

STAFF AUTHORISED PERMITS – 2025

(Non-ANU staff – *eligibility to hold permit must be approved*)

To apply for a 2025 parking permit:

The ANU Parking Office

Level 1 Fulton Muir Building #95

Daley Road ACTON ACT 2601

Phone: 02 6125 0179

Email: parking@anu.edu.au

1. Sign in to an existing ePermit account or create an account at <https://epermits-anu.orikan.tech/ssp> entering your SSO email account and password.
2. If you have not used ePermit before, you will need to create an account. Please use your university ID email address e.g. u100000@anu.edu.au or a00000@anu.edu.au to create your account. If you don't do so you will not be able to create an account.
3. Select 'Apply for a Permit'.
4. Select the permit group i.e. Authorised Permit and from the drop-down menu select the permit type
 - **Non-reserved permit – other**
 - **Reserved permit - other**

N.B. Reserved authorised permits are for staff parking in bays where their vehicle registration number is displayed on a sign.
5. Enter your payment details. If you don't want to pay online, after completing your application, please contact the call centre on (02)61250179 choosing option 1 and your payment will be processed over the phone.
6. Your personal details will be automatically populated by SSO.
7. Add your vehicle details. Up to three vehicle registration/licence plate numbers** may be entered. It is the permit holder's responsibility to ensure the details entered are correct.
8. Read and accept the Conditions and Submit your application.
9. **Permits are not valid until payment has been processed and your permit has been activated.**

The Call Centre will activate your permit within 24 hours. If your permit status does not appear as 'Granted' please contact them on the number below.

Using your parking permit

Your account details (including car registration details) can be managed by logging in to your ePermit account.

**You may have up to three cars registered on your permit, only one vehicle may be parked on campus at any given time.

You can easily update your vehicle details via ePermit by logging into your ePermit account. Select My Current Permits and Manage Vehicle(s).

Permits are for the sole use of the permit holder.

To cancel your permit, log in to your account select My Current Permit and 'Withdraw'. If a refund is due please contact the call centre and select option 1.

If you have any questions please don't hesitate to contact the call centre on (02) 6125 0179.