

## Day Parking for Staff – Help Guide

With our online permit application system, you can now buy single day parking credits and day parking 'packages' at discounted prices, and book parking spaces from work or at home!

**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 day 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 or @adm.leeds.ac.uk** (whichever is applicable), 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 add a day permit to your account. Click on the **Apply for a Permit** button from the main home screen and select the **Day Permit** option.
  - **Please Note:** – the permit number allocated to you is your unique reference number for day parking. You will not be issued with a permit.
- From here, you will see the vehicle registration number you added during the registration page (**please make sure this is correct**, as this information will ensure your vehicle is recognised by the car parks Automatic Number Plate Recognition (ANPR) system), You can now select the number of day permit credits you wish to purchase. We offer three packages:
  - ❖ Single day permit = £7
  - ❖ 12 day permits for the price of 10 = £70
  - ❖ 20 day permits for the price of 15 = £105
- On the next page simply tick to agree to the package you have selected and click **proceed**.
- 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).
  - **Please note:** The Salary Sacrifice scheme is not available with the day parking options.
- From the main home screen click on the **Book a Parking Space** button. From here you can select the day 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 green, and days that are not available will be highlighted in red.
- On the next page simply confirm your chosen booking date. You will receive an email with the booking confirmation details.

## How do I cancel a day parking booking?

- You can cancel a parking booking before midnight on the preceding day of the booking. To cancel a parking booking, click on the **Manage Applications and Permits** button from the home screen, and click on **Permit Details**.
- From here you will see all of your day permit details, including all of the days you have currently booked. You will be able to click on the **Cancel Booking** button next to the date you wish to cancel. You will receive an email with confirmation of your booking cancellation, and the day parking credit will be automatically added back to your day permit account.

## How do I add more day parking credits to my permit account?

- From the main home screen click on the **Get Credits or scratch cards** button. Simply click on the **Add Credits** button and select the number of day permit credits you wish to purchase.
- On the next page tick to agree to the package you have selected and click **proceed**.
- 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).
  - **Please note:** The Salary Sacrifice scheme is not available with the day parking options.

## Is there a limit to the number of day parking credits I can buy?

- You can purchase up to 220 day parking credits per year maximum. Any unused credit can be rolled forward to the next year.