

Visitor Parking – Help Guide

With our new online permit application system, you can book visitors online

***Please note:** 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 you will need to log into the network via Citrix/Desktop Anywhere.*

Use of this service must be in compliance with the University's use of Computer Systems Policy. Users must also comply with the general Car Parking Terms & Conditions together with supplemental online day parking user terms and conditions found at <http://carparking.leeds.ac.uk/downloads>.

How do I book visitor parking?

- Go to the online permit application system, 'ParkIT' (<https://parkit01.leeds.ac.uk>), and log in using your University username followed by @leeds.ac.uk, and your University password.
- You must first register your details on the system (if you have not already done so). Click on the **Register** button from the main home screen and confirm your personal details and vehicle registration information.
 - **Please Note:** You are not required to provide the information on the 'Application Criteria' page for day permits, simply click to the next page.
- Once you have registered your details, you can now book a visitor permit. Click on the **Apply for a Permit** button from the main home screen and select the **Visitor** option.
- From here, select the required start date and total number of days required. Click **Continue**
 - **Please Note:** It is not required for you to amend the specific times your visitor will be parking at the University, as visitors will be charged a flat rate of £7 for core University hours (7am to 5pm)
- On the next page you will need to register new visitors by entering their details. Once you have done this, if you book the same visitor in again, you will be able to use the drop down menu for 'Registered visitors' (only you will be able to view your previously entered visitors!)
- Click on **New Visitor** and input the visitors' details, inserting a method of payment. Click **Continue**.
 - **Please Note:**
 - **If you select the card payment method for your visitor:** Please ask you visitor to collect a payment code at the barrier on Woodhouse Lane. Prior to leaving the Orange Zone car park, the visitor must simply enter the code into one of the pay stations (located in The Edge car park or Level 1 of the multi-storey car park). This will ensure they are charged the flat day-rate of 7 pounds.
 - **If you select the department account code payment method for your visitor:** Your visitor can simply enter the Orange Zone car park on the booked date; they do not need to pay at a pay station.
- Enter vehicle registration details for new visitors and press **Continue**
 - **Please Note:** This information is essential for the ANPR system
- Simply confirm your visitor booking by clicking **Proceed**. You will receive an email with the booking confirmation details.
- If you wish to cancel or amend your booking, please contact the Estates Helpdesk