

Getting Started

When you enter the online application system for the first time a link entitled important instructions will be displayed on the Application screen. Clicking on this link will display instructions that provide a walk through of the initial stages of the application process. Once you have completed the steps outlined in the instructions continue to work through the application using one of the navigation options, making sure that you save the details for each section by clicking on the SAVE button before continuing.

Navigation Within the Application

Callout 1: You may click on any menu item to go directly to that section within the application.

Callout 2: Click to view Help for the current screen.

Callout 3: Click to go to the previous section of the application

Callout 4: Clicking on inactive tabs will reveal information associated with the current item.

Callout 5: Click to go to the next section of the application

Callout 6: Clicking on the NEXT button will take you to the next mandatory and incomplete item within the current application.

Callout 7: If you have multiple applications, selecting the option button beside an individual record will result in the details of the application to be displayed on the form.

Navigation Bar: QUT Home | QUT | QUT Blackboard | Email | Staff Connect | Welcome, Joe | AskQUT | Help | Logout

Menu: Administration | Teaching & Learning | Personal Profile | My QUT

Application Details: You are currently viewing General application G93921 for Joe Test

Instructions:

- ⚠ This application is incomplete and will not be considered for allocation by the parking office until there are no red crosses displayed within the Applications section in the menu on the left hand side of the screen.
- ℹ Click on the NEXT button to continue with your application.
- Required fields are indicated by *.

Application details:

- Application type: * General
- Reference number: G93921
- Relationship to QUT: Student
- Status: New
- Title: Ms
- Given name: * Joe
- Middle name:
- Surname: * Test
- Cardax number: * 0/0
- Student number: N0000012
- Course: Bachelor Of Creative Industries
- Attendance type: Full Time

Actions:

- [Apply for additional parking periods](#)
- [Add a new application](#)
- [Delete the selected application](#)
- SAVE | RESET | NEXT

Applications Table:

Reference number	Type	Application date	Status	Status date
<input checked="" type="radio"/> G93921	General	22-Dec-2009	New	22-Dec-2009
<input type="radio"/> G93901	General	22-Dec-2009	Completed	22-Dec-2009

Menu Icons

- ✓ Indicates that the section has been completed.
- ✗ Indicates that the section is required and has not yet been completed.
- ?
- [-] Collapse the menu, hiding lower level menu items.
- [+] Expand the menu, revealing lower level menu items.

Entering Information

Attendance

Campus:*

Start time:*

End time:*

Days:*

All	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Flexibility details:*

An asterisk next to the name of a form field indicates that you must enter a value before the information can be saved.

[Add a new attendance](#)

[Delete the attendance](#)

Clicking on the add link as in the example screen provided will create a new attendance record. The same functionality is available for the majority of sections within an application.

Clicking on the delete link in the example screen provided, will remove the attendance record. The same functionality is available for the majority of sections within an application.

Clicking on the SAVE button will save the details entered on the form.

Clicking on the RESET button will restore the form fields to the values that existed before any changes were made.

Application types

A short description of the available application types is provided below. If you are unsure of which application type you should be applying for please contact the parking office directly.

General:	Your parking requirements do not fall under the description of any of the more specific application types.
Exam:	You are a student who requires parking during an examination period.
Evening:	You require parking after 4pm Monday to Friday only.
After hours:	You require parking after 8pm Monday to Friday.
Weekend:	You require parking Saturday and/or Sunday only.
Motorbike:	You require parking for a motorcycle.
Floating permit:	You require a shared parking permit.
Departmental vehicle:	You require parking for a departmental vehicle.
External company:	You represent an external company and require parking.
Other:	You are applying for a limited use permit based on holding a Queensland Transport disability permit.
Service vehicle:	You represent an external company that provides services to QUT and require vehicle access.
Shift worker:	You require parking to facilitate your role as a shift worker for QUT.
Call out:	You are required to attend call outs.

Error messages

When the system cannot perform the requested operation critical error messages will be displayed within the instructions section at the top of the active screen annotated by an exclamation mark with a red background. When data you have entered is incorrectly formatted or required information is missing one or more error messages will be displayed in a popup window asking you to correct the problem before attempting to save the record again.

Instructions

⚠ You cannot add yourself to the list of car pool members.

⚠ This application is incomplete and will not be considered for allocation by the parking office until there are no red crosses displayed within the Applications section in the menu on the left hand side of the screen.

i Once you have entered information in all of the required fields, click on the SAVE button to save the details.
Required fields are indicated by *.

Critical error messages will appear if you attempt to do something that the online application system cannot perform or does not allow you to do.

The page at https://qutvirtualdev.qut.edu.a... ✖

Please enter a value in Campus.
Please enter a value in Start time.
Please enter a value in End time.
Please enter a value in Days.
Please enter a value in Flexibility details.

Instructional error messages will appear within a pop up window and will help you to complete the section of the application correctly. Click on the OK button to continue.

Optional Sections

Completing some of the optional items that are relevant to your application may result in additional mandatory sections appearing in the menu which must in turn be completed. As an example, if you answered yes to the question about dependants over the age of 14 then you must enter the commitment details associated with the dependants.



Entering Parking Requirements

To record when and where you want to park you need to use the parking period and day and time screens. For exam applications you are required to select the date and time of your exam. For all other application types you are required to select the times for each day of the week that you require parking.

For the same application type you can add additional periods at a later date, without the need to create another application. However, you must ensure that all information held within the other sections of the application has been updated to reflect your current situation.

Completing Your Application

Step 1: Select the Check list screen from the menu and confirm that there are no sections that have a status of required. You must complete any required sections and you should also pay attention to any optional items which may be relevant to your application.

Section	Status
Application	Complete
Contact	Complete
Vehicle	Complete
Parking period	Complete
Day and time	Complete
Medical	Optional
Attendance	Optional
Car pool	Required
Sport	Optional
Employer	Optional
Study	Optional
Family	Complete
Dependant over 14	Complete
Commitment	Required
Dependant 14 and under	Optional
Load	Optional
Transport	Optional
Additional Information	Optional

Section	Status
Application	Complete
Contact	Complete
Vehicle	Complete
Parking period	Complete
Day and time	Complete
Medical	Optional
Attendance	Optional
Car pool	Required
Sport	Optional
Employer	Optional
Study	Optional
Family	Complete
Dependant over 14	Complete
Commitment	Required
Dependant 14 and under	Optional
Load	Optional
Transport	Optional
Additional Information	Optional

Annotations:

- No further action needs to be made on sections marked as complete (points to Application, Contact, Vehicle, Parking period, Day and time).
- These sections need to be completed before the application can be submitted (points to Medical, Attendance, Car pool, Sport, Employer, Study, Family, Dependant over 14, Commitment, Dependant 14 and under).
- Optional sections should be completed only if they are relevant to your current situation. (points to Load, Transport, Additional Information).
- Click the SUBMIT button to submit your application once all of the required sections have been completed. (points to SUBMIT button).

Step 2: Click on the SUBMIT button.

Step 3: Read through the terms and conditions of Parking at QUT and if you agree click on the OK button to accept them.

Windows Internet Explorer

1. I understand that it is my responsibility to clearly display the parking authorisation at all times and that I am bound by the QUT Act, statutes, rules and administrative provisions applying to traffic control within the University grounds.

2. I will inform the University Administration of any change of address or other information supplied on this application within seven days of the change.

3. I acknowledge that the vehicles are parked at the owner's risk.

4. Persons and vehicles nominated on this form are the only persons or vehicles using the University parking areas.

5. The information supplied on this application is true and correct.

6. I understand and agree that failure to comply with the abovementioned conditions and QUT Parking Policy will result in a fine and or loss of parking privileges.

Click to agree to the terms and conditions

Monitoring Your Application

Notification of available offers

You will be notified by email if your application is successful. If you have not received an email you may return to the online application at any time to determine if the allocation process has been completed for any period you have applied for by checking the status on the parking period screen within your application. If the allocation process has been run the status of the parking period will be complete.

Payment history

A history of invoices and receipts are available. These cannot be modified.

Accepting Your Application

Accepting an offer for parking

If you have received an offer for parking it will expire upon commencement of the parking period for which the offer was made. Once you have received an offer, you should return to the online application as soon as possible to accept it and reserve your allocation.

Offer acceptance

You may select a reduced time period from an offer. The cost of the reduced period will be updated on the screen as changes are made.

Choose where you would like to collect your permit from

Current offers

Gardens Point - Parking level 1 - Summer Program (2009) - General application

8:00am	6:00pm	Monday	G93921	(\$57.75)	Accept	Collection point:*	Parking office (GP)
8:00am	6:00pm	Tuesday	G93921	(\$57.75)	Accept Cancel		

Click on the CONFIRM button to record your offer acceptance or cancellation.

You may cancel or accept all or part of your offer by selecting the appropriate option for each time period.

Upon confirming your offer acceptance, the application shall open the invoice screen and present the associated invoice, including permit details and instructions on how to pay. If the permit is being paid for from an internal account, payment information will be displayed on the payments screen and the amount outstanding will be recorded as zero.

Cancelling an offer for parking

You may choose to cancel all or part of your offer at any time from the offer acceptance screen. If you cancel any part of an offer that you originally accepted, you will need to return your permit to the parking office before obtaining a refund. A refund will be given for any unused days remaining on your permit from the date that the permit is returned to the parking office.

Payment

The currently available payment options include QUT Pay and Internal transfer. An approved and valid account code must be provided on the receipt screen after selecting the associated invoice in order to pay using the internal transfer method. Once full payment has been received for a permit, you or your delegate will receive an email notification indicating that your permit is ready for collection at your nominated collection point.

Collection

You may obtain your parking permit from the location nominated upon accepting your offer.

Specific Application Type Requirements

Shift worker and call out application types require approval from your supervisor before they will be processed. Please ensure that you complete your application well before the due date to allow time for your supervisor to approve your application.

Delegate

You may delegate authority to a user to act on your behalf by entering their username in the field entitled Assistant's username on the Delegate screen. To open the Delegate screen, select the Delegate item from the menu within Administration section of the online application.

Enter the username of another user to act as a delegate on your behalf.

Delegate

Assistant's username:*

Assistant's name:

SAVE

Authorised Applicants

Once you have been given authority to act as a delegate you will be able to select the applicant from a drop-down list in the application section of the online application and then enter and monitor applications on their behalf. The current application and user is displayed in the top right hand side of the screen underneath the QUT Virtual tool bar.

Select the name of another user to review or complete an application on their behalf.

Applicant:*

John Smith ▼
John Smith
Joe Bloggs

Select your name to complete your own application.

Quota allocation

If you are responsible for the allocation of a parking quota within your area you will need to contact the parking office to be granted the required access. To allocate members to a quota you will need to first select the relevant quota from the Quota screen and then add individual members to the quota on the member screen.

Quotas must be finalised before they can be processed, quotas which have not been finalised will not be recognised by the system. To finalise a quota click on the finalise link on the quota screen.

Quota

Campus:* Kelvin Grove
 Parking area:* CIP22 - Preapproved applicants only
 Faculty/division:* Technology, Information and Learning Support
 School/section:* Information Technology Services Dept
 Area:* ITS - Enterprise Information Services
 Quota reference number:* 2009TEST2
 Period:* Summer Program (2009)
 Number of spaces:* 8
 Status:* Pending
 Quotas:

Quota	M	T	W	T	F
Issued	1	1	0	0	0
Available	7	7	8	8	8

[Finalise the selected quota](#)

Click this link to finalise the quota so that it will be included when the allocation process is run.

Member

Member type:*
 Reference number:*
 Account code:
 xxxxxx-xxxx-6405-xx-2-0-1.

Period:*

Time	M	T	W	T	F
All Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To add a member to a Quota first select the Member type and then enter an Employee or Application number.

If an account code is entered the cost of the permit will be charged to the internal account once the member has accepted the offer.

[Add a new member](#)
[Delete the member](#)

FAQ

- Q. I want parking at GP but I don't know whether to select Parking level 1 (P1) or Parking level 2 (P2)?**
- A. Selecting a parking area is a preference. If you don't have a preference then just select either area.
- Q. I submitted my application, but now I would like parking for another period. Do I need to complete a new application?**
- A. If the new parking period that you wish to apply for is for the same application type as the original application, then you can simply add a period and associated days to the existing application. Otherwise, if the new parking period is for a different type of application, then you must create a new application of that application type.
- Q. Why wasn't my application processed?**
- A. You must complete each section in the menu that has a **✖** beside it. Once you have completed all relevant sections navigate to the checklist screen and submit the application by clicking on the SUBMIT button and agreeing to the terms and conditions. If you have made any changes after you submitted your application which resulted in any part of your application becoming incomplete then you must complete these sections as well.
- Q. I applied for P1 parking, but I have been offered P2 parking. Why?**
- A. If there are no parking spaces left in P1 then you may be offered parking in P2 and vice versa.
- Q. How do I find out if I've got parking?**
- A. You will be notified by email if you are successful. You can also view offers on the offer acceptance screen.
- Q. Where do I pick up my parking permit?**
- A. Your parking permit will become available for collection from the pickup point that you nominated on the offer acceptance screen. The permit must be paid for before you can pick it up.
- Q. I cancelled my offer on the offer acceptance screen, but I didn't get a refund. Why?**
- A. Once you have received your permit, cancelling an offer is a two part process. First of all you must cancel your offer on the offer acceptance screen. Once you have done that, you must then return your permit to the parking office. If there are any unused days remaining on the permit, you will be refunded for the days you have not used. The refund is calculated from the day that you return your permit to the parking office. It is not calculated from the day you cancel the offer on the offer acceptance screen.
- Q. Where can I get more help and support?**
- A. Answers to other Frequently Asked Questions can be found on the [parking website](#). For parking related queries contact the parking office by email: parking@qut.edu.au or phone 07 3138 2225. For system related queries contact the IT Helpdesk by email: ithelpdesk@qut.edu.au, phone 07 3138 4000 or visit the [IT Helpdesk web site](#).