

## Visitor Parking – Help Guide

**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 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 (vehicle registration information can be left blank if you do not wish to register a car on your profile).
  - **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 your visitor's details.
  - **Please Note:**
    - **If you select the card payment method for your visitor:** Prior to leaving the Orange Zone car park, your visitor must simply enter the "month code" (provided in the confirmation of booking email sent to yourself) 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. **Please note: the pay machines do not take cash.**
    - **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 the registration details for your visitor and press **Continue**
  - **Please Note:** This information is essential for the Automatic Number Plate Recognition (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 Facilities Directorate Helpdesk at least 24 hours in advance of the booking, at [carparking@leeds.ac.uk](mailto:carparking@leeds.ac.uk).