UNIVERSITY OF GALWAY PERMIT APPLICATIONS 2024-2025

Introduction.

The Permit Parking system has been in operation since 1 Sept 2020. Customers may apply for a permit (Staff, Student, Short Term Agency, Non University Staff and Contractor etc) using the following steps:

- Logon to your account/Create Account
- Enter or Confirm Personal Details
- Enter or Confirm Vehicle Registration
- Apply for Permit
- Payment.

LOGON OR CREATE ACCOUNT

Using Google Chrome or Firefox go to:

https://nuig.apcoa.ie/applicant

All customers who already registered in previous years may log into their accounts and purchase their permits for 2024-2025.

UNIVERSITY STAFF AND STUDENTS

Please note that ALL NEW Staff and Students must register an account using the "STAFF OR STUDENT LOGIN" option on first use of the system. Current Staff and Student users must continue to use this option. This access route uses Staff or Student number and the password allocated with your university account. **You may not change or reset this password on the permit system as these are issued by the University.**
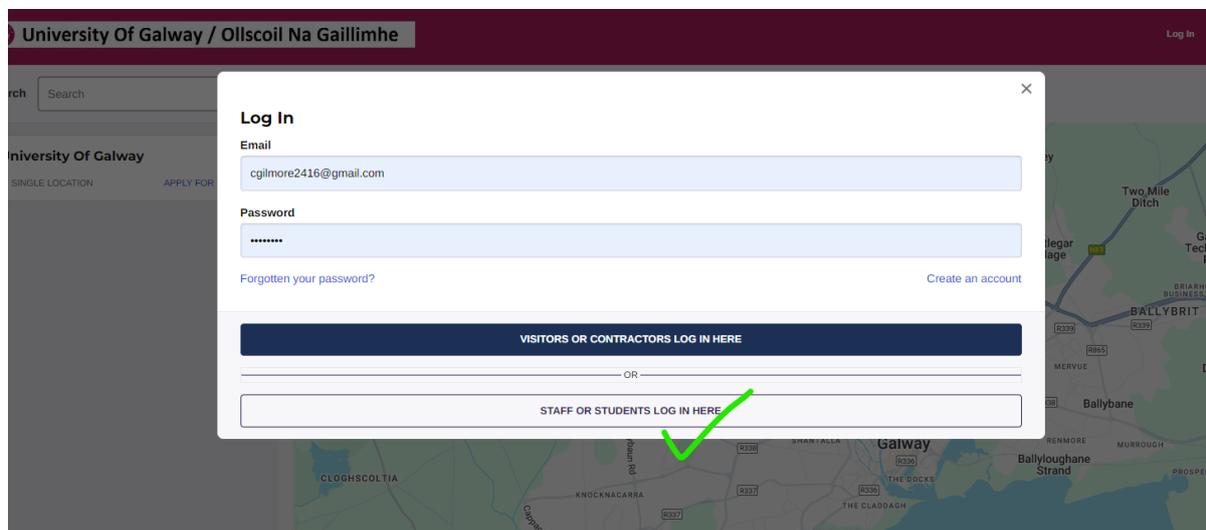
If you are a registered University Staff member or Student:

Staff and Students **MUST** use their Edugate (college id) username and password to set up an account for permits (and for all subsequent logins to the account).

Do NOT use "Create My Account" as this option is for Non University Staff, Visitors, Contactors.

The same applies to the "Reset My Password" facility. This will NOT work for Staff and Students.
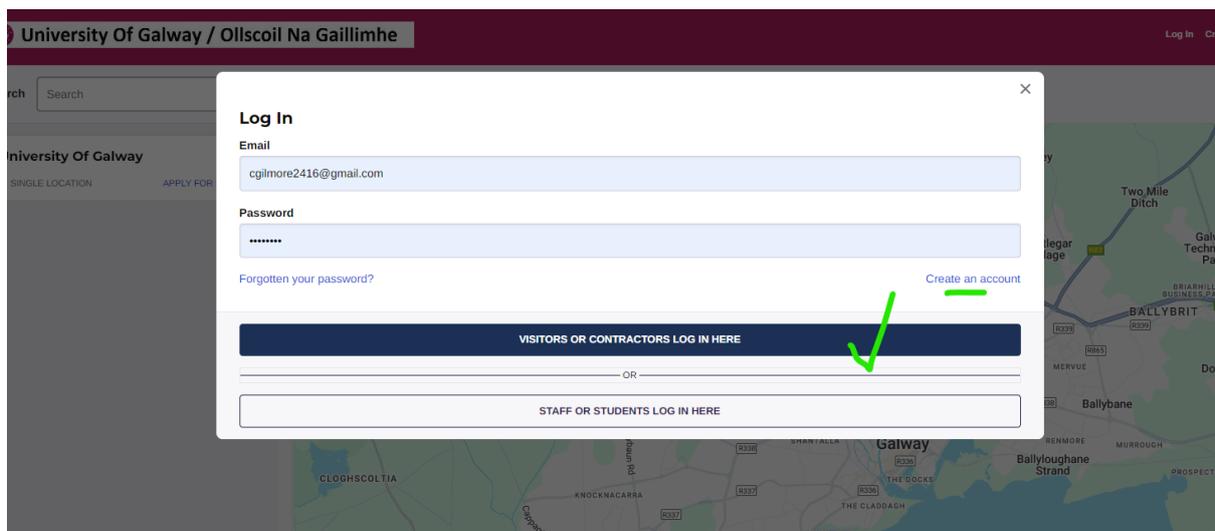
Use "Staff Or Student Log in Here" to set up your account.   Use your 8 Digit University Id and password for logging in via this method.   This secure link ensures that your university status is verified, allowing you to purchase pre-approved permits. The Parking Permit system does not retain or have access to your University ID or login information. This is processed through a secure gateway.

This will allow you to apply for a pre-approved Staff or Student Permit by verifying your University credentials.

Once you have successfully verified your status, continue to the Account Details screen to complete your account details.

NON University Staff, Visitors and Contractors

ALL NEW Non University Staff, Short Term Agency Staff and Contractors should use the "Create An Account" option when first registering. Subsequent account access is via the blue button option shown below.

If you are Short Term Agency Staff, a Contractor or Non University Staff Member

Short Term Agency Staff, Contractors and non UNIVERSITY Staff should register using the "Create An Account" option.

On first use, select "Create an Account" from top right of screen. Use "Visitor Or Contractor Login" option if already registered.

Create Account

Fill out your information below to create an account.

Name

Salutation

Mr ▾

First Name

Joseph

Last Name

Person

Contact

Email

testjoe@joesymt.net

Home Phone Optional

Home phone

Mobile

1234

Password

Password

••••••••

Strong password

Confirm Password

••••••••

Find Address

Postcode

Postcode | Find

Address

Organisation Name Optional

Organisation name

Address Line 1

street

Address Line 2 Optional

Address line 2

Address Line 3 Optional

Address line 3

Address Line 4 Optional

Address line 4

District Optional

District

City/Town

galway

County Optional

County

Postcode

na

Country

Ireland ▾

Other

Blue Badge Number Optional

♿ Blue Badge Number

Vehicle

Vehicle Type

Car ▾

VRM

I234DEW32I

Confirm VRM

I234DEW32I

Make

VW ▾

Model Optional

Vehicle model

Colour Optional

Select ▾

☑ I accept the terms & conditions of use.

ENTER OR CONFIRM PERSONAL DETAILS

It is important for the purpose of registering your permit that correct information is entered for email address.

You do not need to enter your home address or your phone numbers to use this system.

All other fields are optional and may be completed with "na" or "123" if preferred.

ENTER OR CONFIRM VEHICLE REGISTRATIONS

- **Please ensure you have entered your vehicle registration correctly. If you have registered more than one vehicle on your account please take extra care when applying for a permit to ensure the correct registration is protected.**
- **Please do not enter hyphens in your registration.**
- **"MO" and "SO" regs, please take care not to use the zero digit by mistake ("M0". "S0")**
- **Please do not use letter "O" in the numerics.**

Vehicles

Manage your vehicles and view any associated active permits.

TYPE	VRM	ASSIGNED	MAKE	MODEL	COLOUR
Car	08D32949		Opel	Vectra	Black
Car	19IM0379		Hyundai	KONA	Blue

APPLY FOR PERMIT

Please note that you MUST have entered Vehicle details in order to purchase a permit.

Please ensure that you have selected the correct Vehicle registration on the permit application.

There are a number of permit options available. Select "Apply For Permits". A sample application screen is shown below.

- For Non University Staff, Contractors and Agency Staff **sufficient information** must be entered to assist in establishing validity of permit application. You will be prompted to provide this additional information when you apply for these permits. Failure to provide detailed information supporting your permit application may result in the application being rejected.
- Staff and Student permits may only be purchased by verified account holders (via Edugate).
- **The Staff Permit Salary Deduction option is available on this system until 30 September each year. To avail of it you must select the appropriately named permit and also be sure to enter your staff number correctly when prompted.   No payment is required for this permit on the system, the monies will be deducted from your Salary due course.**
- Visitor and Contractor permits may be applied for by non verified account holders. Start Date (From Date) must be specified. These will need to be authorised by the Parking Office before payment is made. The Permit is not valid for use until it has been approved and paid for.
- For all permit applications Vehicle Registration must be selected.
- Additional Vehicles can be added to the account using the menu on top right of screen "Vehicle".

- Protected Vehicles can be changed by accessing the "Bookings" option on the same menu.
- Once payment has been made for a permit the permit is live and the vehicle registration chosen is protected on the system.

PAYMENT

Once your permit application is approved, you will be directed to the payment page. Alternatively, you will receive an email with a link to the payment.

Please note that your vehicle is NOT protected until payment has been made for the permit.

ADD ADDITIONAL VEHICLES TO YOUR ACCOUNT

To Add Additional Vehicle Regs to Your Account

1. Login to Account
2. Select "Vehicles" from menu on top right.
3. Add or delete regs to your account.

TO CHANGE PROTECTED VEHICLE

To Change Protected Reg on your account

1. Login to account.
2. Ensure that the vehicle reg you wish to protect is registered to your account. If not, use the "Vehicles" tab to add it.
3. Select "Bookings" from menu on top right to view your permit.
4. Use Actions bar to change protected vehicle on the permit.

Permits

View your permit bookings, associated vehicles and their current status.

NUI Galway / OÉ Gaillimh NUIG Contractor Permit - 1 Month

Status	Payment	ID	Valid	Active Times	Expiry	Actions
EXPIRED	N/A	468	30/07/20 00:00 - 29/08/20 23:59	N/A	Expired	⋮

SALARY DEDUCTION PERMIT – Important Notice

The Salary Deduction option is no longer available. Staff must purchase a permit using the one-off payment method/

RETIRED UNIVERSITY STAFF

Retired University Staff should contact Marie Cunningham via email marie.cunningham@universityofgalway.ie for information on parking on campus.