**UCD Permit Parking - Event Parking Application**

Dear Attendee

A UCD Voucher Parking Permit only allows you to search for a parking space on campus. It **does not** guarantee that a space will be available when or where you want it. A UCD Voucher Parking Permit is not valid in the paid hourly car parks, or UCD Sports & Fitness marked spaces.

The voucher code for attendance to the **Sir Bernard Crossland Symposium** on the 25th and 26th of April is ENG2526

How to apply for a temporary UCD Parking Permit using a Voucher code

Step 1. Go to <https://parkingpermit.ucd.ie/>

Step 2. Create profile by following the on-line steps.

Step 3. Input your voucher code

For further guidance, please see video tutorial attached and written instructions below.

Before you start make sure you have to hand the following pieces of information:

* Mobile phone
* Car registration number

Please ensure:

* You have read the terms and conditions and the associated UCD Parking Regulations before bringing any car onto campus
* The details of your UCD Parking Permit are accurate.
* Always comply with the UCD Parking Regulations when parking a car on campus
* Check local car park signage for specific arrangements or changes

**Instructions and Tutorial Video**

* On your browser visit <https://parkingpermit.ucd.ie>
* Click the “New User?” button, enter your mobile number & click “Send SMS”
* The browser will move to the next screen and you receive a six digit validation code.
* Enter the code and click “Validate Code”
* On the next page, enter & confirm a password of your choosing and then click “Save”
* Click to return to the login page and enter the login details you chose (your mobile number & password)
* Once logged in click “Purchase Permit” on the LHS and then tick the “Use voucher code” box
* Enter your voucher code and select the option displayed.
* On the next page enter your vehicle reg. number, the start time in the displayed fields, accept the T&Cs & click “Continue”
* On the next page enter your details in the requested fields and click “Submit”
* On the next page, confirm your details as displayed and click “Place order”
* This completes the order. Finish your session by clicking “Log out”

Please click on video tutorial below for demo.

