vPermit step-by-step guide

vPermits or virtual permits are recommended for full-time and part-time staff and students parking regularly at La Trobe University.
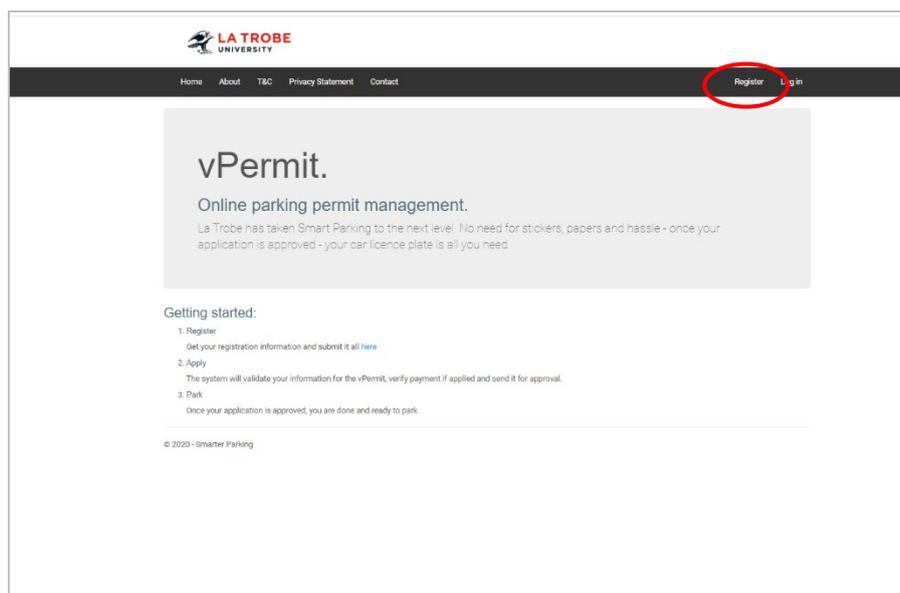
This guide includes step-by-step instructions on how to:

A. Register for vPermit

To use vPermit you must first register. This is a one-off process to set up your account. Once registered you can log in anytime to purchase or cancel permits and update registration details.

1. To register, go to vPermit (https://vpermit.com.au/latrobe) and select "Register".

2. Select your role:
   - **Student:** for La Trobe students - you must have a valid student ID number to register.
   - **Staff:** for La Trobe staff - you must have a valid staff ID number to register.
   - **Other:** for La Trobe Melbourne staff and students, Contractors and Tenants.

3. Complete your details and nominate a password. Do not use your La Trobe password.

4. Complete the reCAPTCHA verification, tick to accept the terms and conditions and click "Register".
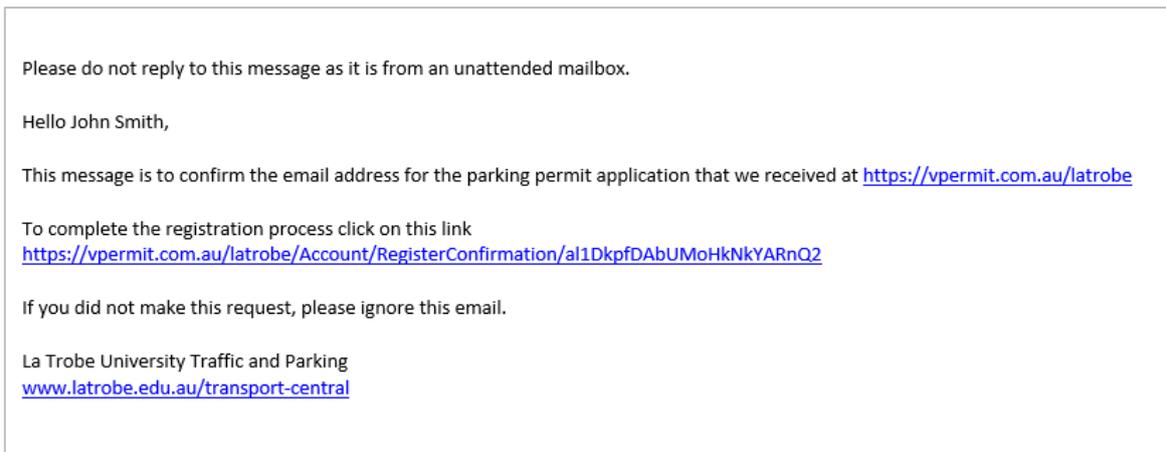
You will receive confirmation of your registration and be advised to check your email for further instructions to complete the process.
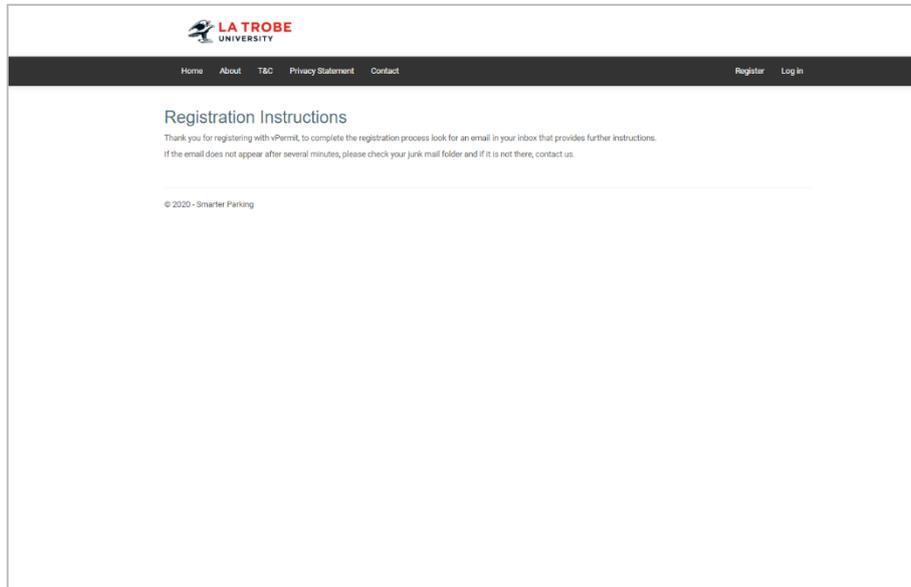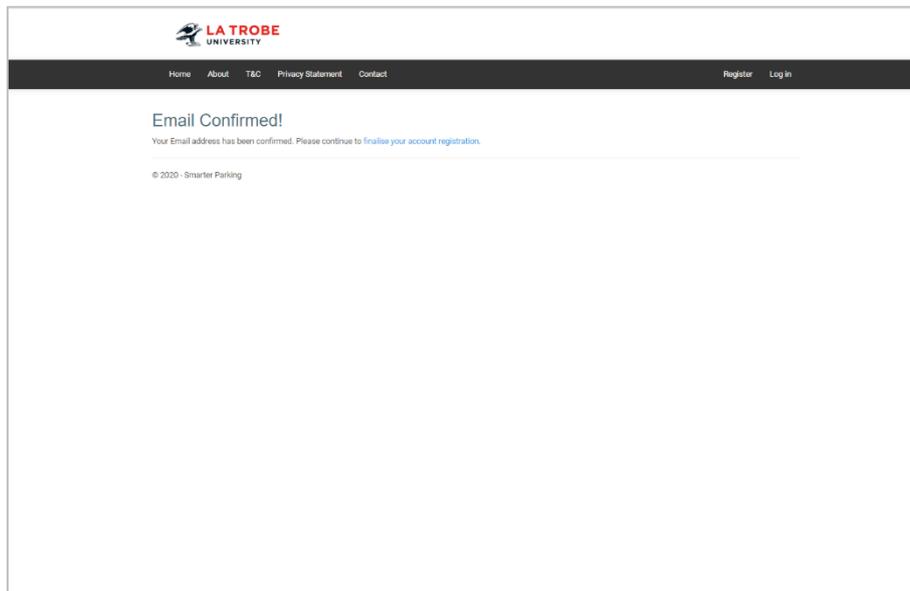

Please note, the email may take up to 15 minutes to receive and may go to your junk mail folder.
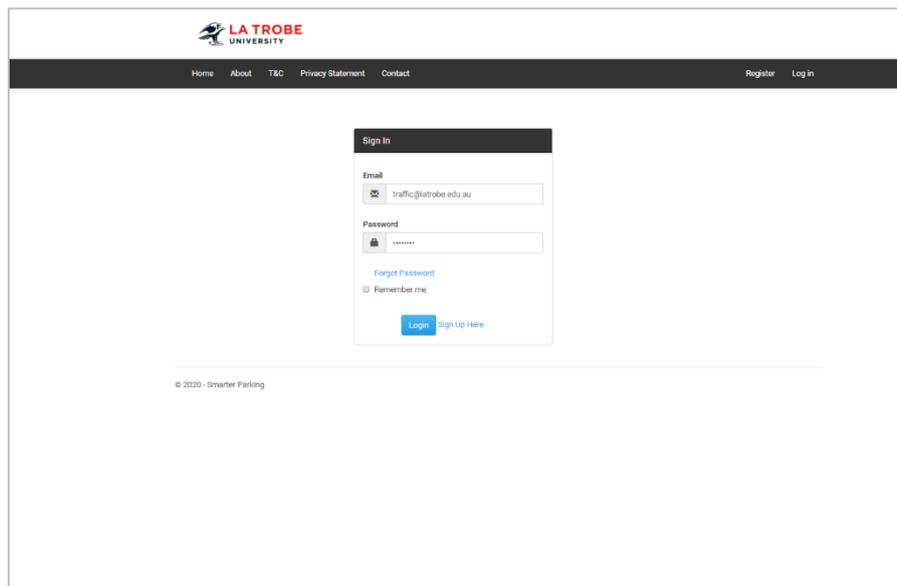
5. Click on the link provided in the email to complete your registration.

6. At the confirmation screen, click on the link provided to complete your registration.

7. You will be taken to the vPermit log in screen. Enter your email address and newly created password to log in.
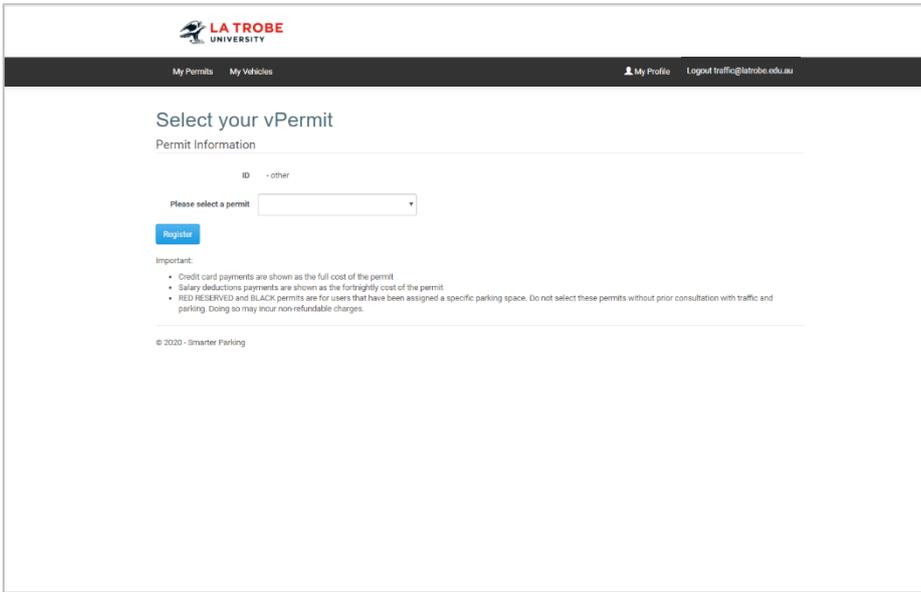
8. For "Staff" and "Student" permits, enter your La Trobe ID number. If you registered as "Other", leave this field blank. Enter your contact number. Click "Next".
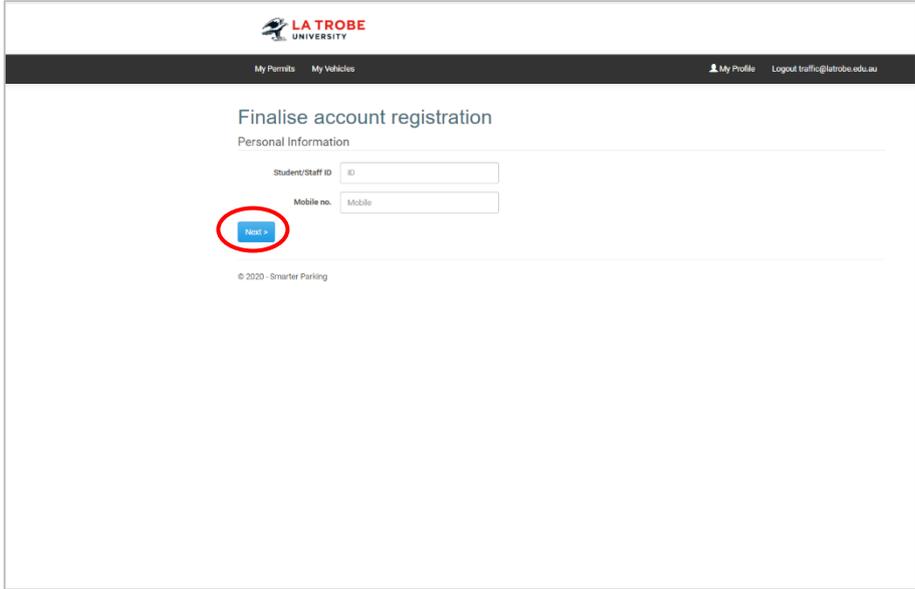
9. Select your permit from the drop-down list provided. Most permits are available for 6 or 12 months – make your selection carefully.

10. Enter your vehicle registration details. The first entry should be your most commonly used vehicle. Only one vehicle may be "active" at a time.

    The "active" vehicle is the vehicle you are driving and parking that day - if you change vehicles, you need to log in online or via the app to change your "active" registration and activate the other licence plate.
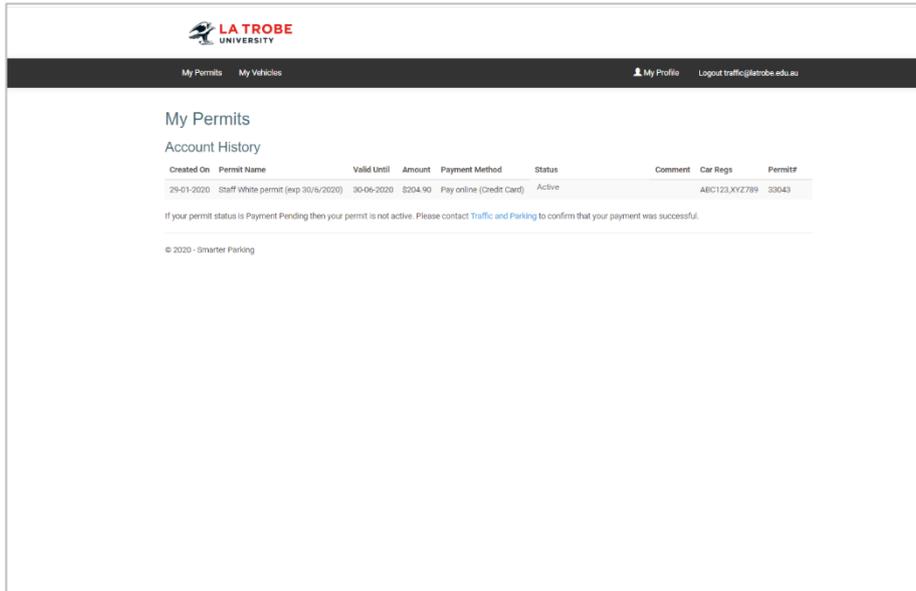
11. Click "Register".

    a. If paying by credit card you will now be directed to the OneStop payment portal.

b. If paying via salary sacrifice or paying in person, you will be taken straight to your permit summary page.


c. The "My Permits" page will include the status of your permit. Depending on the status, you may need to take action:

Permit Status	Action
Active	Payment successful, your permit is active.
Pending Payment Confirmation	Your online payment failed. Contact La Trobe Traffic & Parking on (03) 9479 2017 or traffic@latrobe.edu.au. Your permit is not active.
Pay in Person	You need to pay in person at the Infrastructure & Operations Agora Hub, Level 1, Agora East. Your permit is not active until you make payment. Remember to take your student ID card.

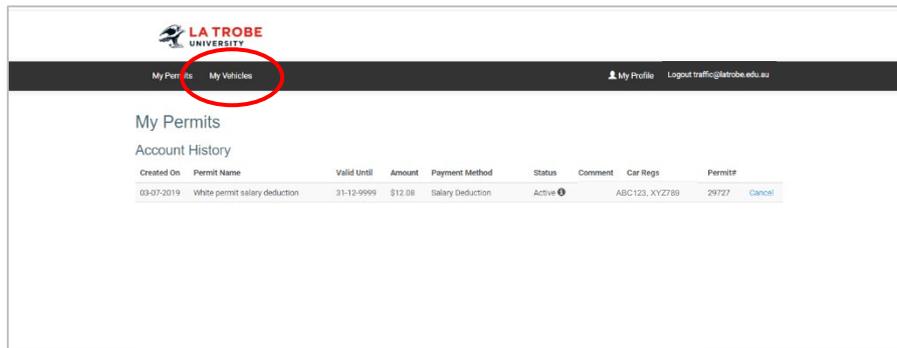## B. Update your vehicle registration details – online

1. Go to vPermit (https://vpermit.com.au/latrobe) and select "Log In".
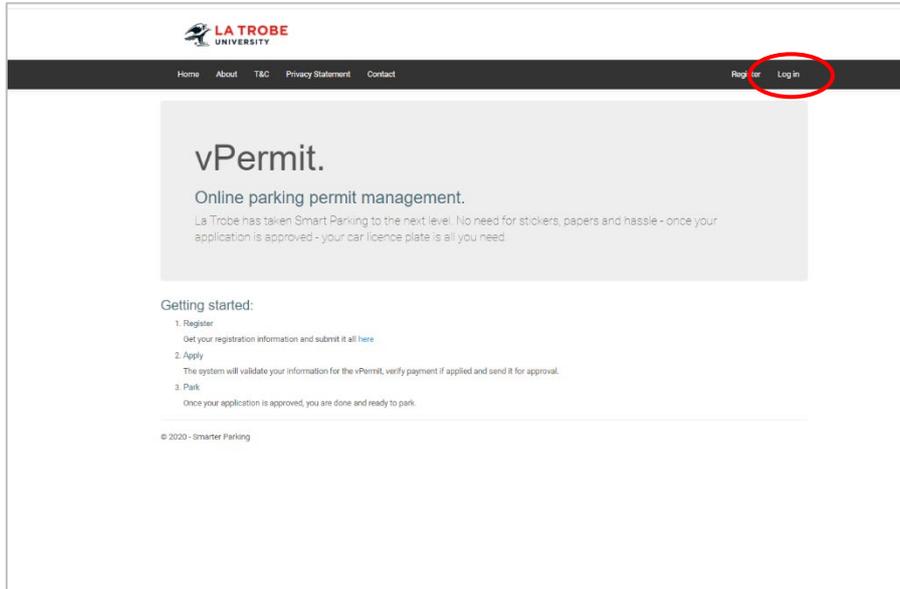
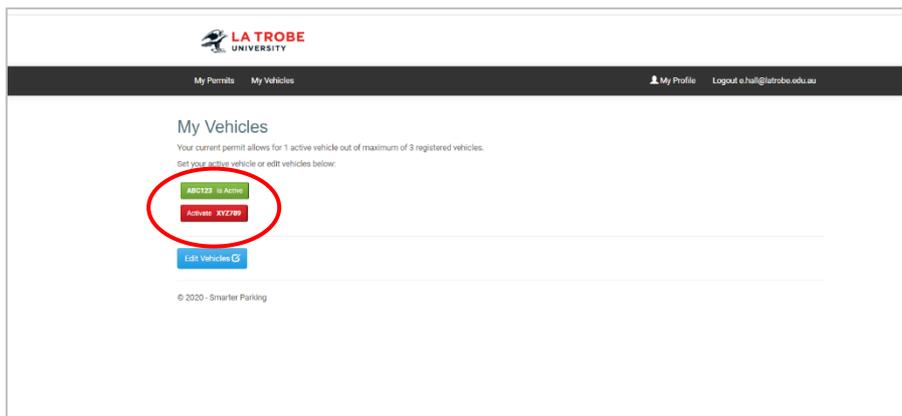2. Log in using your email and password.
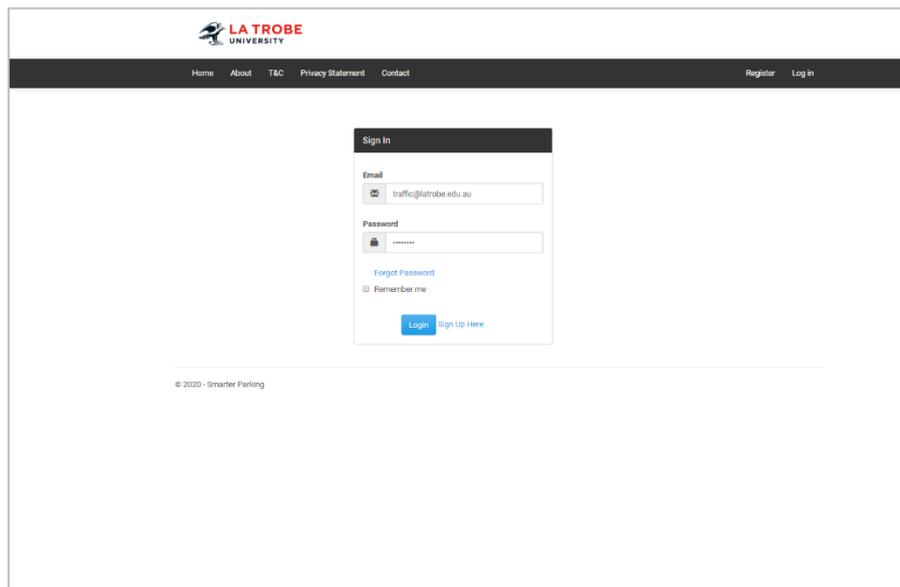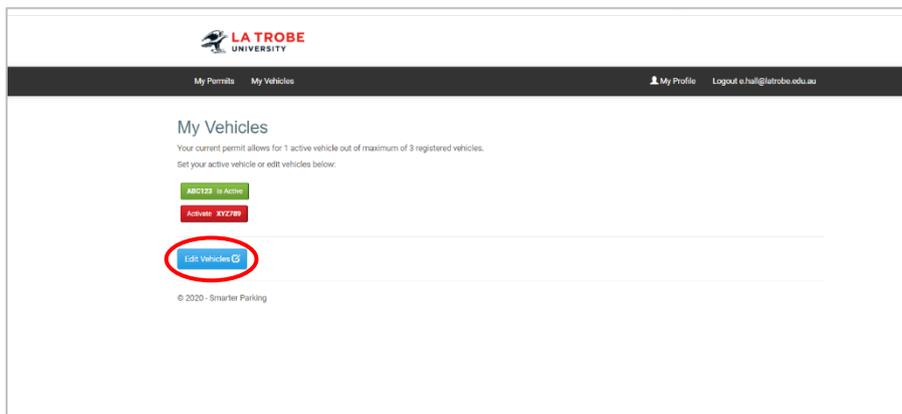
3. Click "My Vehicles".

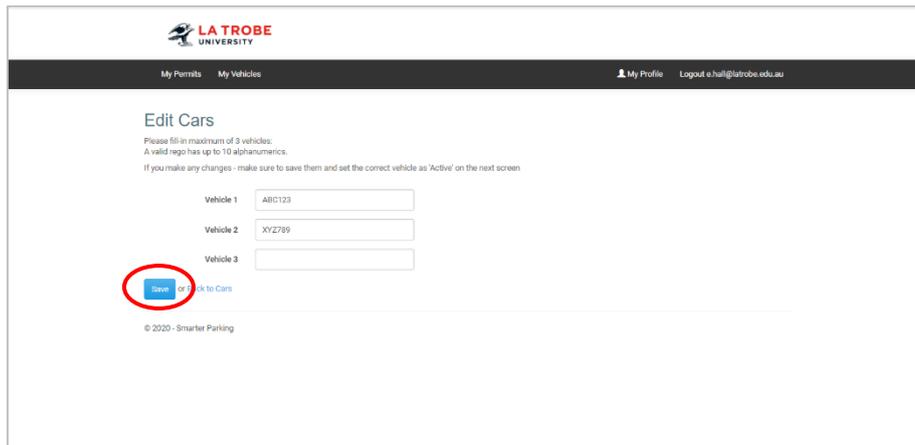4. To activate an alternate vehicle, click the red "Activate XXX123" button.

    Remember! If you're changing vehicles temporarily, don't forget to log in and activate your regular vehicle when you change back.

5. To add/remove a registration click "Edit Vehicles".

a. Edit the listed vehicles as required and click "Save".

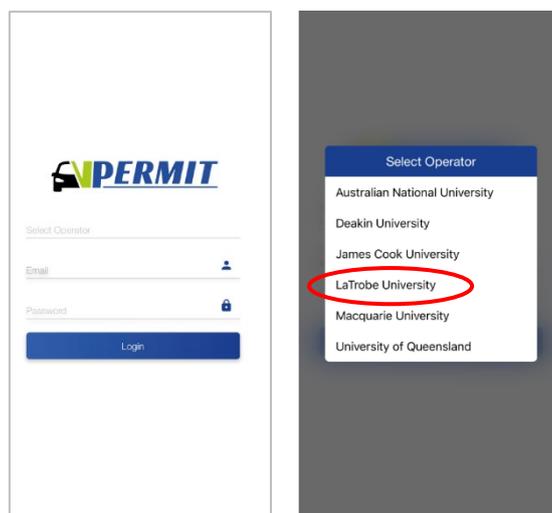The "Active" permit will now be displayed in green.

C. Update your vehicle registration details – via the vPermit app

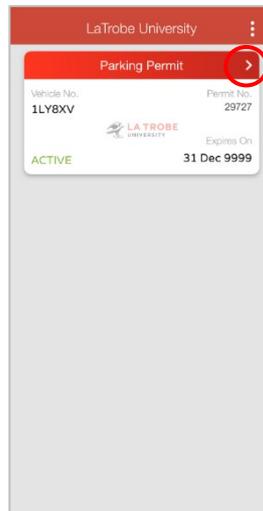You can also easily update your vehicle registration details on the go using the vPermit app.

1. Download the app from the App Store or Google Play.

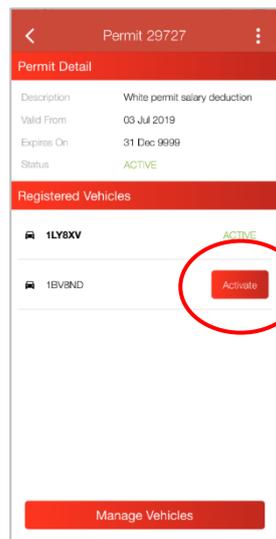2. Select your Operator – La Trobe University.

3. Your current permit will be displayed. Click on the arrow to view your registration settings.
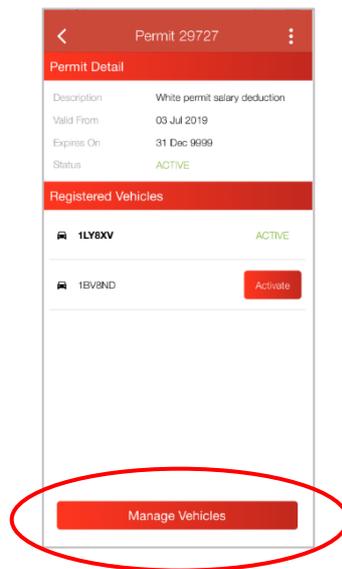

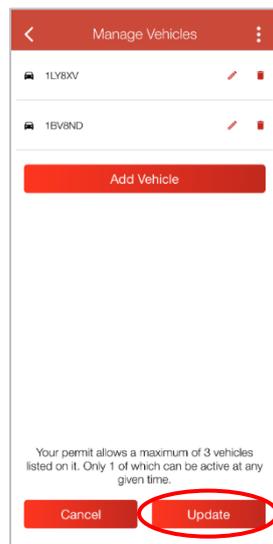4. To activate an alternate vehicle, click the red "Activate" button.

Remember! If you're changing vehicles temporarily don't forget to log in and activate your regular vehicle when you change back.

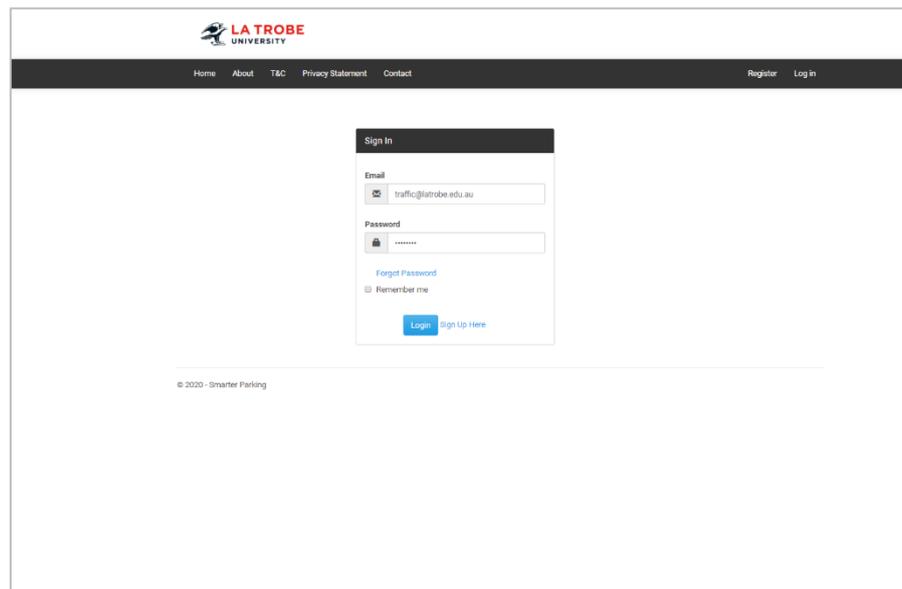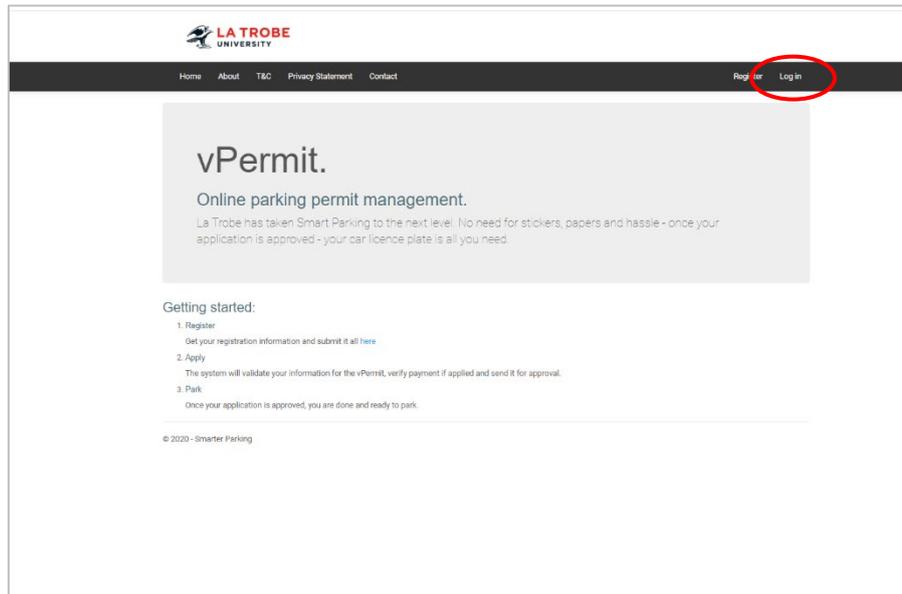5. To add/remove a registration click "Manage Vehicles".

a. Using the "Edit", "Delete" and "Add Vehicle" options, edit the listed vehicles as required and click "Update".
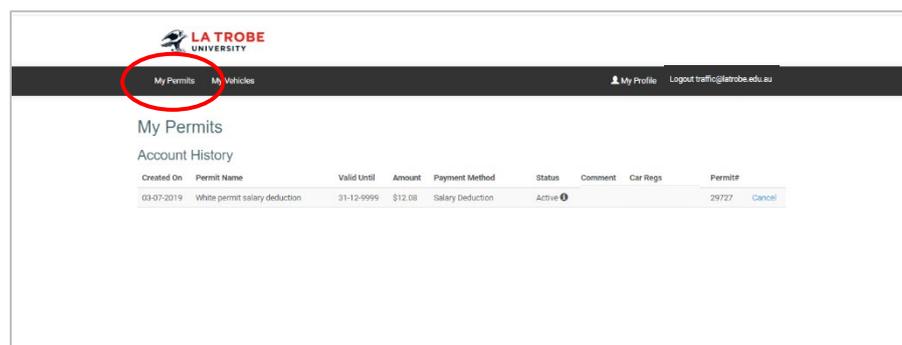
D. Cancel your vPermit

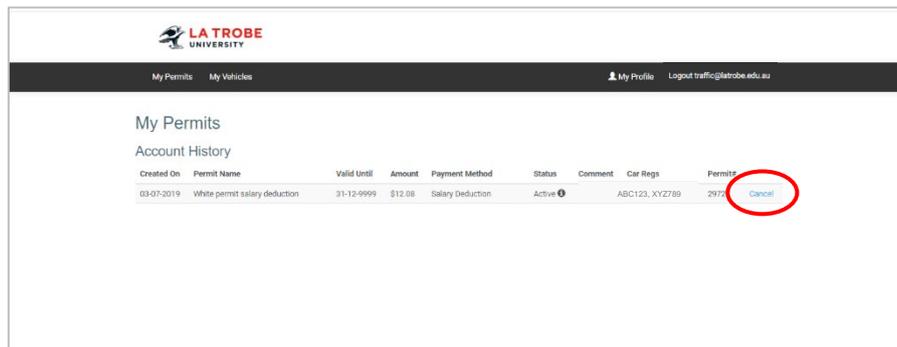1. Go to vPermit (https://vpermit.com.au/latrobe) and select "Log In".

2. Click "My Permits".

3. Click "Cancel".

You will receive an email confirming your permit cancellation.

E. More information

For more information and assistance with your vPermit, please contact the La Trobe Traffic and Parking office:

Melbourne Campus:
T: (03) 9479 2017
E: traffic@latrobe.edu.au

Bendigo Campus:
T: (03) 5444 7333
E: Bendigo.Parking@latrobe.edu.au