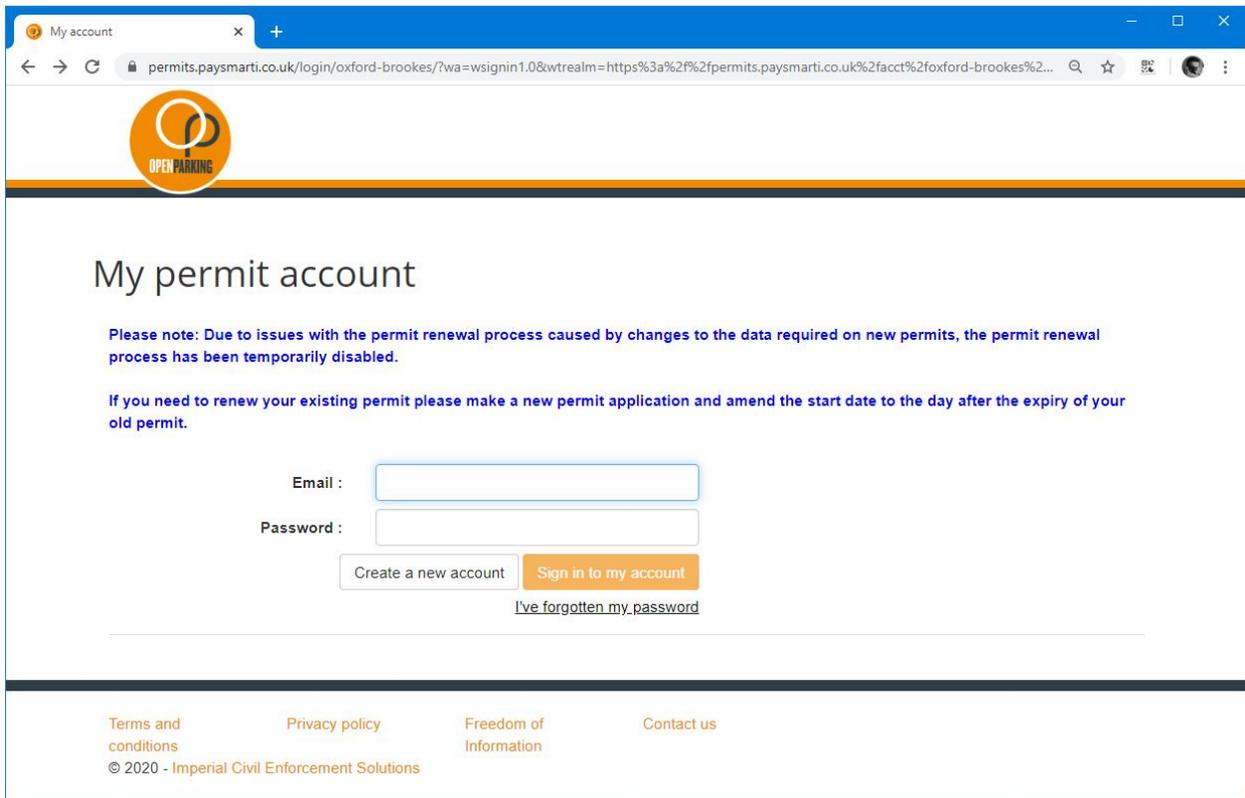


## Creating a Permit Account

Before you can apply for a Parking Permit you must first create an account. To create an account, you must supply a unique email address (this email address can only be associated with one account).

1. To create your account go to the Oxford Brookes Permit website (<https://permits.paysmarti.co.uk/acct/oxford-brookes>)



The screenshot shows a web browser window with the URL [permits.paysmarti.co.uk/login/oxford-brookes/?wa=wsignin1.0&wtrealm=https%3a%2f%2fpermits.paysmarti.co.uk%2facct%2foxford-brookes%2f...](https://permits.paysmarti.co.uk/login/oxford-brookes/?wa=wsignin1.0&wtrealm=https%3a%2f%2fpermits.paysmarti.co.uk%2facct%2foxford-brookes%2f...). The page features the 'OPEN PARKING' logo in the top left corner. The main heading is 'My permit account'. Below this, there is a blue notice: 'Please note: Due to issues with the permit renewal process caused by changes to the data required on new permits, the permit renewal process has been temporarily disabled.' This is followed by another blue notice: 'If you need to renew your existing permit please make a new permit application and amend the start date to the day after the expiry of your old permit.' The login form includes two input fields: 'Email :' and 'Password :'. Below these fields are two buttons: 'Create a new account' and 'Sign in to my account'. A link for 'I've forgotten my password' is located below the 'Sign in to my account' button. At the bottom of the page, there are links for 'Terms and conditions', 'Privacy policy', 'Freedom of Information', and 'Contact us', along with the copyright notice '© 2020 - Imperial Civil Enforcement Solutions'.

2. Click on the "Create a new account" button.

### 3. The account registration screen is displayed

My permit account registration - step one

\* Account type :  Staff  
 Student  
 Sports / Leisure

Please be aware of the following when completing 'my account registration - step two' for a staff account;

- The address required is your home address.
- Contact telephone number is mandatory.

**Customer notice: Before proceeding with your account creation, please can you ensure you have selected the correct account type (e.g. Staff or Student). We look forward to welcoming you to Oxford Brookes University.**

Please register with an email address and password. You will be sent a confirmation email. Your account will not be active until you have clicked on the link in this email.

\* Email :

### 4. Select the account type you require

- Staff** - This account type allows users to apply for staff permits. To apply for a staff account, you must use an email address ending [brookes.ac.uk](mailto:brookes.ac.uk).
- Student** – This account type allows users to apply for student permits. To apply for a student account, you must use an email address ending [brookes.ac.uk](mailto:brookes.ac.uk).
- Sports/Leisure** – This account type allows users to apply for a sports and leisure permit. Members of Brookes Sport who have been issued a membership number and are paying a full Community membership fee on a monthly or annual basis are eligible to apply for a Sport & Leisure parking permit.

This parking permit is only valid while the individual is a full fee-paying member of Brookes Sport.

5. Complete the form by entering and confirming your email address and password. Your password must contain at least 8 characters including one lower case, one upper case and one numeric character. Once complete click the "Next" button.

**Customer notice: Before proceeding with your account creation, please can you ensure you have selected the correct account type (e.g. Staff or Student). We look forward to welcoming you to Oxford Brookes University.**

Please register with an email address and password. You will be sent a confirmation email. Your account will not be active until you have clicked on the link in this email.

\* Email :

You must use an email address ending **brookes.ac.uk**

\* Confirm email address :

\* Password :

\* Confirm password :

Password must contain at least 8 characters including one lower case, one upper case and one numeric character.

6. Complete your name details.

## My permit account registration - step two

\* Title :

\* Initials :

\* Forename :

\* Surname :

Contact methods :

\* Address :

\* Search postcode :

[Terms and conditions](#) [Privacy policy](#) [Freedom of Information](#) [Contact us](#)

7. Add contact methods by clicking on the “+ Add” button and complete the required details. To add additional contact methods, click the “+ Add” button again.

The screenshot shows a web browser window with the URL `permits.paysmarti.co.uk/login/oxford-brookes/?wa=wsignin1.0&wtrealm=https%3a%2f%2fpermits.paysmarti.co.uk%2factt%2foxford-brookes%2...`. The page title is "My permit account registration - step two". The form includes the following fields and buttons:

- Title :**
- Initials :**
- Forename :**
- Surname :**
- Contact methods :**
- | Contact method | Details                                   |                                  |
|----------------|---|----------------------------------|
| Daytime phone  | <input type="text" value="01234 567890"/> | <input type="button" value="X"/> |
| Mobile phone   | <input type="text" value="07777 123456"/> | <input type="button" value="X"/> |
- Address :**
- Search postcode :**

8. Add your address details by adding your postcode (home address for Staff, term time address for students), and the clicking on the “Find” button. A list of available addresses at the supplied postcode can be displayed by clicking on the drop down.

Select your address from the list of available addresses.

If an incorrect address is selected this can be changed by clicking on the “Change” button.

Once your correct address has been selected click on the “Finish” button.

9. A page is displayed confirming that an email has been sent to the email address supplied. To activate your account, open this email and click on the supplied “Confirm account registration” link.

10. The Permit account landing page will be opened with a message at the top of the page confirming that your account has been activated. You can now apply for parking permits within the system.

