1. Log onto your account using your normal username and password, (if you do not have these please see a member of the Learning Resources Staff).

2. Click on the Google Chrome Button

3. The VLE Welcome page will appear, click on the Car Park Registration link.

4. The Car Park Registration Form will appear as below.

Note: If your Car Parking Registration account is locked or not accessible, please see a member of the Learning Resources Staff, who can report this.
Complete the following in Section 1:

- **Main Base**: Select the location (where you study the most) from the drop down.
- **Contact Number**: Enter a (mobile) number which can be used to contact you about your vehicle should there be a problem when parked on site.
- **Permit Type**: Please ensure this displays the Pay At Meter Motorvehicle option as shown.

5. When above is completed click on the Add Vehicle button in Section 2

6. The following will appear:

   **Section 2 - Vehicle Registration**
   
   | Make | Vauxhall |
   | Reg  | 46557DVX |
   | Model| Corsa |
   | Colour| Red |

   Complete the following in Section 2:

   - Fill in your car details including **Make**, **Model**, **Reg** (Registration), and **Colour** (See above example)
   - Enter details for any additional cars if required. (You can register additional vehicles but you will only be issued with **ONE** Parking Permit).
   - Please Check all details are correct, then click on Save.

7. Once saved click the ‘Click to Print Preview’ button at the bottom of the page.

8. The completed Car Registration Form will appear showing the Terms and Conditions of use alongside the information you entered in Section 1 and 2, scroll down to the bottom of the page and you will see a ‘Print Form’ button. Print **TWO** copies of this form, (one copy is for your reference)

9. Sign and date both copies and take this to Reception where your Car Parking application will be processed and you will be issued with a Student Pay at Meter Permit.

10. **Important** - Make sure your Car Parking Permit is displayed in your vehicle at all times when parked on site. As per the Terms and Conditions of use, you must pay a £1.00 per day fee at the Parking Meter before exiting/leaving the Car Park to avoid the issue of a Parking Charge Notice (PCN).