

RMIT Parking User Guide

Contents

Creating an Account	2
Adding Vehicles	2
Adding Vehicles in the RMIT Parking App	2
Adding Vehicles in the RMIT Parking Web Portal	2
Adding Payment Details	2
Adding Payment Details in the RMIT Parking App	2
Adding Payment Details in the RMIT Parking Web Portal	2
Paying for Casual Parking	3
Casual Parking via “Find a Park”	3
Casual Parking via “Zone”	3
Purchasing Parking Permits	3
Purchasing Parking Permits in the RMIT Parking App	4
Purchasing Parking Permits in the RMIT Parking Web Portal	4

Creating an Account

1. Download the RMIT Parking App from the applicable app store (available for IOS and Android phones) or go to the [RMIT Permit web portal](#).
2. **Staff and Students** – follow RMIT's Single Sign On (SSO) process using RMIT credentials to log in. If you have forgotten your credentials, please reset your password via the [Self-Service Password Reset Portal](#).

Visitors/Public – register and log in using platform's standard registration process. Please note that non-RMIT students staying at the Student Accommodation will need to sign on as Visitors.

Adding Vehicles

Adding Vehicles in the RMIT Parking App

1. Go to **Profile > My Account > Manage Vehicles**.
2. Select **Add Vehicle**, enter vehicle details, and select **Register Vehicle**.

Please ensure your vehicle license plate is accurate to avoid a parking fine. Unless you have an older vehicle or personalised number plates the current standard Victorian number plate convention is number-letter-letter-number-letter-letter (e.g. 1AB2CD).

Note: multiple vehicles can be entered but you must ensure the correct vehicle is selected when you start a parking session to avoid a fine.

3. Vehicle details can be edited or the vehicle record deleted by selecting the pen icon against the vehicle and then selecting **Update Vehicle** or **Delete Vehicle**.

Adding Vehicles in the RMIT Parking Web Portal

1. Go to My Account > **My Vehicles**.
2. Select **Add New Record** and enter vehicle details.

Please ensure your vehicle license plate is accurate to avoid a parking fine. Unless you have an older vehicle or personalised number plates the current standard Victorian number plate convention is number-letter-letter-number-letter-letter (e.g. 1AB2CD).

Note: multiple vehicles can be entered but you must ensure the correct vehicle is selected when you start a parking session to avoid a fine.

3. Vehicle details can be edited by selecting **Edit** or the vehicle record deleted by selecting **Delete**.

Adding Payment Details

Adding Payment Details in the RMIT Parking App

1. Go to **Profile > My Account > Payment Options**.
2. Input relevant details and select **Confirm**.

Adding Payment Details in the RMIT Parking Web Portal

1. Go to the My Account > **Payment Options**.
2. Select **Add Credit Card**, input relevant details and select **Next** to confirm.

Paying for Casual Parking

Casual parking sessions can only be paid for via the RMIT Parking app.

There are two options available to pay for casual parking sessions.

Casual Parking via “Find a Park”

1. Select **Find a Park** in the app. Your RMIT location should automatically appear and be identified by a blue flag. Please ensure you have location tracking on
2. Select the blue flag to confirm the campus name.
3. Select **Pay** to proceed with casual parking.
4. Confirm the location, vehicle details and payment method, and select the duration for casual parking. The end park time and total cost will be calculated. Select **Start Session** and then **OK**.
5. A parking session can be extended or stopped at any time during an active session.
6. At the end of each parking session, you will receive an email from UbiPark with RMIT University Payment Confirmation.

Casual Parking via “Zone”

1. Select **Zone** in the app and enter the applicable zone number. **Note:** the signage in the car park where you are located will have a zone number.
2. Select relevant zone.
3. Confirm the location, vehicle details and payment method, and select the duration for casual parking. The end park time and total cost will be calculated. Select **Start Casual Session** and then **OK**.
4. A parking session can be extended or stopped at any time during an active session. Please click on the zone button to display the active session.
5. At the end of each parking session, you will receive an email from UbiPark with RMIT University Payment Confirmation.

Purchasing Parking Permits

Parking permits are available to RMIT staff and students, and occupants of the Wallert House student accommodation.

All **Brunswick Permits** are **free**.

All **Motorcycle Permits** across **all campuses** are **free**.

All permits are **non-refundable** once purchased.

RMIT Staff Permits

RMIT staff can purchase the following permits:

- **Annual permits:** valid from 01 January to 31 December each year
- **Semester 1 permits:** valid from 01 January to 30 June each year
- **Semester 2 permits:** valid from 01 July to 31 December each year
- **Monthly permit:** valid for one month after selected start date

Salary Sacrifice of permits is available to **full time staff members**, with payments deducted over two pay periods.

RMIT Student Permits

RMIT students can purchase the following permits:

- **Annual permits:** valid from 01 January to 31 December each year
- **Semester 1 permits:** valid from 01 January to 30 June each year
- **Semester 2 permits:** valid from 01 July to 31 December each year
- **Monthly permit:** valid for one month after selected start date

Student Accommodation Parking Permit

Occupants of the Wallert House student accommodation who wish to park in the dedicated student accommodation parking area must purchase a **Student Accommodation Parking Permit**.

Purchasing Parking Permits in the RMIT Parking App

1. Select **Find a Park** in the app. Your RMIT location should automatically appear and be identified by a blue flag.
2. Select the blue flag to confirm the campus name.
3. Select Purchase Permit to purchase a parking permit. You will be directed to a web browser.
4. Follow steps outlined below in **Purchasing Parking Permits in the RMIT Parking Web Portal**.

Purchasing Parking Permits in the RMIT Parking Web Portal

1. In the dashboard, select **Purchase Now** under **Permits**.
2. Select **Campus**, then select the **relevant permit** and where applicable the **Start Date**. Select Next.
3. Select **License Plate** and **State**. Select Next.
4. Where applicable, select **Payment Method** of Credit Card or Salary Sacrifice.
Note: Salary Sacrifice of permits is only available to **full time staff members**, with payments deducted over two pay periods.
5. Where Credit Card is selected or default, payment details previously saved to account will be filled in, or alternatively add credit card details now.
5. Select **Pay**.
6. You will receive an email from UbiPark to confirm the permit purchased.
7. You will receive an email from UbiPark **three weeks** prior to the expiry of a semester or annual permit, or **one week** prior to the expiry of a monthly permit. It is the permit holder's responsibility to keep track of the expiry date of the permit.