STAFF PERMITS – 2025
(Staff not recognised as full time)

To apply for a 2025 parking permit:

1. Sign in to an existing ePermit account or create an account at https://epermits-anu.orikan.tech/ssp entering your SSO email account and password.
2. If you have not used ePermit before, you will need to create an account. Please use your university ID email address e.g. u100000@anu.edu.au or a00000@anu.edu.au to create your account. If you don't do so you will not be able to create an account.
3. Select '*Apply for a Permit'.*
4. Select the Permit Group i.e. Surface Pemit or Parking Station Permit
5. From the drop-down menu select the permit type

- o **Staff permit – other – 90 days**
  Expires after 90 consecutive days from the date of application
- o **Staff permit - other**
  You will be required to select an end date i.e. 30 June 2025, 30 November 2025 or 31 December 2025 – if you choose a different date your application will be denied

- o **Parking station permits (subject to availability)**
  Valid only within the underlined selected parking station – Baldessin, Kingsley or Acton Underhill
  Expiry dates available are the same as those for surface permits.

6. Enter your payment details
7. Your personal details will be populated automatically by SSO.
8. You may add up to three vehicle registration/licence plate numbers**
9. Attach your supporting documentation to your permit application - pdf or jpeg format
   To upload a letter confirming your eligibility for a permit go to the Documents section, select Add, browse your files to find and select the relevant document, it will automatically attach to your application.

ANU parking permits are only available for eligible casual and on-going ANU staff. On-going and casual staff must work 20 or more hours per fortnight.

For staff not recognised as on-going full-time by the ePermit system supporting documentation is required, to be issued by a supervisor or relevant divisional HR department.

The documentation must be on letterhead from a Business Manager or Departmental supervisor confirming eligibility for a parking permit and must include the start and end date of employment and the number of hours worked per fortnight.

NB *The minimum period a permit can be purchased for is 90 days. If your engagement is for less than 90 days you are not eligible to hold a permit*

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10. Read and accept the Conditions and Submit your application

The Call Centre will activate your permit within 24 hours. If your permit status does not appear as 'Granted' please contact them on the number below.

Using your parking permit

Your account details (including car registration details) can be managed by logging in to ePermit online by selecting My Current Permit and Manage Vehicle(s).

**You may have up to three cars registered on your permit, <u>only one vehicle may be parked on campus at any given time</u>. You can update your vehicle registration details via ePermit by logging into your ePermit account.

Permits are for the sole use of the permit holder.

To cancel your permit, log in to your account select My Current Permit and 'Withdraw'. If a refund is due please contact the call centre and select option 1.

If you have any questions please don't hesitate to contact the call centre on (02)61250179.