How to create a Business Blue Parking Session

The steps below will allow Flinders University staff to create a Business Blue Parking session. Business Blue permits enable staff to access short term parking to move between multiple destinations for activities like business meetings, seminars, workshops or student placement visits.

1. Log in to vPermit using your Okta account

2. Click on My Business Blue Permits located in the menu bar
3. Click on the *Create New Business Blue Permit* button

4. Select a 2 Hour or 4 Hour Business Blue permit and enter the vehicle registration if it is not shown.

5. Enter the date (up to 24 hours in advance) and start time, the reason for permit i.e. meeting, workshop and select your College / Portfolio from the drop down list. The comment field is not mandatory but can be used if you would like to remind yourself of the business need. Click *Next*. 
6. Confirm the details shown are correct, read and agree to the terms and conditions of use and click Activate.

Your permit will then become active at the time specified.

If you are unable to see any permits to select, it means that the maximum number of active permits has been reached. Please check back later as spaces will become available as permits expire.

If you have any queries or need assistance with Business Blue Parking, please contact the PFD Customer Service team on 8201 2733 or via Service One.