## How to select your active vehicle

It is the permit holder's responsibility to ensure that the vehicle they have parked on campus is the vehicle that has been selected as active in the parking system.

Please log in to your vPermit record to ensure your vehicle details are correct and the relevant active vehicle has been selected. If you have not previously accessed your vPermit record or have forgotten you password please complete the following steps:

• Log in to https://www.vpermit.com.au/anu using your university ID email address e.g. u1234567@anu.edu.au.

• After entering the email address click on Reset Password and follow the prompts

An email will be sent to your email address (this may take up to 15 minutes) confirming your password has been reset and requesting you to click on the attached link to complete the process.
Once this has been done you can log into the vPermit system and click on 'Manage Vehicles'

My Permits		Logout
My Permits S Apply for a vPermit		
Permit	Status	Actions
Staff Dickson station Level 1 (pre-tax, ongoing) (#25622) ⇔ Y Yaliduntii Friday, 31 Dec 9999	Active	E View Payment Details Anage Vehicles
Staff Surface permit (pre-tax, ongoing) (#1870)	Cancelled	Uiew Payment Details

Clicking on this tab will take you to the following screen where you can set your active vehicle by clicking on the "Activate" tab. Please note if you are using your mobile phone to log in to vPermit you will need to use the landscape screen to see all of the information.

Registered Vehicle(s)
This permit allows for <b>1</b> active licence plate with a total of <b>3</b> registered licence plates.
Y Active
Y Activate
Y. Activate

Alternatively you can download the vPermit app to your Android or Apple phone. This app will allow you to edit your vehicles and select the active vehicle at the click of a button.



vPermit 4+ Manage your permits VPARK PTY LTD \*\*\*\*\* 3.0, 4 Ratings

Free

You have the option to edit your vehicle details i.e. change the registration number and add or delete vehicles using the app

		Parking	g Permi	it	>	
Active Y	Vehicles		Australian National University	P 2	ermit No. 2 <b>5622</b>	
ACT	IVE			31 Dec	xpires On . 9999	Welcome screen
Permit Detail						
Description	Staff Dickson sta (pre-tax, ongoing)	tion Level 1				
Valid from	20 Mar. 2017					
Expires On	31 Dec. 9999					
Status	ACTIVE					
Registered Vel	nicles					
		ACTIVE				
<b>≈                                    </b>	1	Activate				
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TEQSA Provider ID: PRV12002 (Australian University) | CRICOS Provider Code: 00120C

- Mana	age Vehicles
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Your permit a vehicles listed or active a	illows a maximum of 3 h it. Only 1 of which can be at any given time.

Vehicle management screen

If you experience any difficulties when using the vPermit program please contact the Parking Office on (02) 6125 0179.