What's next

How to apply for an online Parking Permit

Bundoora Campus

Brunswick Campus

Motorcycle Permit

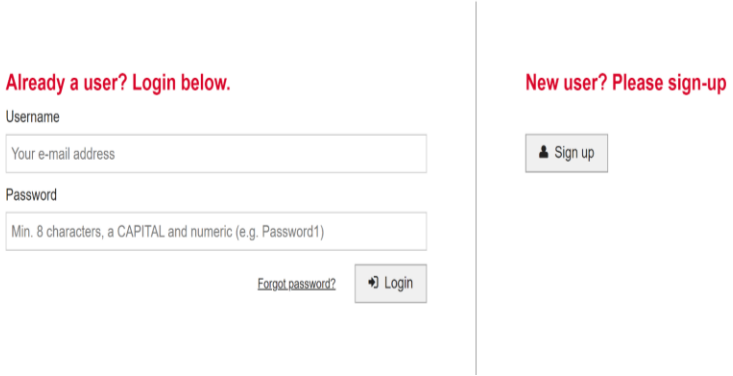
Bundoora Student Accommodation Permit

RMIT UNIVERSITY

How to apply for a Permit

To apply for a permit, go to the application website: https://rmit.easyparksystem.net/permit-ss/manual-login.

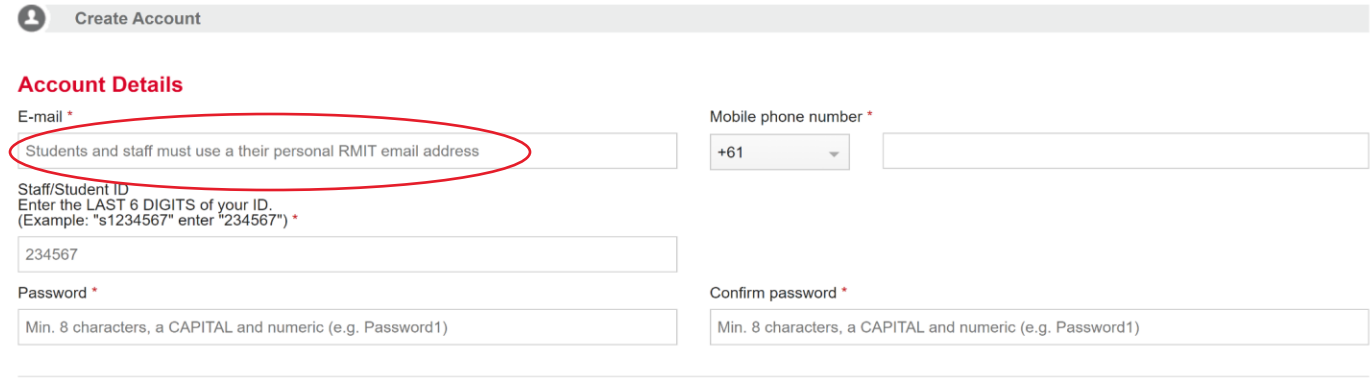
- If you are a new user, click on the Sign-up button on the right side of the screen.
- If you are already a user, please insert your username and password.



Once you have clicked on the Sign-up button you will be prompted to another screen to create your account.

- Insert your staff/student RMIT email address in the E-Mail box.
- Insert your Mobile phone number in the Mobile phone number box.
- Insert your staff/student ID number into the Staff/Student ID box (**enter the LAST 6 digits of your ID number)** One of the most common errors is people entering more than 6 digits. If your staff number is less than 6 digits please enter “0” at the beginning to make up 6 digits

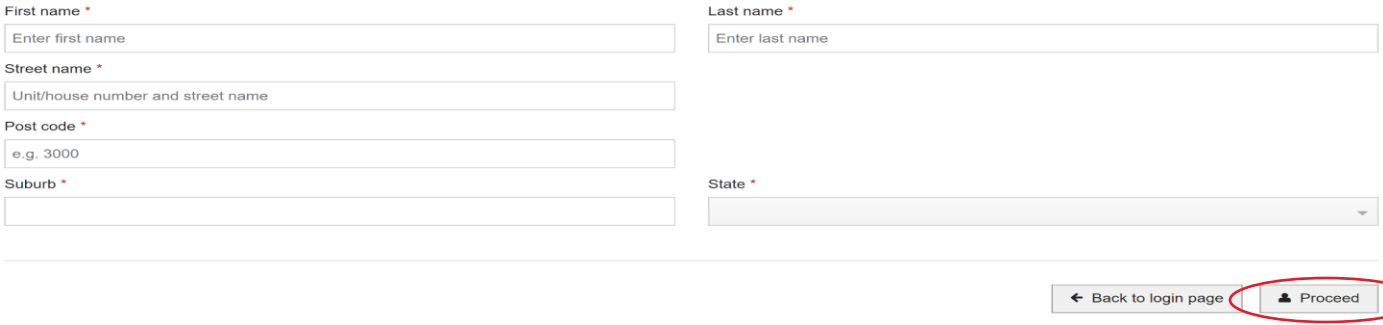
- In the Password, box insert your new password (follow instructions in the box)
- In the confirm password box, insert the password again.



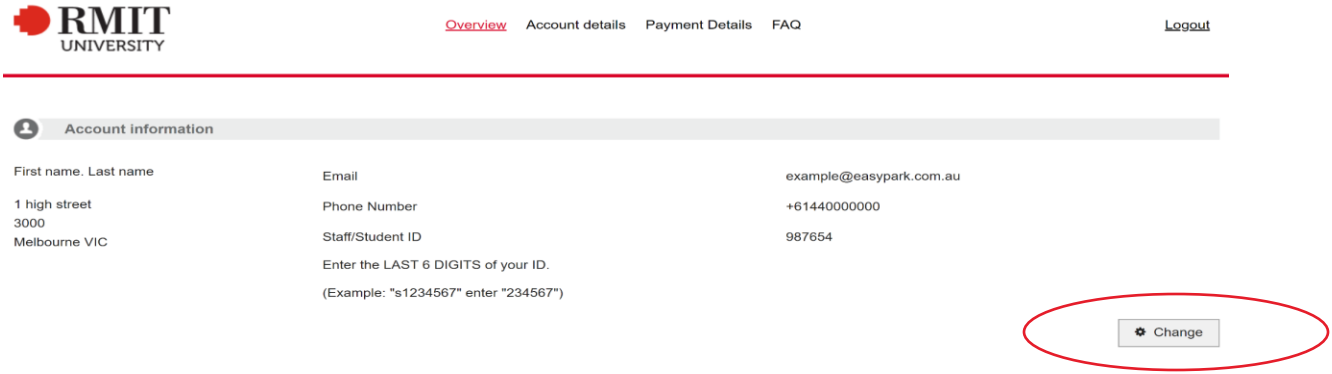
On the same screen you will now fill up the appropriate boxes with:

- Your first name
- Your last name
- Your street name, postcode, suburb and state.

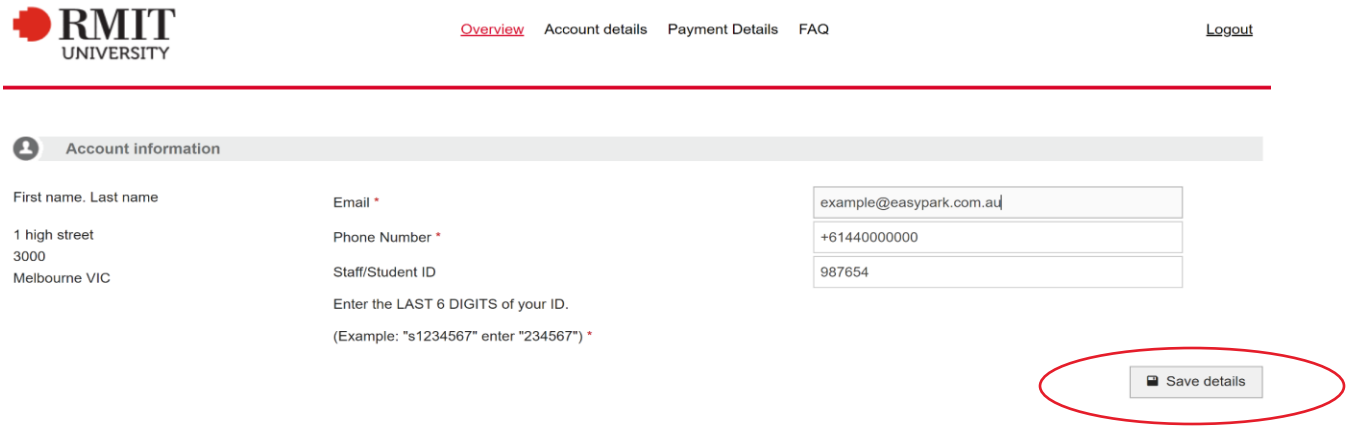
Then click on the proceed button on the lower right corner of the screen.



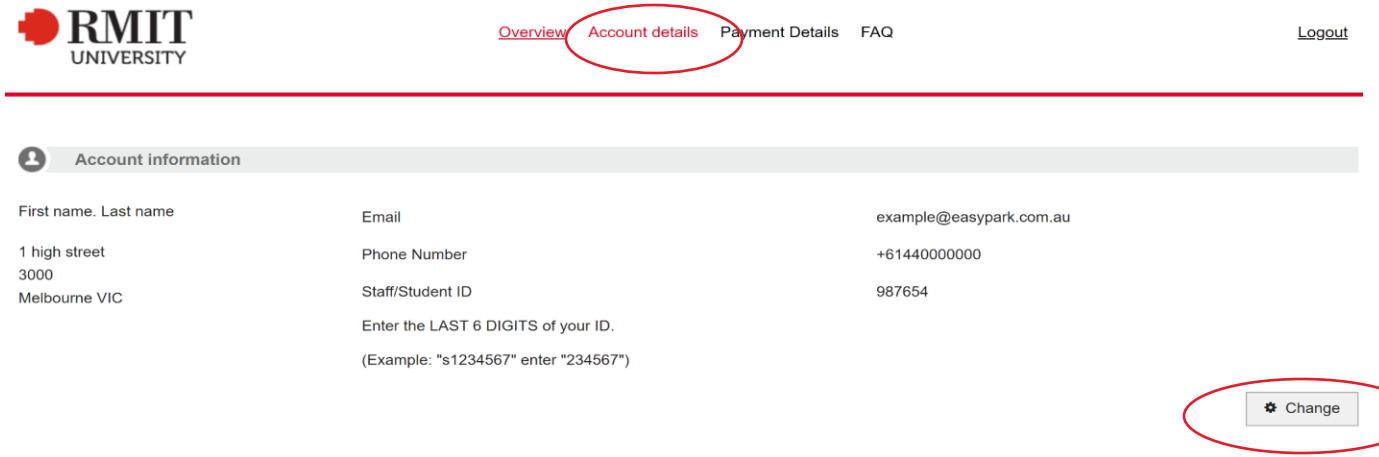
You will be prompted to another screen, where you can verify that the information you have provided is correct. You can modify your **RMIT email address**, your **phone number** or your **staff/student ID** number by clicking on the Change key on the lower right corner of your screen.



You can then modify your details on the boxes shown below, once you have finished click on the save details key situated on the lower right side of your screen.

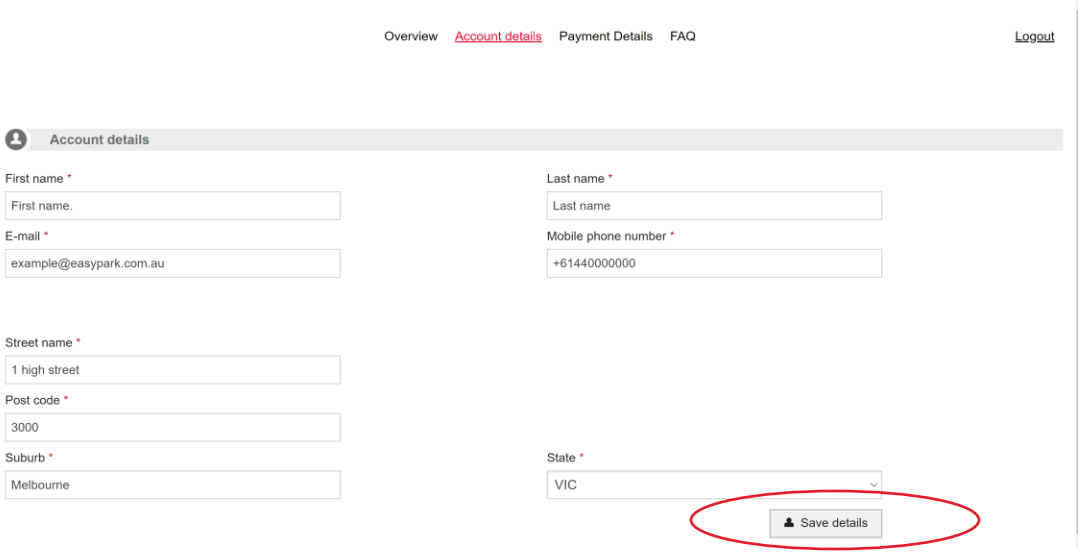


If you need to modify your name or address, click on the menu <**Account details**> on the top of your screen.

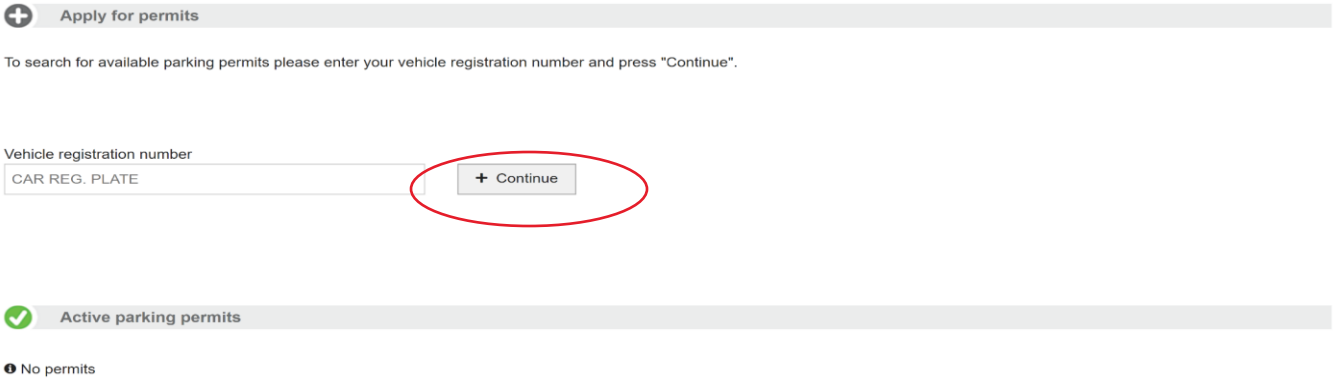


You will be then, prompted to the next screen where you can modify your name and address.

Once you have finished, click on the <**Save detail**> key.

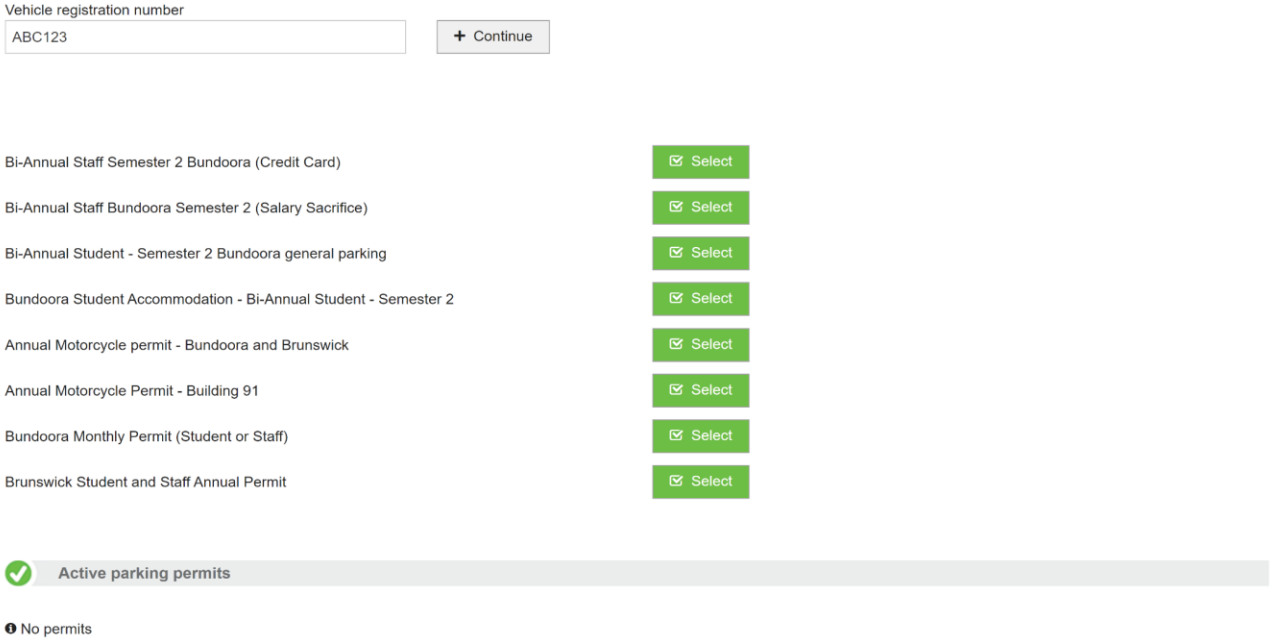


Insert the number plate of the vehicle you want to obtain the permit for in the vehicle registration number box and click the <**Continue**> key, you will then see the available parking permits.

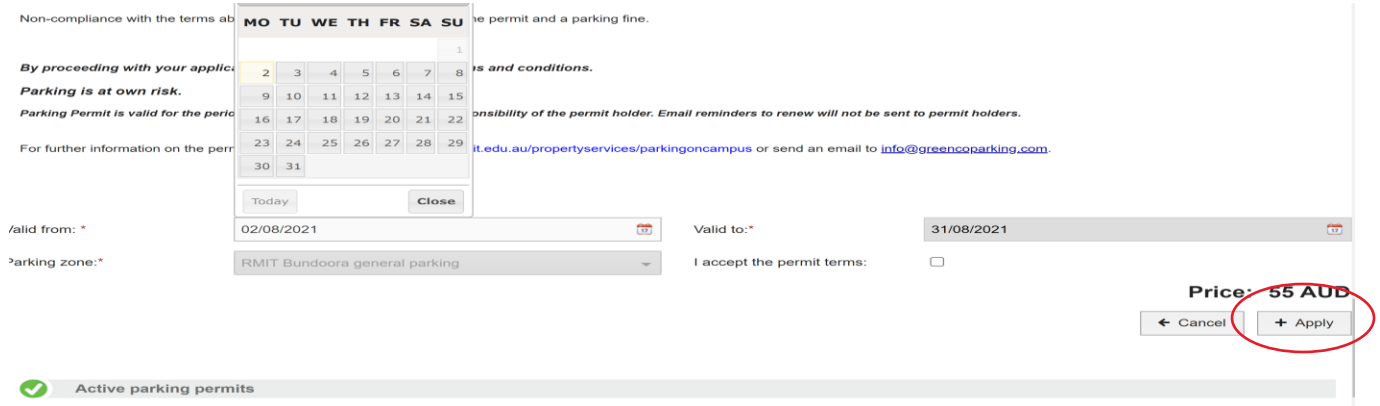


Please Note: Double check your registration number when you enter it. It's easy to switch the number – letter order or type a O instead of 0, I instead of 1. Standard Victorian license plates are 3 letters 3 numbers or 1 number 2 letters 1 Number 2 letters. Entering the incorrect number plate will result in a parking fine

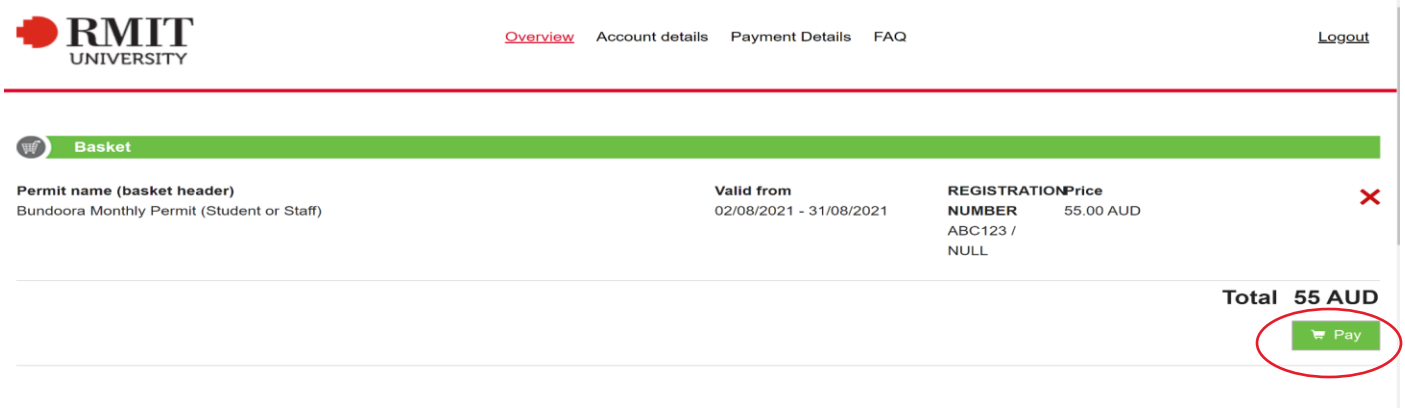
You can then select the type of parking permit you want to apply for by choosing any of the available <**Select**> keys



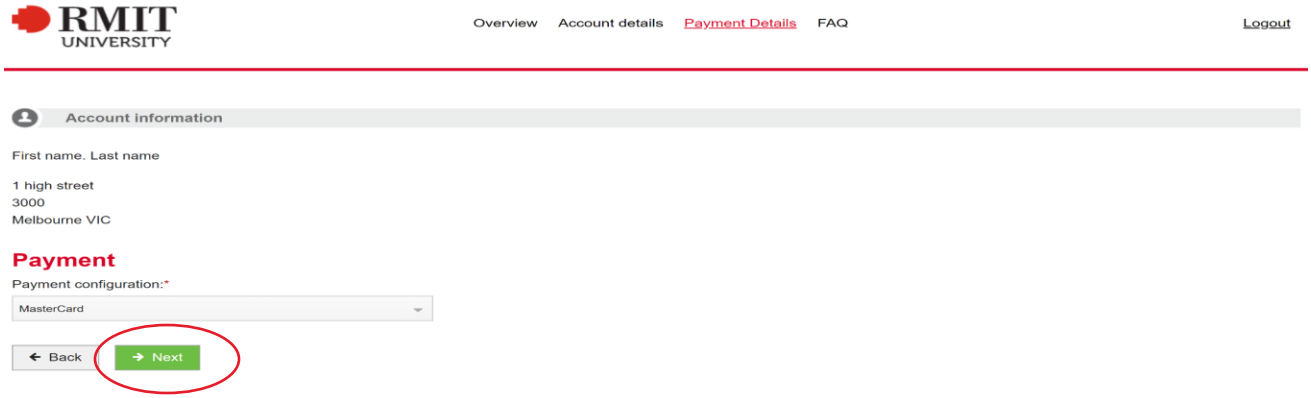
You will be taken to another page, please read the information provided before applying for the parking permit. You must agree with the permit terms and conditions. If you are applying for a Bundoora Monthly Permit (Staff or Student) please select the date you wish the permit to commence from. If you are applying for any other permit you will have not the choice of the starting date it will automatically be from the date you purchase the permit. Then click on the <**Apply >**key



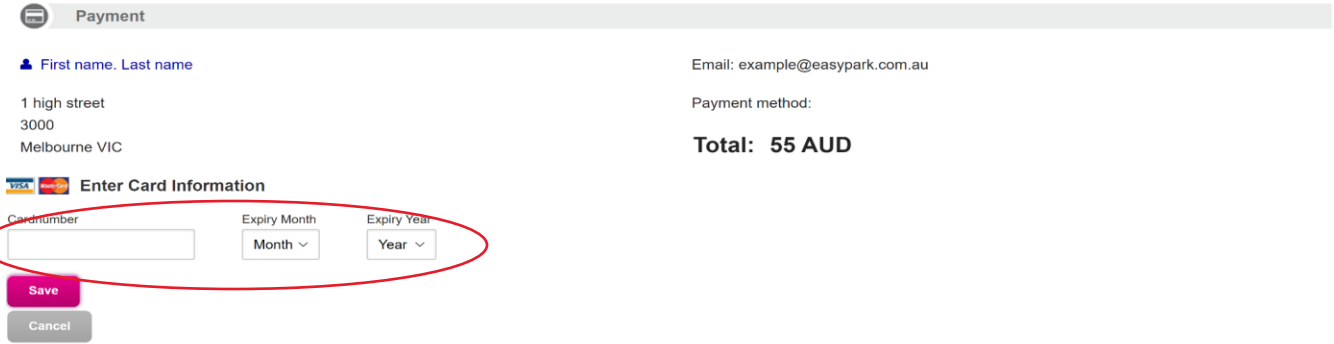
Once you have applied you will be taken to the payment page where you will see the amount to pay. Click on the <**Pay**> key.



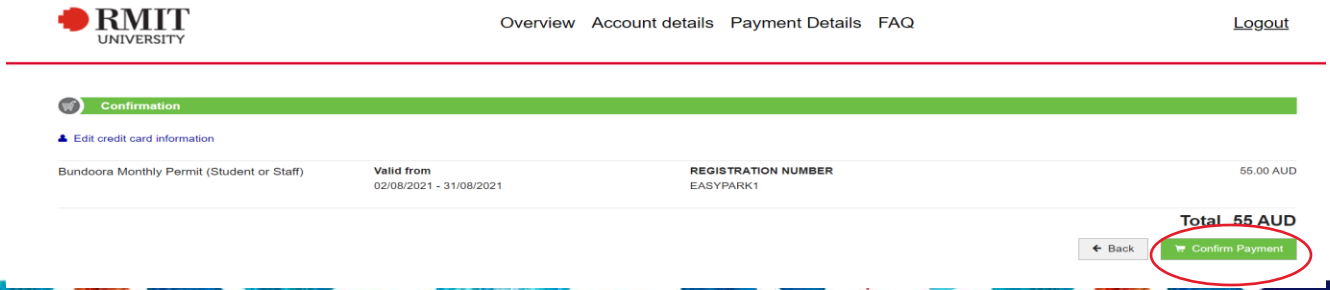
Select the type of payment you want to use in the payment box and click <**Next**> key

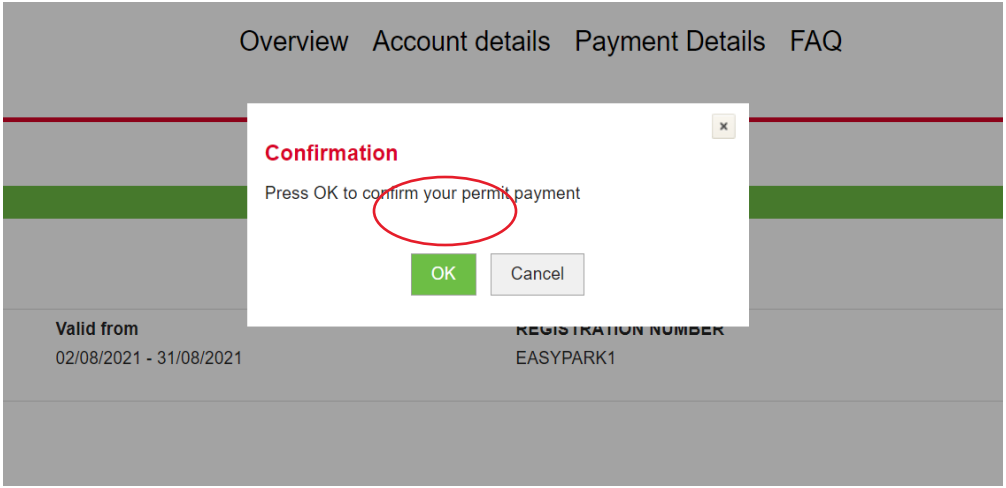


Fill in your credit card details and press <**Save**>

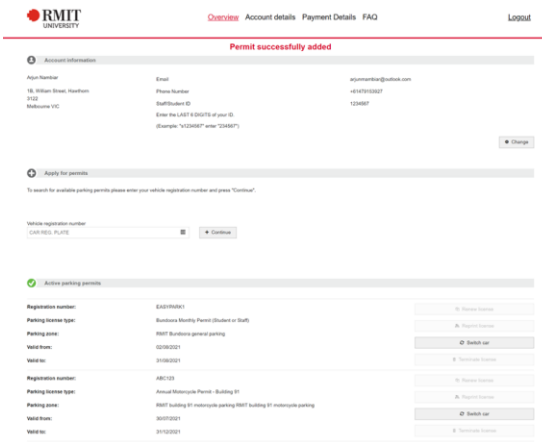


In the next screen, you can confirm payment by clicking on the <**Confirm payment**> key





You will then receive a confirmation that the permit has been successfully added.


RMIT
UNIVERSITY
Overview
Account details
Payment Details
FAQ
Logout
Permit successfully added
Account information
Arjun Nambiar
1B, William Street, Hawthorn
3122
Melbourne VIC
Email
Phone Number
Staff/Student ID
Enter the LAST 6 DIGITS of your ID.
(Example: "s1234567" enter "234567")
arjunnambiar@outlook.com
+61470103927
1234567
Change
Apply for permits
To search for available parking permits please enter your vehicle registration number and press "Continue".
Vehicle registration number
CAR REG. PLATE
Continue
Active parking permits
Registration number:
Parking license type:
Parking zone:
Valid from:
Valid to:
EASYPARK1
Bundoora Monthly Permit (Student or Staff)
RMIT Bundoora general parking
02/08/2021
31/08/2021
Renew license
Reprint license
Switch car
Terminate license
Registration number:
Parking license type:
Parking zone:
Valid from:
Valid to:
ABC123
Annual Motorcycle Permit - Building 91
RMIT building 91 motorcycle parking RMIT building 91 motorcycle parking
30/07/2021
31/12/2021
Renew license
Reprint license
Switch car
Terminate license

For further information on the permit policy please refer to http://www.rmit.edu.au/propertyservices/parkingoncampus or send an email to parking@rmit.edu.au