

Pay for Parking using vPermit

(electronic paperless permit)



**MANUKAU
INSTITUTE OF
TECHNOLOGY**

Te Whare Takiura o Manukau

Step 1. Go to the permit website by clicking the following link <https://vpermit.com.au/mit>

Step 2. Click on the “Register” option [here](#) below



[Home](#) [About](#) [Terms & Conditions](#) [Privacy Statement](#) [Contact](#)

[Register](#)

[Log In](#)

vPermit

Online parking permit management.

vPermit has taken Smart Parking to the next level. No need for stickers, papers and hassle - once your application is approved - your car licence plate is all you need.

Getting started:

1. **Register**

Get your registration information and submit it all [here](#)

2. **Apply**

The system will validate your information for the vPermit, verify payment if applied and send it for approval.

3. **Park**

Once your application is approved, you are done and ready to park.

Step 3. Complete the “Individual” signup form ensure that you use your MIT email address



[Home](#) [About](#) [Terms & Conditions](#) [Privacy Statement](#) [Contact](#)

[Register](#) [Log In](#)

Create a new individual account

Individual

[Dept. / Cont.](#)

Role

Student



Email

Email Address

Confirm Email

Email Address

First Name

First Name

Last Name

Last Name

Password

Password

Passwords must be:
A minimum of 8 characters
contain at least one capital letter
contain at least one number
contain at least one special character (e.g. @ !)

Confirm password

Confirm Password

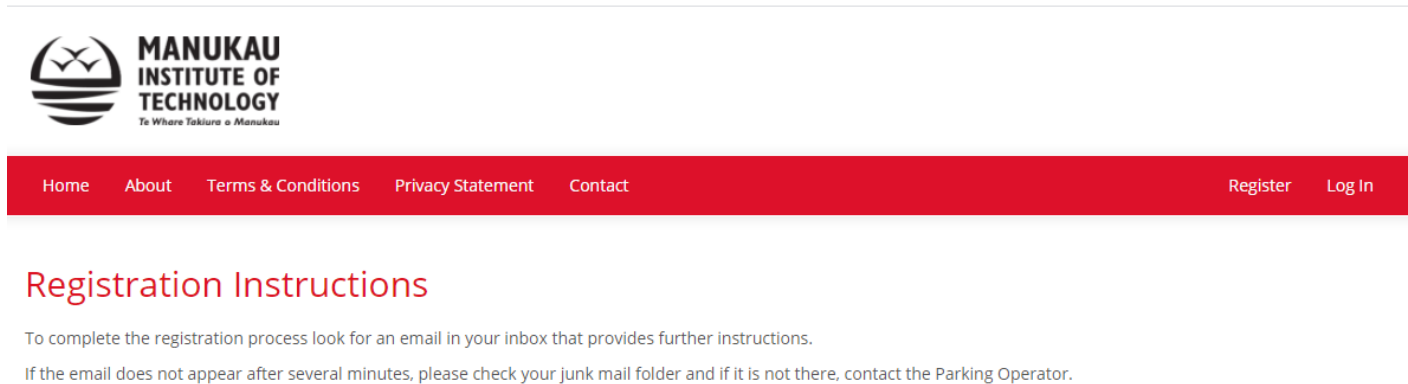
☐ I have read and accept the [terms and conditions](#) and [privacy statement](#)



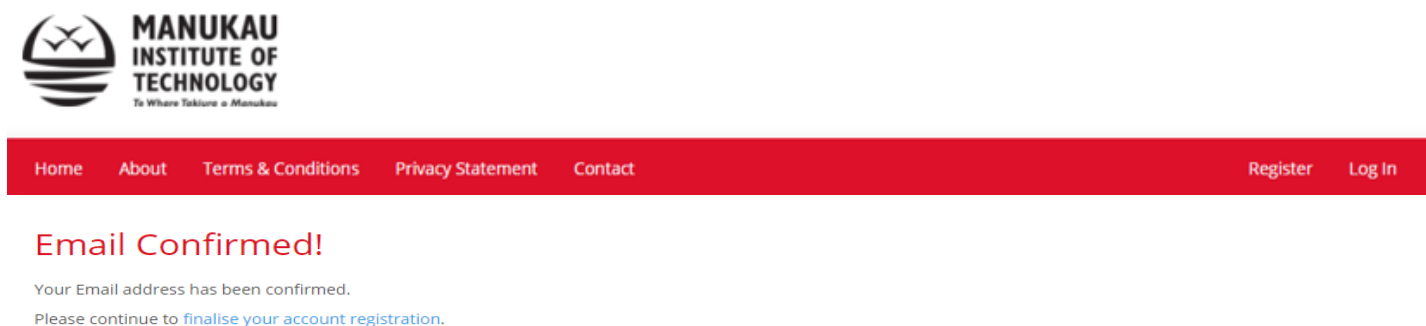
Register

Step 4. Once the signup form has been completed you will be sent an email which includes a link that you need to click on to continue the signup process.

Note: IF YOU DO NOT RECEIVE THE EMAIL THEN PLEASE **CHECK YOUR JUNK** FOLDER



Step 5. Once clicked you can complete the registration by clicking the “finalise your account registration” link.



Step 6. You need to then login with your email address and the password you entered

Step 7. The final step of the registration process requires you to enter your Student/Staff ID, mobile phone and address details. The click “Next”



My Permits

 StudentA  Logout

Finalise account registration

Personal Information

Student/Staff ID
(required)


Mobile Number (optional)

Address (optional)

Enter a location

 Next

Step 8. Once logged in you need to click the “Apply for a vPermit” button and select your permit from the dropdown list.



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My Permits

\$ Apply for a vPermit

Permits Information

⚠ You do not have any permits.



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My Permits StudentA Logout

Select your Permit

Permit Information

ID 12345678 - Student

Please select a permit


Next

▼

Manukau Campus - 1 Day (Price: \$8)

Otara Campus - 1 Day (Price: \$4)

Step 9. Enter your vehicle licence plate and click “Next”, your vehicle is now registered in the system



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My PermitsStudentA Logout

Select your Permit

Permit Information

ID12345678 - Student

Please select a permit

Manukau Campus - 1 Day (Price: \$)▼

Payment Method

☒ Pay online (Credit Card)

Vehicle 1

ABC123

Active

Next

Step 10. Check the details of the permit are correct then select “Register”

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My Permits

Select your Permit

Permit Information

ID 12345678 -

Please select a permit Manukau

Payment Method ☒ Pay online (Credit Card)

Vehicle 1 ABC123

StudentA

Permit Confirmation

Permit/Price: Manukau Campus - 1 Day (Price: \$8)

Zones: MIT Manukau and Tech Park Campuses

Payment Method: Pay online (Credit Card)



Cars: ABC123


- Vehicles can be managed from the My Vehicles tab of your online account once your permit has been activated
- Please do not press the Back button when using Credit Card.

Step 11. If a charge applied for the permit you will be redirected to a payment page where you need to enter your credit/debit card details and click “Submit”.

Select Payment Method

Select a payment method from the following available options:





Credit Card Payment

Card Number:*

Name On Card:*

Expiry Date:*

11 ▾

20 ▾

CVC: [What is this?](#)

Submit

Cancel Payment





[Privacy Policy](#)

Congratulations your permit is complete!



My Permits

 StudentA

 Logout

Congratulations!

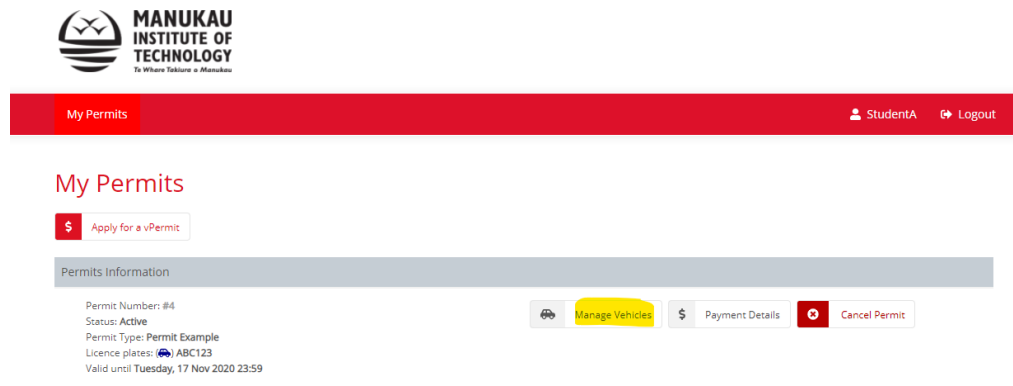
Your permit is now active and ready to use.

Click [here](#) to navigate to your permits.

Changing your Licence Plate

Should you have a different vehicle on a given day or need to permanently make a change to the licence plate, then you are responsible for making the change yourself.

Step 1. To do this log in and click on the “Manage Vehicles” option



Step 2. Click on the “Edit Vehicles” option

Step 3. Make the necessary change and then click “Save”

The change is effective immediately.

