

NUIG PERMIT APPLICATIONS 2020-2021

Step 1: Using Google Chrome or Firefox go to:

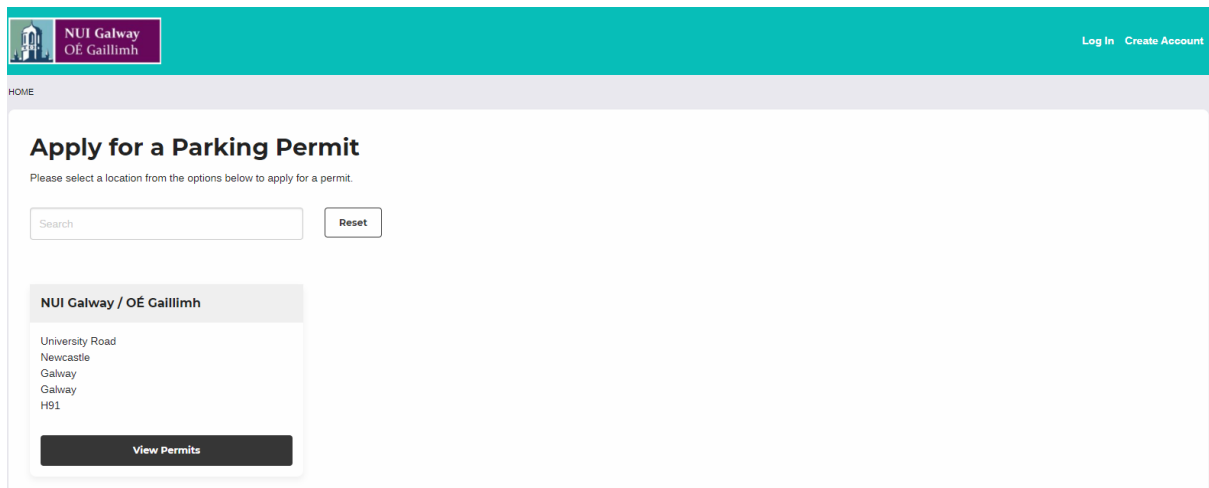
<https://nuig.apcoa.ie/applicant>

Step 2:

*** PLEASE NOTE – NUIG Staff and Students **MUST** use their Edugate (college id) username and password to set up an account for permits. Use “Login –Login with Edugate” to set up your account. Do NOT use “Create My Account” as this option is for Visitors, Contactors and Other Staff”.

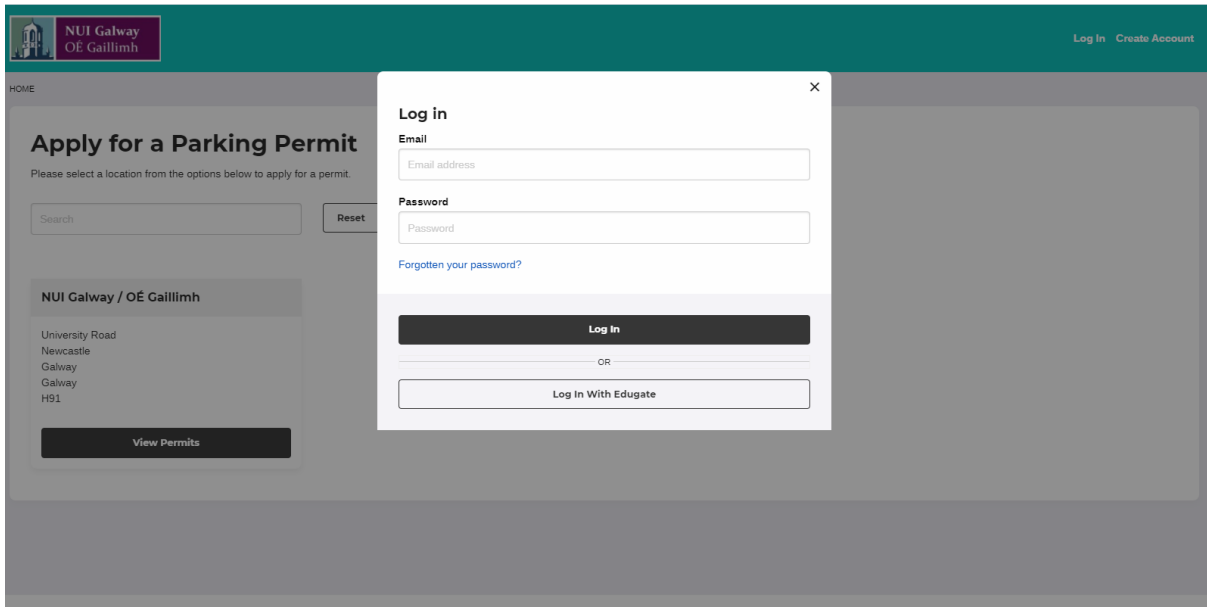
NUIG Staff and Students:

Select “Log In” from top right of screen.

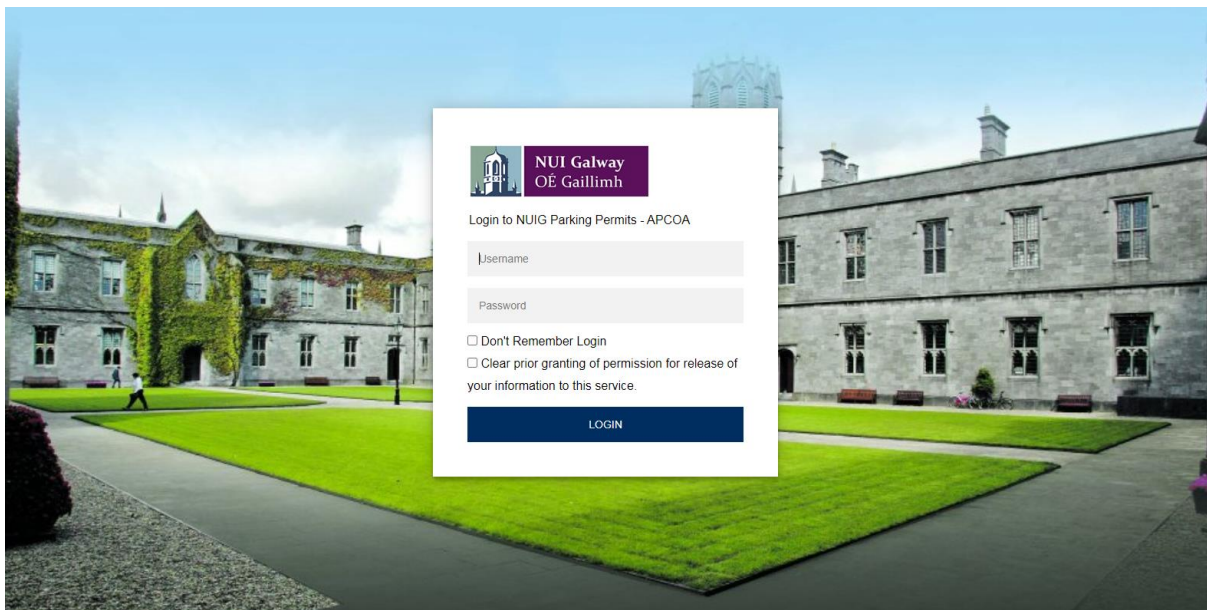


The screenshot shows the 'Apply for a Parking Permit' page on the NUIG website. At the top, there is a teal header with the NUIG Galway / O'É Gaillimh logo on the left and 'Log In' and 'Create Account' links on the right. Below the header, the page title is 'Apply for a Parking Permit' with a subtitle 'Please select a location from the options below to apply for a permit.' There is a search input field with a 'Reset' button. Below this, a dropdown menu is open, showing the following options: 'University Road', 'Newcastle', 'Galway', 'Galway', and 'H91'. A 'View Permits' button is located at the bottom of the dropdown menu.

Choose “Log In with Edugate”.



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 Create Account screen to complete your account details.

Step 2:

Contractors and Visitors

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.

<p>Name</p> <p>Salutation Mr</p> <p>First Name Joseph</p> <p>Last Name Person</p> <p>Contact</p> <p>Email testjoe@joesymt.net</p> <p>Home Phone <small>Optional</small> Home phone</p> <p>Mobile 1234</p> <p>Password</p> <p>Password *****</p> <p><small>Strong password</small></p> <p>Confirm Password *****</p>	<p>Find Address</p> <p>Postcode Postcode <input type="text"/> <input type="button" value="Find"/></p> <p>Address</p> <p>Organisation Name <small>Optional</small> Organisation name</p> <p>Address Line 1 street</p> <p>Address Line 2 <small>Optional</small> Address line 2</p> <p>Address Line 3 <small>Optional</small> Address line 3</p> <p>Address Line 4 <small>Optional</small> Address line 4</p> <p>District <small>Optional</small> District</p> <p>City/Town gahway</p> <p>County <small>Optional</small> County</p> <p>Postcode na</p> <p>Country Ireland</p>	<p>Other</p> <p>Blue Badge Number <small>Optional</small> Blue Badge Number</p> <p>Vehicle</p> <p>Vehicle Type Car</p> <p>VRM 1234DEW32I</p> <p>Confirm VRM 1234DEW32I</p> <p>Make VW</p> <p>Model <small>Optional</small> Vehicle model</p> <p>Colour <small>Optional</small> Select</p>
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I accept the [terms & conditions](#) of use.

Step 3: Enter your details including car registration.

It is important for the purpose of registering your permit that correct information is entered for email address and vehicle registrations. All other fields are optional and may be completed with "na" or "123" if preferred.

For Contractors and Visitors 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.

Step 4: Complete registration.

On successful registration you will be directed to the Home page.

Step 5: Buy permit.

There are a number of permit options available. Select "View Permits from the home screen".

NUI Galway / OÉ Gaillimh

Please choose a permit from the option below.

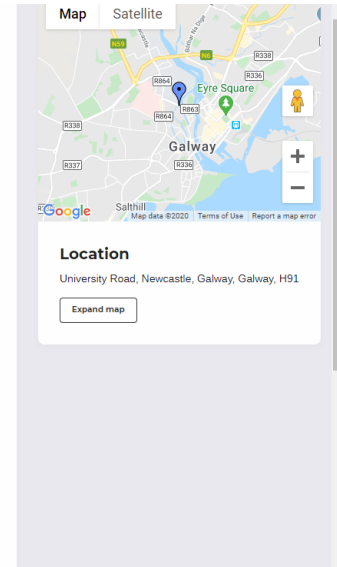
Available Permits

NUIG Visitor Permit - 1 Month 📄	DIGITAL	€5
NUIG Contractor Permit - 1 Month 📄	DIGITAL	€25
NUIG Staff Permit 2020-2021 📄	DIGITAL RESTRICTED	€55
NUIG Staff Permit via Salary Deduction 2020-2021 📄	DIGITAL RESTRICTED	Free
Ceadunas do Mhic Leinn 2020-2021 📄	DIGITAL RESTRICTED	€50
Ceadunas Foime Asbhaint Pha 2020-2021 📄	DIGITAL RESTRICTED	Free
Ceadunas Foime 2020-2021 📄	DIGITAL RESTRICTED	€55
NUIG Student Permit 2020-2021 📄	DIGITAL RESTRICTED	€50

Buy a Parking Permit

Period

Select Parking Period



- Staff and Student permits may only be purchased by verified account holders (via Edugate). These are marked as “Restricted”.
- Staff Members may choose to pay via the Salary Deduction option. These permits will be subject to approval by the Parking Office.
- 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.
- 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 “Permits” option on the same menu.
- Once payment has been made for a permit (or approval in the case of Salary Deduction permits) the permit is live and the vehicle registration chosen is protected on the system.