



OLLSCOIL NA GAILLIMHÉ
UNIVERSITY OF GALWAY

UNIVERSITY OF GALWAY PERMIT APPLICATIONS

Introduction.

The new Permit Parking system has been in operation since 1 Sept 2020. Customers may apply for a permit (Staff, Student, Agency, 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.

1. 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 this year.

UNIVERSITY STAFF AND STUDENTS

Please note that ALL NEW Staff and Students must register an account using the “LOGIN WITH EDUGATE” option on first use of the system. Current Staff and Student users must continue to use the “LOGIN WITH EDUGATE” 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).

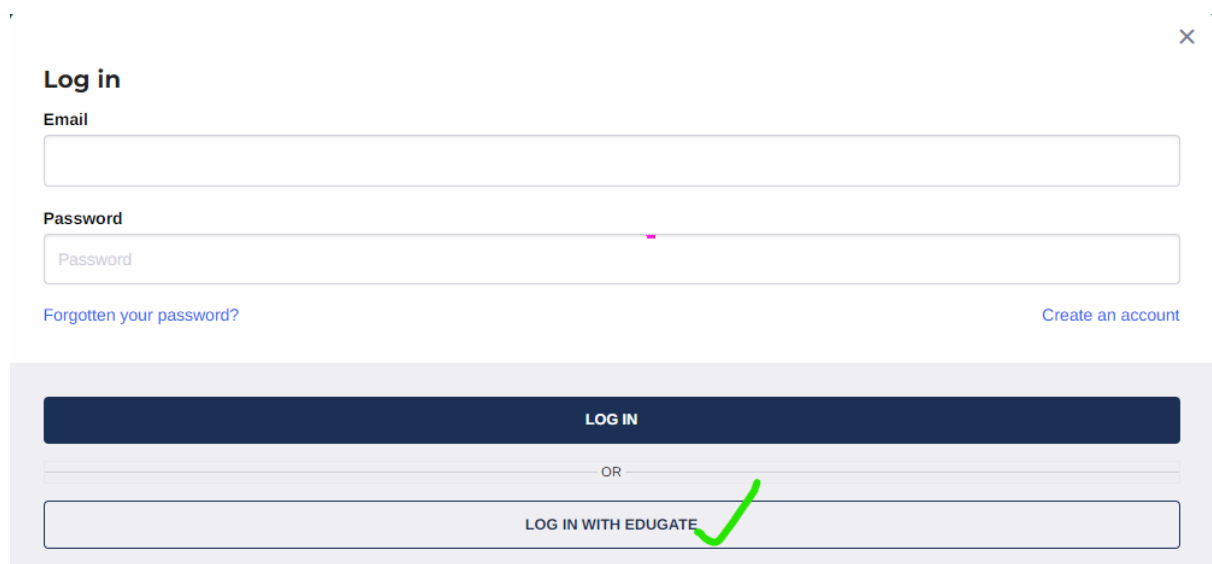
Do NOT use “Create My Account” as this option is for Non University Staff, Visitors, Contactors.

The same applies to the “Reset My Password” facility. This will NOT work for Staff and Students.

Use “Login –Login with Edugate” 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.

Select “Log In” from top right of screen.

Choose “Log In with Edugate”.



The screenshot shows a login form with the following elements:

- Log in** (header)
- Email** (input field)
- Password** (input field)
- [Forgotten your password?](#) (link)
- [Create an account](#) (link)
- LOG IN** (button)
- OR** (text)
- LOG IN WITH EDUGATE** (button, highlighted with a green checkmark)

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 & CONTRACTORS

ALL NEW Non-University Staff, Short Term Agency Staff and Contractors should use the “Create Account” option when first registering. Subsequent account access is via the blue “Log In” option shown below.

Log in

Email

a.dufresne@shaws.com

Password

[Forgotten your password?](#)

[Create an account](#)

LOG IN

OR

LOG IN WITH EDUGATE

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 New Account” option.

On first use, select “Create Account” from top right of screen. Use “Login” option if already registered.

Create Account

Fill out your information below to create an account.

Name	Find Address	Other
Salutation Mr	Postcode Postcode <input type="text"/> <input type="button" value="Find"/>	Blue Badge Number <small>Optional</small> <input type="text"/>
First Name Joseph	Address	Vehicle
Last Name Patson	Organisation name <small>Optional</small> <input type="text"/>	Vehicle Type Car
Contact	Address Line 1 street	VRM 1234DEW321
Email test@pepymt.net	Address Line 2 <small>Optional</small> <input type="text"/>	Confirm VRM 1234DEW321
Home Phone <small>Optional</small> Home phone <input type="text"/>	Address Line 3 <small>Optional</small> <input type="text"/>	Make VW
Mobile 1234	Address Line 4 <small>Optional</small> <input type="text"/>	Model <small>Optional</small> Vehicle model <input type="text"/>
Password	District <small>Optional</small> District <input type="text"/>	Colour <small>Optional</small> Select
Confirm Password *****	City/Town galway	
<small>Starting address</small>	County <small>Optional</small> County <input type="text"/>	
	Postcode na	
	Country Ireland	

I accept the [terms & conditions](#) of use.

2. ENTER OR CONFIRM PERSONAL DETAILS

It is important for the purposes 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.

3. 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	I9IM0379		Hyundai	KONA	Blue

4. 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.



Purchase Permit

UNIVERSITY OF GALWAY

Short Term Agency Permit

This monthly permit is for short term agency contract workers. Not for use by Campus Visitors who should use Pay and Display parking. University Staff and Students should apply for the login. Permit Valid ONLY after approval and payment.

Assign Vehicle

191MO379 (Hyundai KONA)

Start Date

Start Time

Would you like to set an expiry reminder? Optional

SMS Email

Cost:

I have read and accept the [Terms & Conditions](#).

- 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.

5. 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.

6. SALARY DEDUCTION PERMIT

The Salary Deduction option is available until 30 September each year only and to avail of this option you must select permit type:

'Staff Permit Salary Deduction' OR 'Ceadunas Foirne Asbhaint Pha'

This permit is only available to University Staff members who are employed on a PERMANENT Contract.

It is mandatory to enter your 6 digit staff number (this is your personnel number on your payslip).

No payment is required for this permit as the full cost will be deducted from your salary in October.

University Payroll Office will review the list provided by APCOA and if you provide incorrect data such as staff number, name or not entitled to this option then you will be notified by APCOA as soon as possible and the permit will be cancelled.

7. 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.

HOME / MY VEHICLES

Vehicles

Manage your vehicles and view any associated active permits.

Add Vehicle

TYPE	VRM	ASSIGNED	MAKE	MODEL	COLOUR	ACTIONS
Car	IS1M0379		Hyundai	Kona	Blue	<input type="checkbox"/>
Car	08D32949		Alfa Romeo			<input type="checkbox"/>

Account

- Bookings
- Vehicles
- Personal Info
- Password
- Settings

8. 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.

HOME | MY BOOKINGS

Permits

Apply for a Permit

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

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	⋮