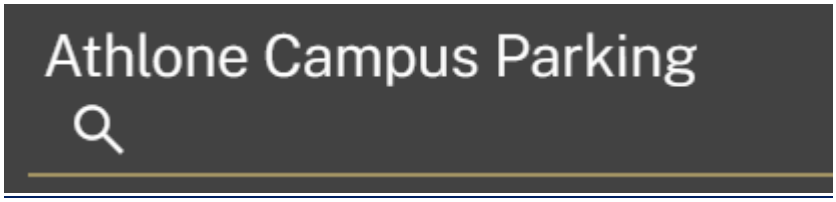
TUS Athlone Campus Parking Permit Guide

Step 1: Log onto the TUS website

Home - Technological University of the Shannon - TUS

Step 2: In the search bar, type Athlone Campus Parking and click on the Athlone Campus Parking page



Step 3: Click on purchase a TUS Athlone Campus Parking Permit



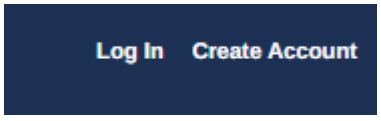
Step 4:

Existing Users: Please use the "Login" to access your account.

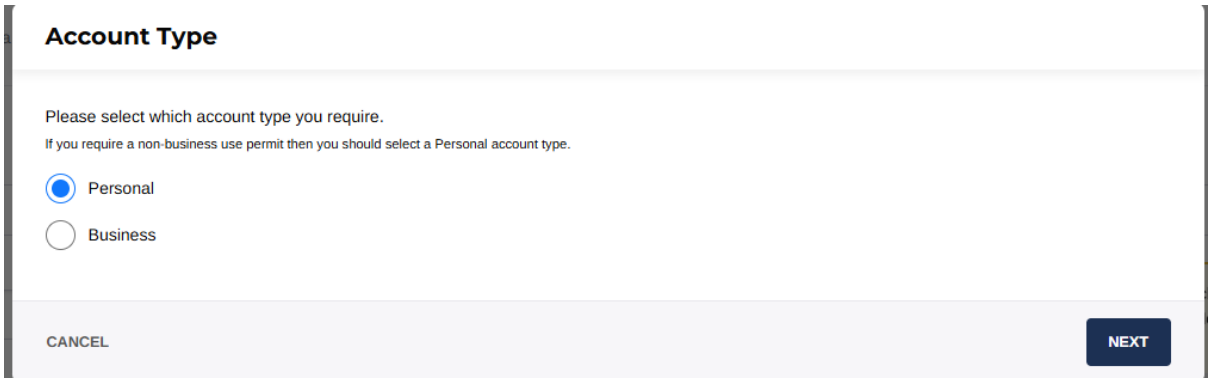


New Users:

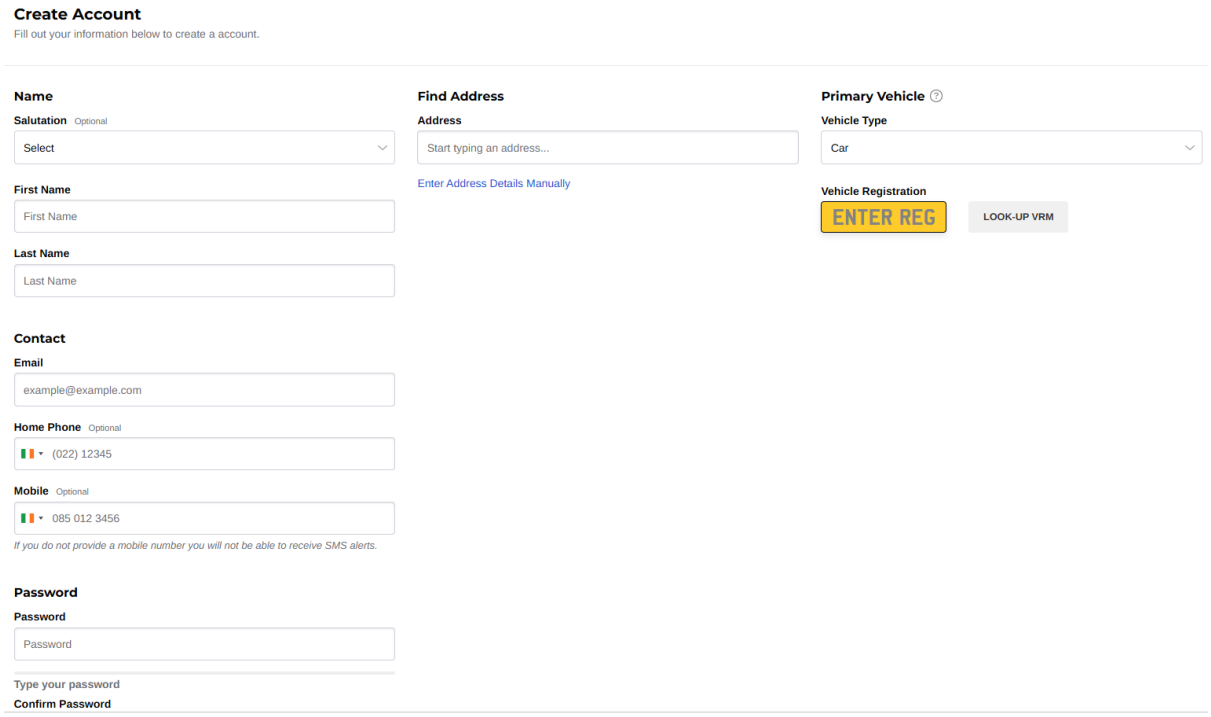
Please use "Create Account".



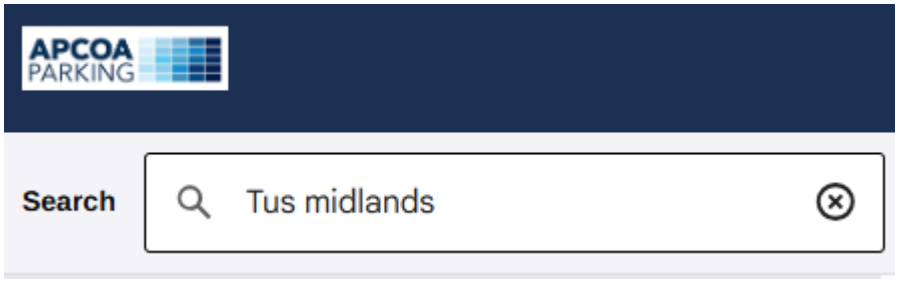
- Account Type – Click on Personal, click on Next



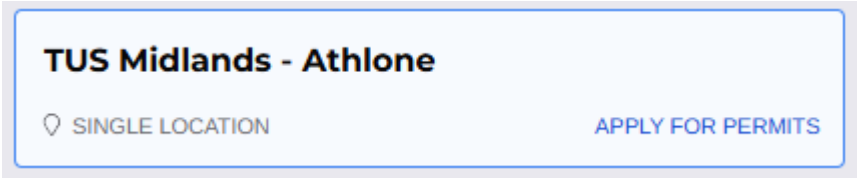
- The mandatory information required is name, email address, password, address, vehicle type and vehicle registration.



Step 5: Apply for Permit by searching TUS Midlands

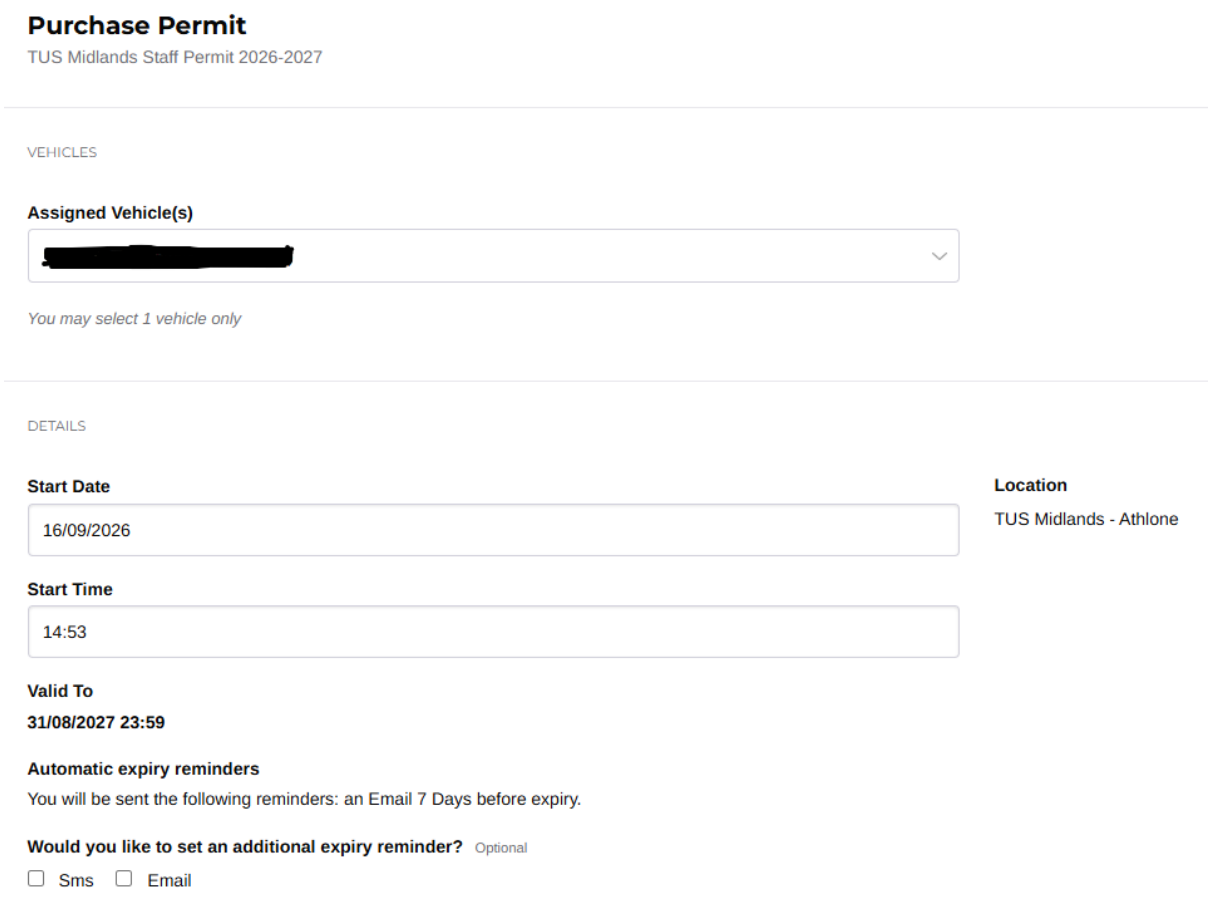


- Click on Apply for Permits

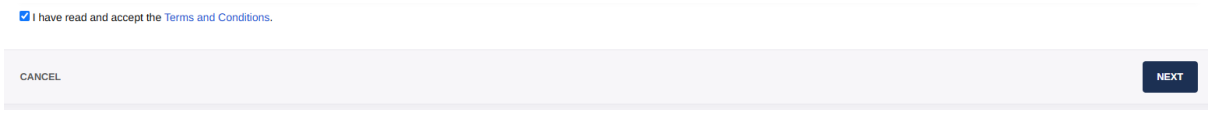


Step 6: Click Select on TUS Midlands Staff Permit or TUS Midlands Student Permit

- Click on the dropdown arrow in Assigned Vehicle(s) and select 1 vehicle only. Pick a Start Date and a Start Time. Optional to set an expiry reminder.



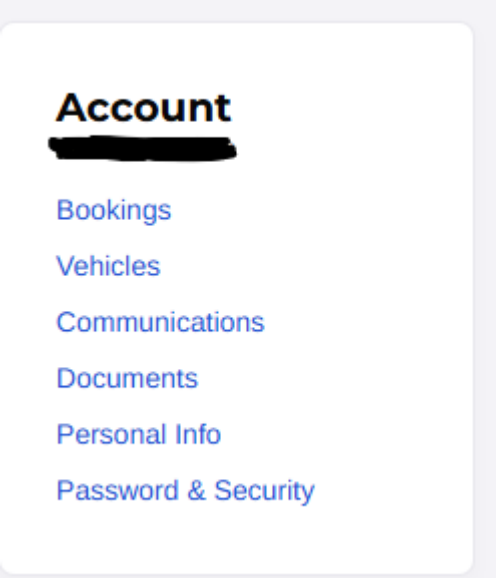
- Tick I have read and accept the Terms and Conditions and click Next.



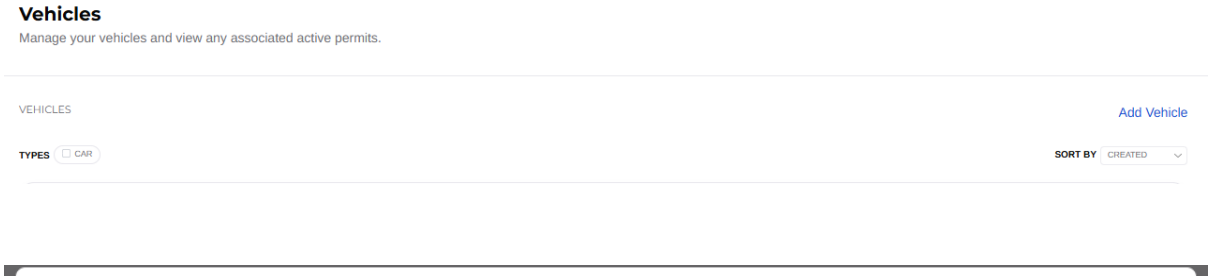
- You will receive an email to let you know if your permit has been approved.
- Once your application is approved, the digital permit is live on the system.

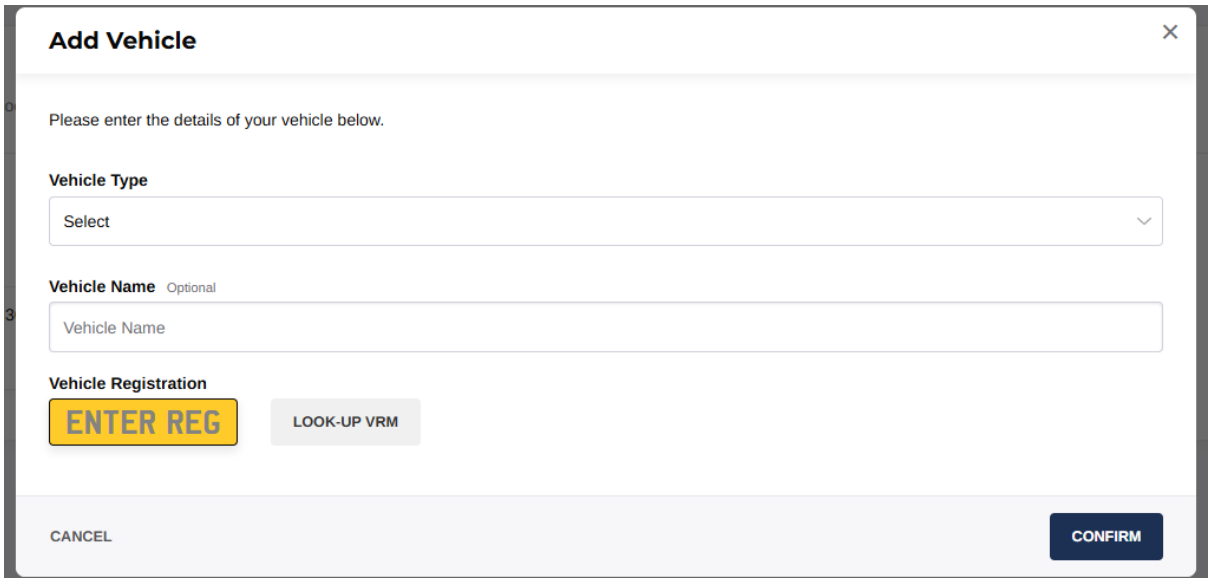
NOTES:

- You can further manage your account by selecting your name in the top right-hand corner of the screen.
- Here you can manage your vehicle registrations, additional vehicles can be added to the account by clicking on Vehicles.

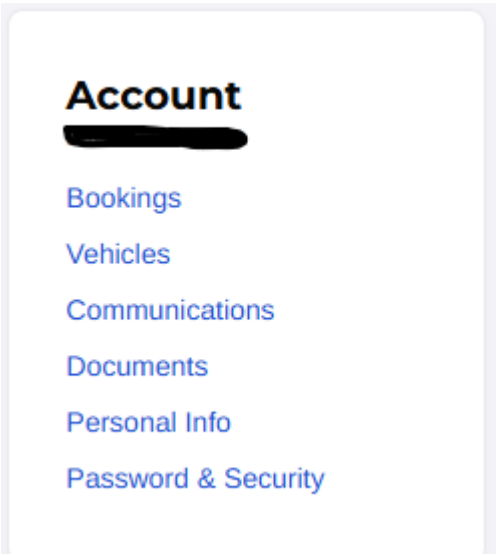


- Click Add Vehicle and enter in the details, Click Confirm.





- Click on Bookings where you will see your permits.



- Click on Actions and Change Vehicle, then you can move the permit from one car to another.

