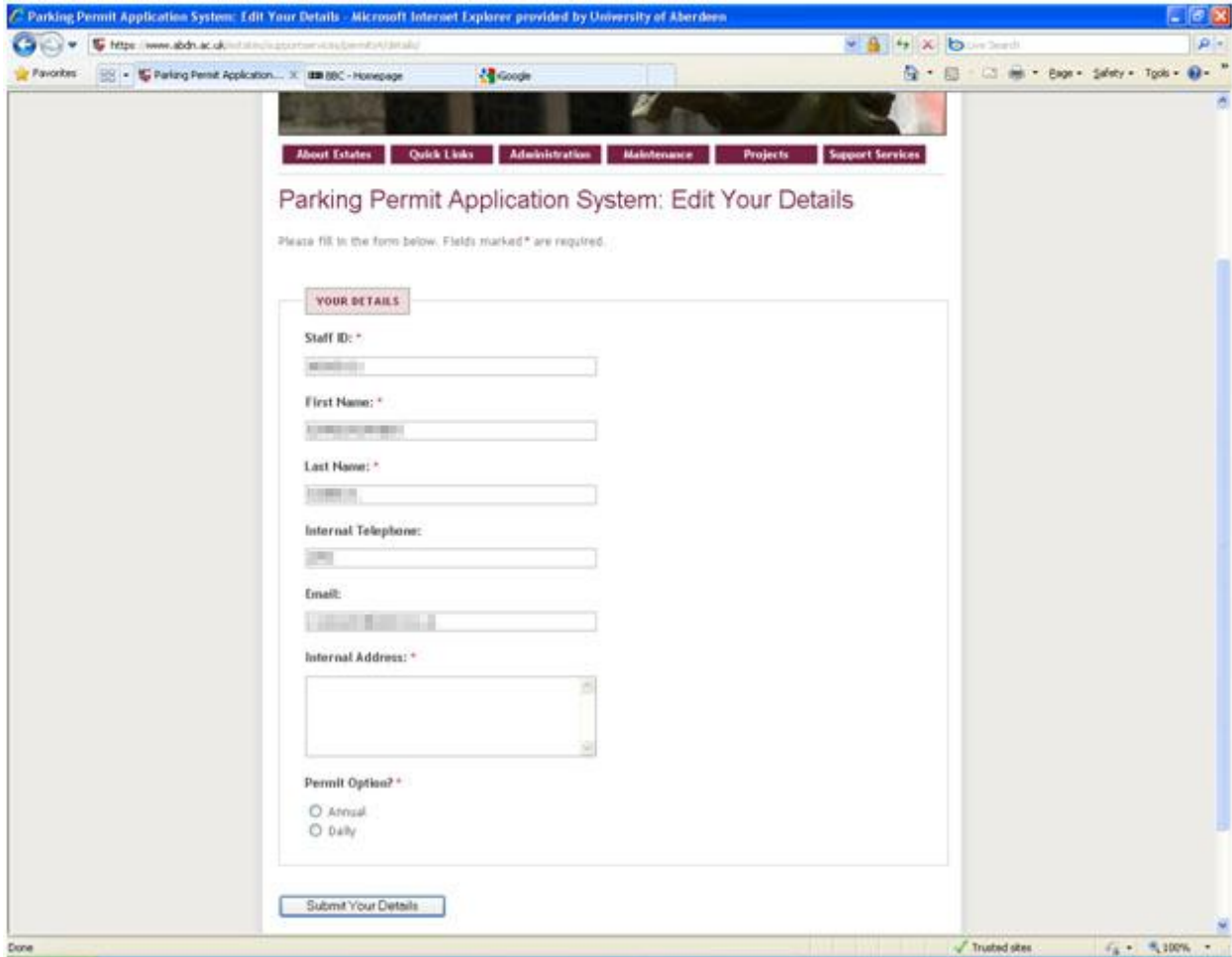


1.1 – Login using your University username and password. This verifies that you are a member of staff and populates your staff ID number, first name, last name, internal telephone number and e-mail address from data already stored in the staff database.



1.2 – When you login you should see your *Personal Details* page. This shows your personal details as well as your vehicle details.

When you login for the first time you'll only see the details already held in the staff database so the first thing to do is **Edit Your Details** which will allow you to enter your internal address and choose your permit option.



1.3 – Enter your internal address and choose your permit option.

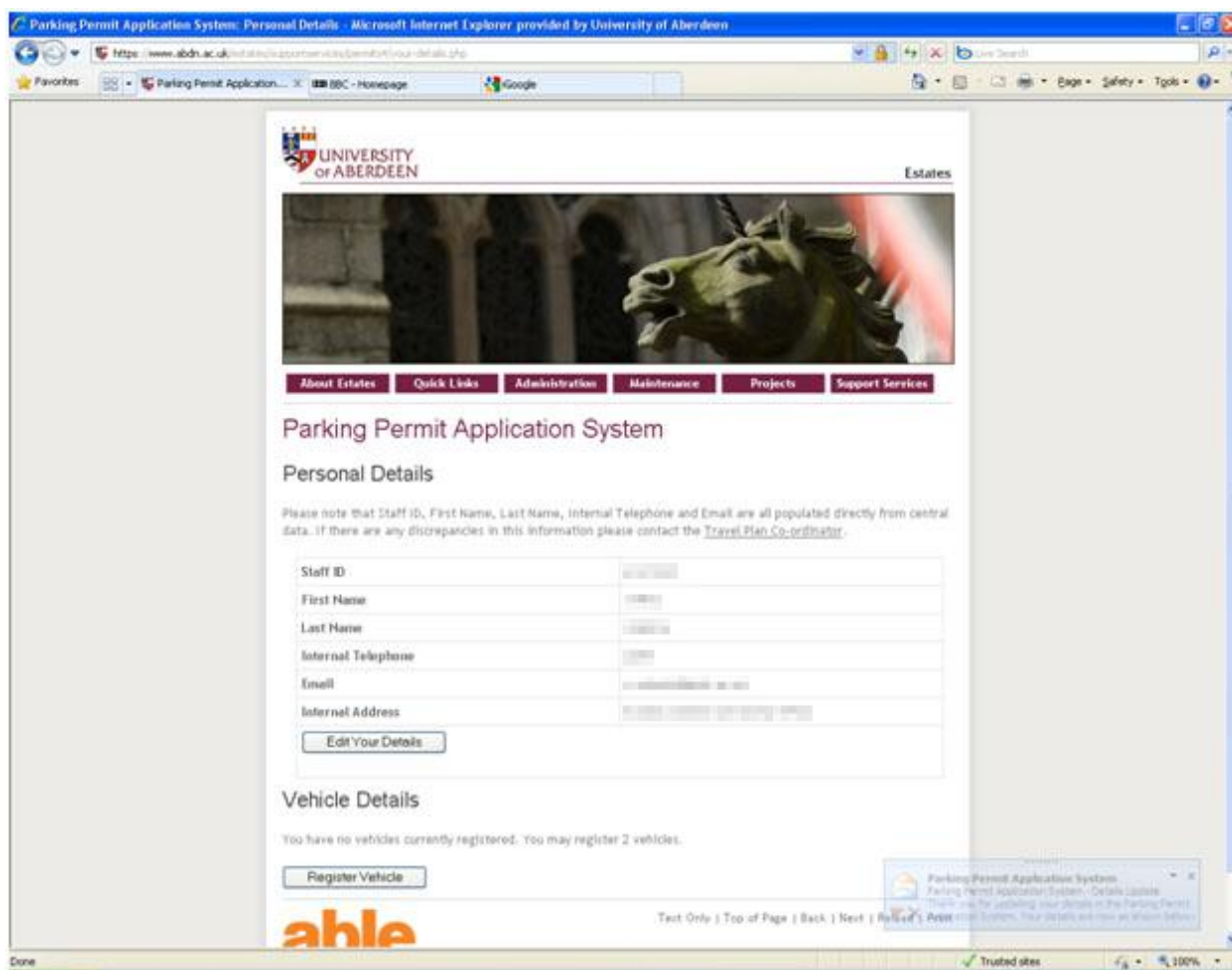
Your internal address is where we will send your permit, if you select an annual permit, so it's important that this is clear and accurate otherwise your permit may not reach you.

Choosing your permit option lets us know whether you want to receive an annual permit and pay monthly via your salary or whether you just want to register your details and pay for daily vouchers as and when you need them at Tiki coffee outlets or the Online Store ([www.store.abdn.ac.uk](http://www.store.abdn.ac.uk)).

You can login to the system at any time to change your personal or vehicle details but cannot change your permit option. If you need to change your permit option at a later date you should contact the Estates Section at: [parking@abdn.ac.uk](mailto:parking@abdn.ac.uk).

Once you've entered your choices **Submit Your Details**.

## Step 2 – Register Vehicle Details




2.1 – Once you have supplied your internal address and chosen your permit type you will be taken back to the *Personal Details* page. You will also receive an e-mail confirming the details you have just supplied.

You can now tell us which vehicles you'd like to register by clicking **Register Vehicle**.

Parking Permit Application System: Register Vehicle - Microsoft Internet Explorer provided by University of Aberdeen

https://www.abdn.ac.uk/estates/supportservices/permits/vehicles/

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### Parking Permit Application System: Register Vehicle

Please fill in the form below. Fields marked \* are required.

**VEHICLE DETAILS**

Registration: \*

Make: \*

Model: \*

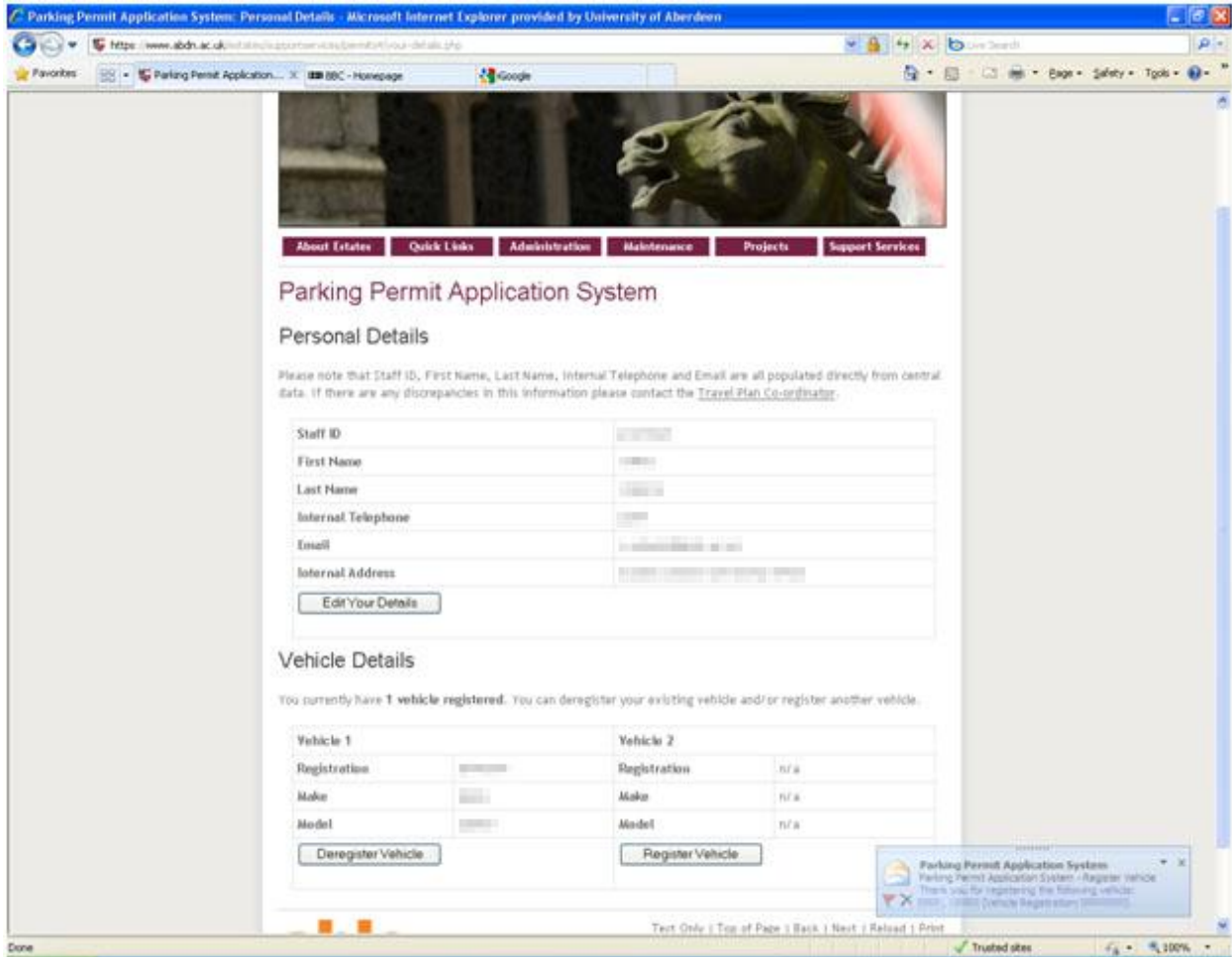
**able**  
to do your bit

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Trusted sites 100%

2.2 – Now you can tell us the vehicle registration, make and model that you'd like to register. Vehicle registrations should be entered without spaces. Once you've supplied your vehicle details click **Register Vehicle Details**.

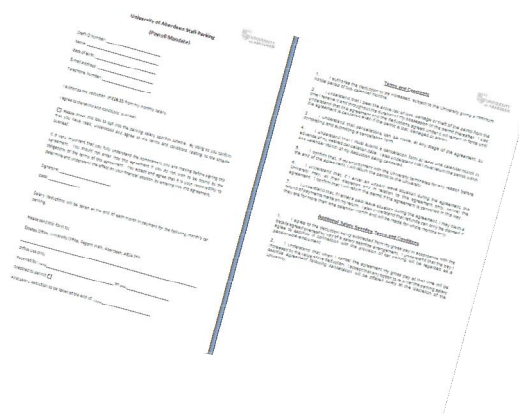


2.3 – Once you've registered your vehicle you will be taken back to the *Personal Details* page. You will also receive an e-mail confirming the details you have just supplied.

If you only have one vehicle to register then your registration is complete and you can now move on to payment. If you'd like to register a second vehicle then you can click **Register Vehicle** and follow the same process in 2.2 above.

Whenever you login you will be taken to your *Personal Details* page where you can edit your personal details or deregister your vehicle(s) so that you can register new vehicle(s).

## Step 3 – Payment



3.1 – If you have selected the daily option then you can now purchase and use daily vouchers. These are available from Tiki coffee outlets and the Online Store ([www.store.abdn.ac.uk](http://www.store.abdn.ac.uk)). You will not receive a permit, you just need to display a daily voucher.

3.2 – If you have selected the annual option then you will now have to complete a Payroll Mandate. This is an instruction to Payroll to pay for your annual permit in monthly instalments from your salary. Payroll Mandates can be downloaded and printed from:

[www.abdn.ac.uk/estates/supportservices/car-parking/](http://www.abdn.ac.uk/estates/supportservices/car-parking/)

You will not be sent your permit until your Payroll Mandate is received by the Estates Section.

For further assistance on car parking at the University please contact: [parking@abdn.ac.uk](mailto:parking@abdn.ac.uk)