Applying for a Student ePermit

Use the digital permit system (DPS) to apply for your student parking ePermit and to manage your account. You can also use it to update the details of the car you're bringing to campus.

Parking permits for 'Student Parking – 202X' are approved immediately. Hunter Street permits require the student to be enrolled at that campus location for eligibility. If approved, your ePermit is valid until the end of the calendar year unless you cancel it beforehand.
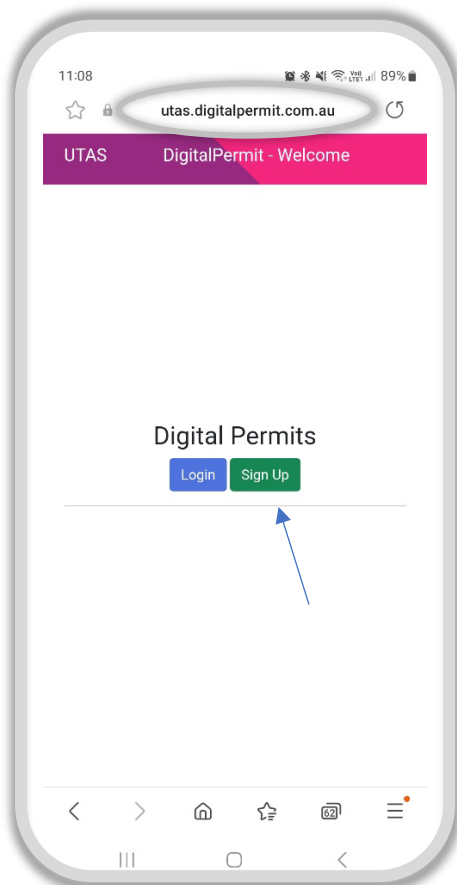
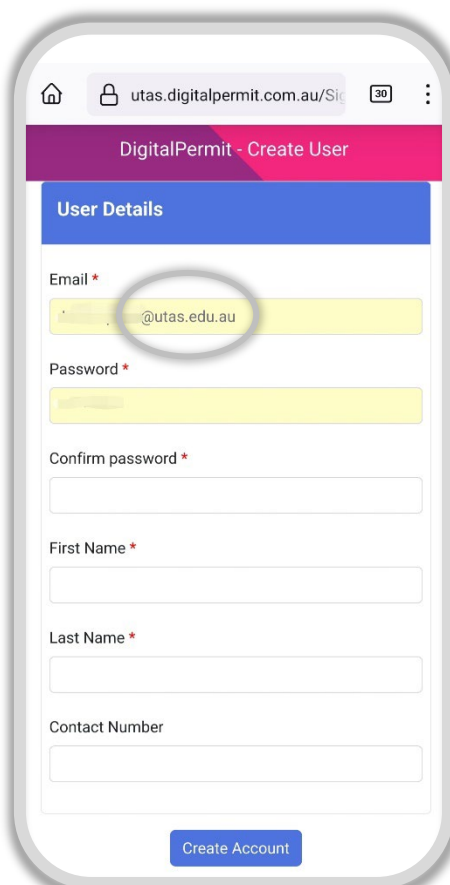For the best experience, complete this process on your mobile phone.

The DPS is not supported by University single sign-on authentication. Be sure to remember your password and bookmark the DPS page at **utas.digitalpermit.com.au**
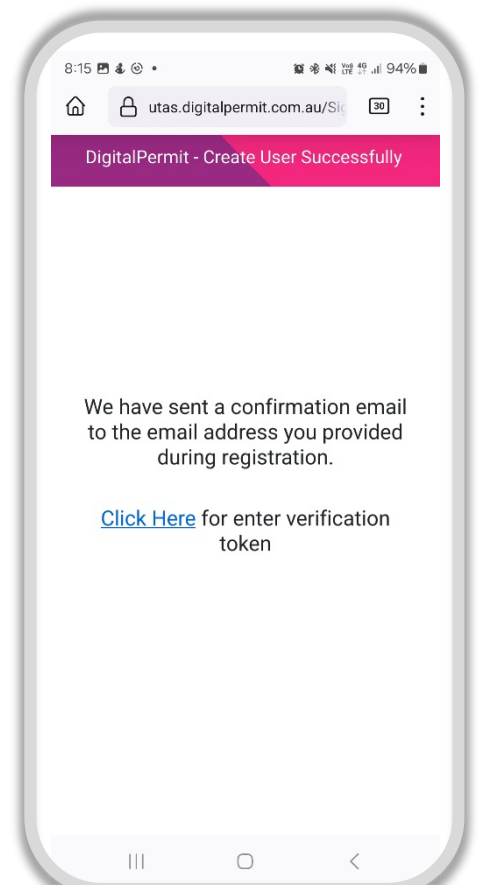
Getting started: New to the system?
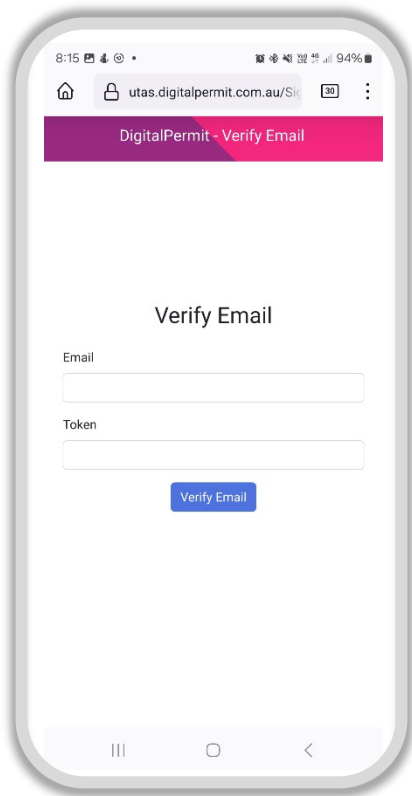
You'll need to set up a new account.

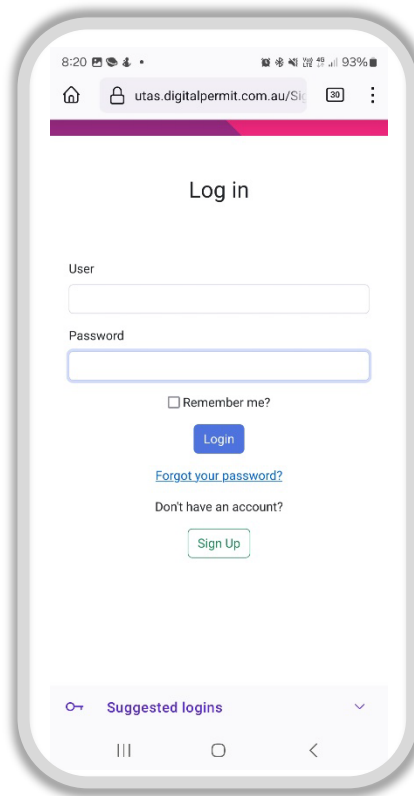1. Tap **Sign Up** on the DPS page.

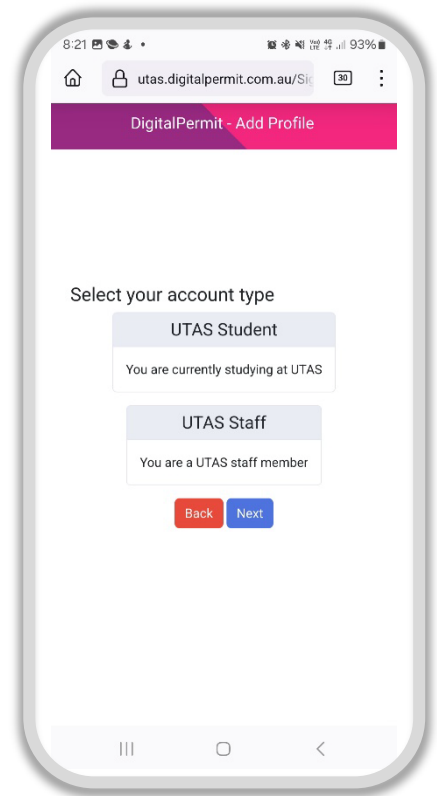2. Enter your **UTAS** email address, create a password and enter your details.

3. Check your email, there is a token or a link to confirm your email.
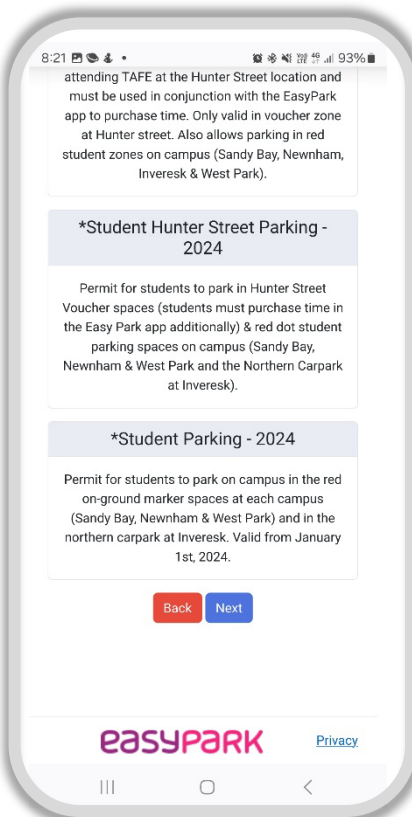
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4. Enter your **UTAS** email address, copy & paste the token from your email. Click **Verify Email**
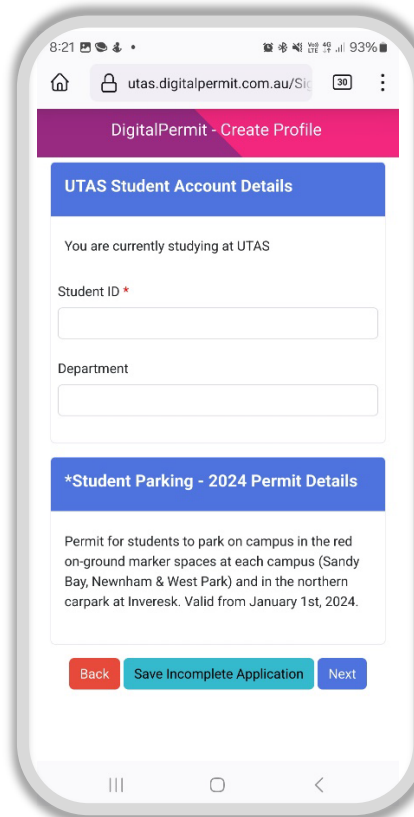
5. You should be taken to the login page. Enter your UTAS Email address and the password you created.
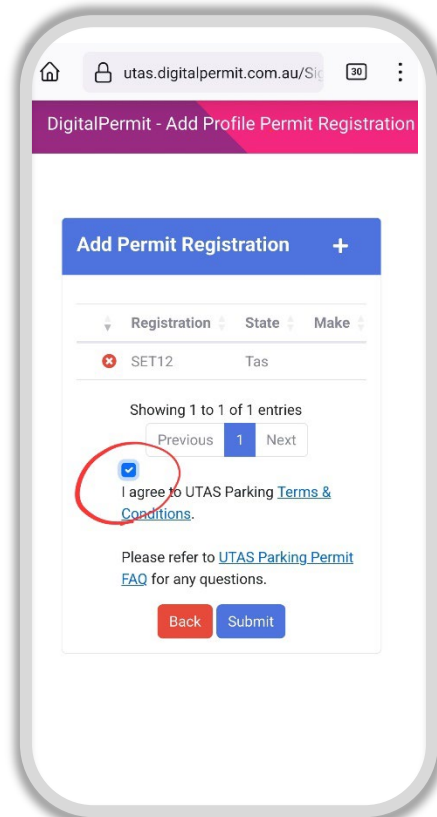
6. Here you select UTAS Student to create your digital permit. Then click **Next.**

7. Select the permit applicable to your circumstances. Information about each permit is displayed at this stage.

8. Enter your Student ID number & your department. Eg: CoBE or Nursing, etc. Click **Next.**

9. You will need to enter your vehicle details then **Save** or **Save & add More** if you have more than 1 vehicle. On this page, tick to agree and **Submit.**

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Things to remember when setting up your account:

① Use your **full University email address** as your username
  ➤ Non-university emails will be rejected

② Your **password** must contain:
  ➤ At least six (6) letters (1 Capital)
  ➤ One (1) non-numeric character

③ Give us a **mobile number** if you can:
  ➤ Campus Operations will contact you if there's an emergency with your vehicle.

④ We'll need your **Student ID number** to confirm you're eligible

⑤ You can park on campus in the Red 'on-ground' marker, student permit spaces immediately.

⑥ You can add **up to five (5) vehicles** at the application stage
  ➤ If you need to swap between vehicles, check out **Step 10** of this guide

⑦ If eligible for a Hunter Street permit, you will need to apply using the same mobile number you use with the Easy Park app.

**⑧** By applying for an ePermit, you're agreeing to our **Terms and Conditions**

Making changes to your account

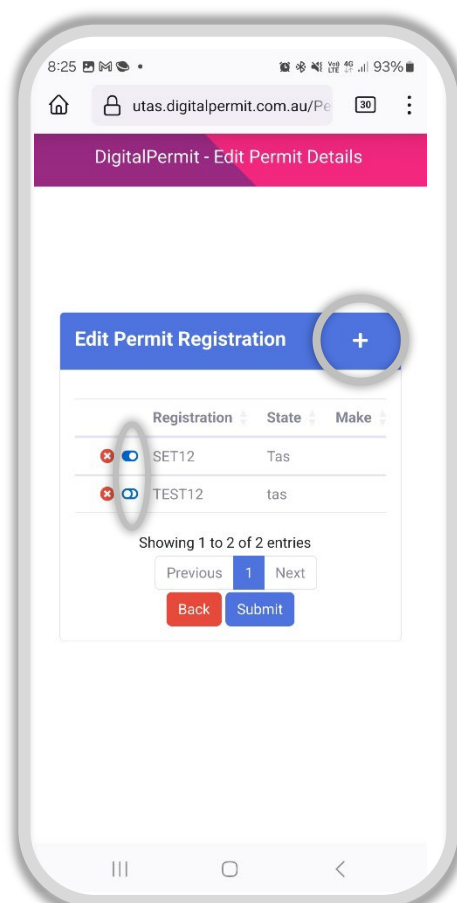Once you're set up, you can log back in at any time to:
  ➤ review and/or edit your **personal details.**
  ➤ Toggle between/add new **vehicle registration details** if you bring a different vehicle to campus.
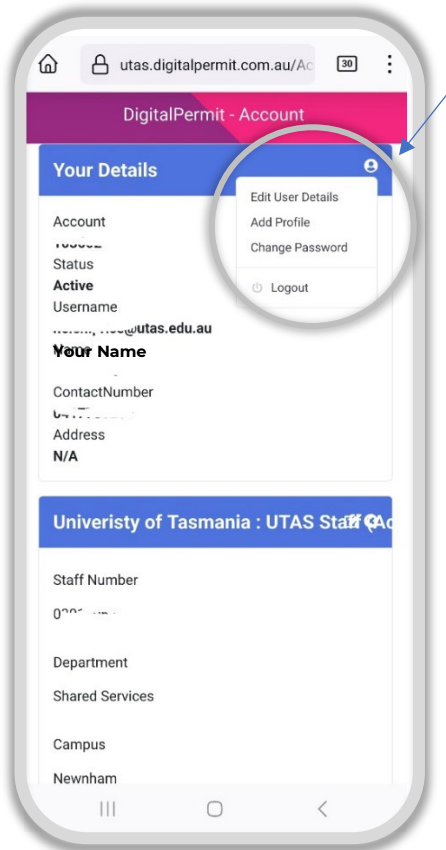 ➤ **Cancel** your permit.
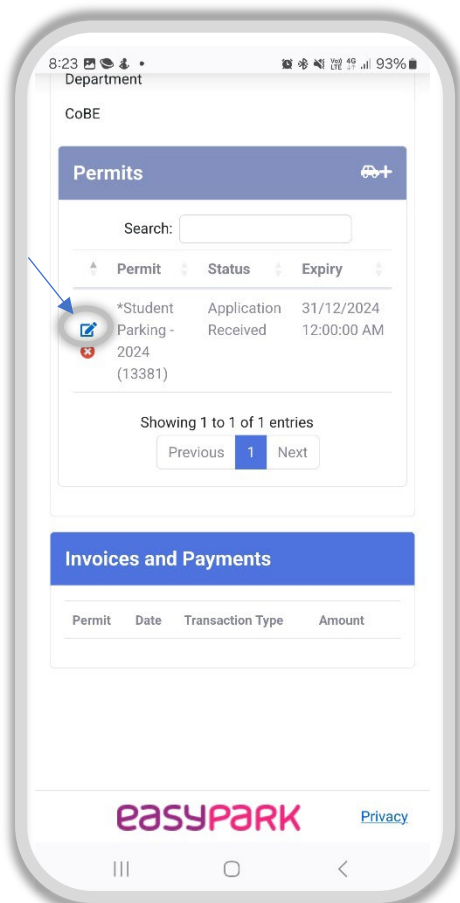
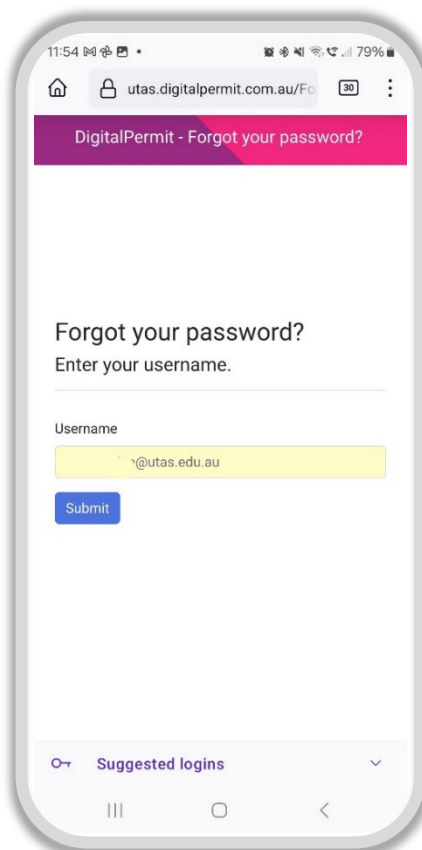10. When logged in, select the blue pen icon to edit your permit.
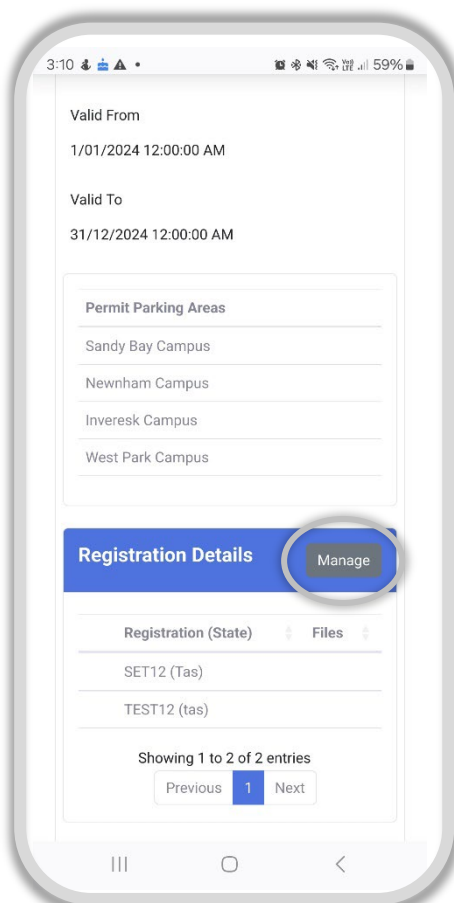
11. Select 'Manage' on the right side of Registration Details line.

12. Here you can add a vehicle using the **+** symbol or toggle between vehicles using the sliders* left of the vehicle's registration.

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13. To edit your **account details**, hit the user icon (top right) & choose from the options.

14. If you forget your password, you can click on the forgot your password link on the login page, enter your email, then **Submit.** A link will be emailed to you.
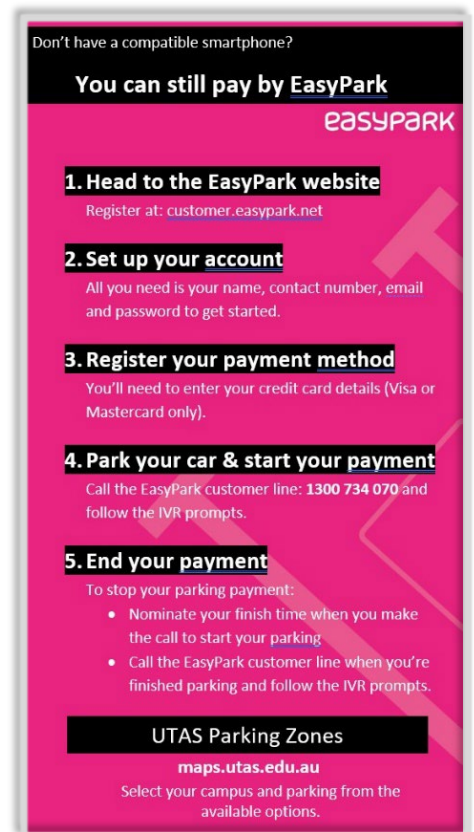
15. If you do not have a compatible smartphone, you can still pay for your parking through the customer line: **1300 734 070**.

In the manage vehicles window, if you do not already have 5 vehicles listed, you will have a **+** in the blue bar next to **Edit Permit Registration**.
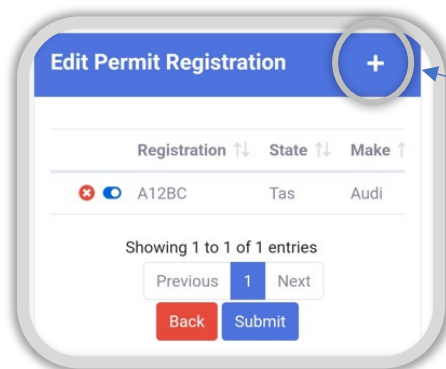
To add a vehicle, click the **+** enter your new vehicles details. **Save**.

To delete your vehicle, hit the red **x** to the left of the vehicle registration. Confirm on the pop up.
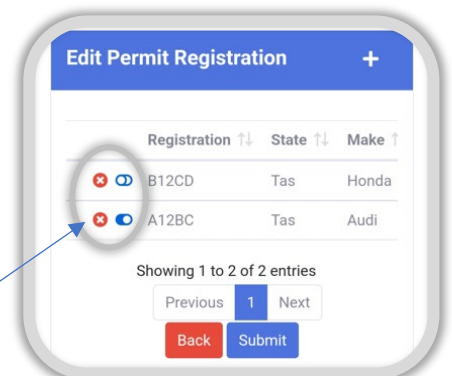
*Use the sliders to switch vehicles. You must deselect the active vehicle before selecting the next. In the above images, the vehicle A12BC is **Active**.

If you require assistance with your account, you can send an email to our friendly Campus Operations team at: Campus.Services@utas.edu.au

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