

How to apply for a permit

Your step-by-step guide

Non-University email address only

NexusPlatform 

Please go to www.nexusplatform.co.uk



Login to NexusPlatform

Email Address

Password

[Forgot Password?](#)

Don't have an account? [Register](#)

If you do not already have an account click 'register'

If you already have an account, login with your details then go to page 11

Fill in all of your details, agree to the terms and conditions and click 'continue'

Register With NexusPlatform



Profile Picture

Title*

Mr

First Name*

Test

Last Name*

Tester

Email Address*

info@co.uk

Make sure you drop the 0 from the beginning of your mobile number

Mobile Phone Number*

+44 |

Password*

.....



Confirm Password*

.....



I agree to Terms and Conditions

You need to scroll all the way to the bottom of the terms and conditions pop up before being able to accept them

Continue

[Cancel](#)

Once submitted you will see the below message.

NOTE you will be sent a verification email.

In order to confirm your account registration you **must** click on the link.

Please check your junk box!

Welcome, Mr Test Tester

A verification link has been sent to your email address.

You may need to login again if you are trying to verify your details from another device.

If you have not received the link please click [here](#).

The email will look like this:

Hello Mr Test Tester,

Follow this link to verify your email address.

https://gn.stg.nexusplatform.co.uk?mode=verifyEmail&oobCode=M-Op_t8ix55Dm-ZAgvsnep2-GgTQn-wkOUyAGP6-b1zQAAAF-5IAPtg&apiKey=AlzaSyCfvC-Scof4AgPTaBdpnihpujuLWZ1Kejo&lang=en

If you didn't ask to verify this address, you can ignore this email.

Thanks,

Your NexusPlatform team

Click this link in your
email



Once you click the link you will see this message confirming that you have verified your email



Email address successfully verified.

Continue

Once you have verified your email address, you will then be required to verify your mobile phone number. A OTP (One Time Passcode) will be sent via SMS to your registered mobile phone number.

Hello Mr Test Tester

Please do not leave or refresh this page.

Please enter the OTP received on your registered mobile number or click the "Resend OTP" hyperlink.

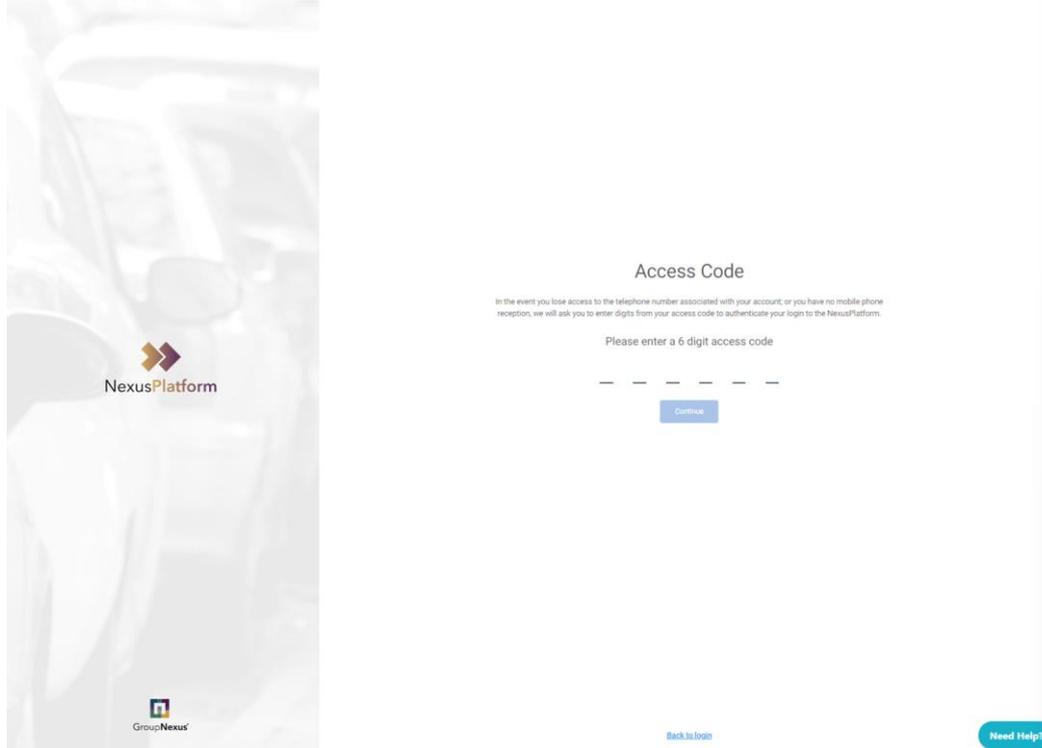
Enter OTP here

Submit

Resend OTP in: 01:56

Next, you will need to create an “Access Code”.

This must be 6-digits personal to you. In the event you lose access to your mobile phone, this will allow you to access your account.



You will be asked to enter an “Invitation Code”, this code will grant you access to the section of the Platform applicable to you

Please use “Invitation Code” most relevant to you:

Staff: DHZH67J

Affiliate/Contractor: LEDT9B7

Student: OZMHO1N



Hello, Test Tester

Please enter your Invitation Code.

In order to access the NexusPlatform you should have been provided with an Invitation Code.

Submit

[Back to login](#)

[Need Help?](#)

You can now fill out your application form and submit it for approval



Personal Details

Title*

First Name*

Last Name*

Are you a Blue Badge Holder?*

Yes No

Evidence may be required prior to application approval

Building Number/Name*

Address Line 1*

Address Line 2

Town*

County

Postcode*

Country*

Preferred Email Address*

Alternatively, select the home button (NexusPlatform Icon) to view your permits



Permit Management

[+ Invitation Code](#)  

Permits 1 **Applications** 0 **Requests** 0

Permit Holder	VRM	Blue Badge	Status	Start	Renewed Count	Expire
	A13478	No	Active	26/07/2023	0 Times	26/07/2028

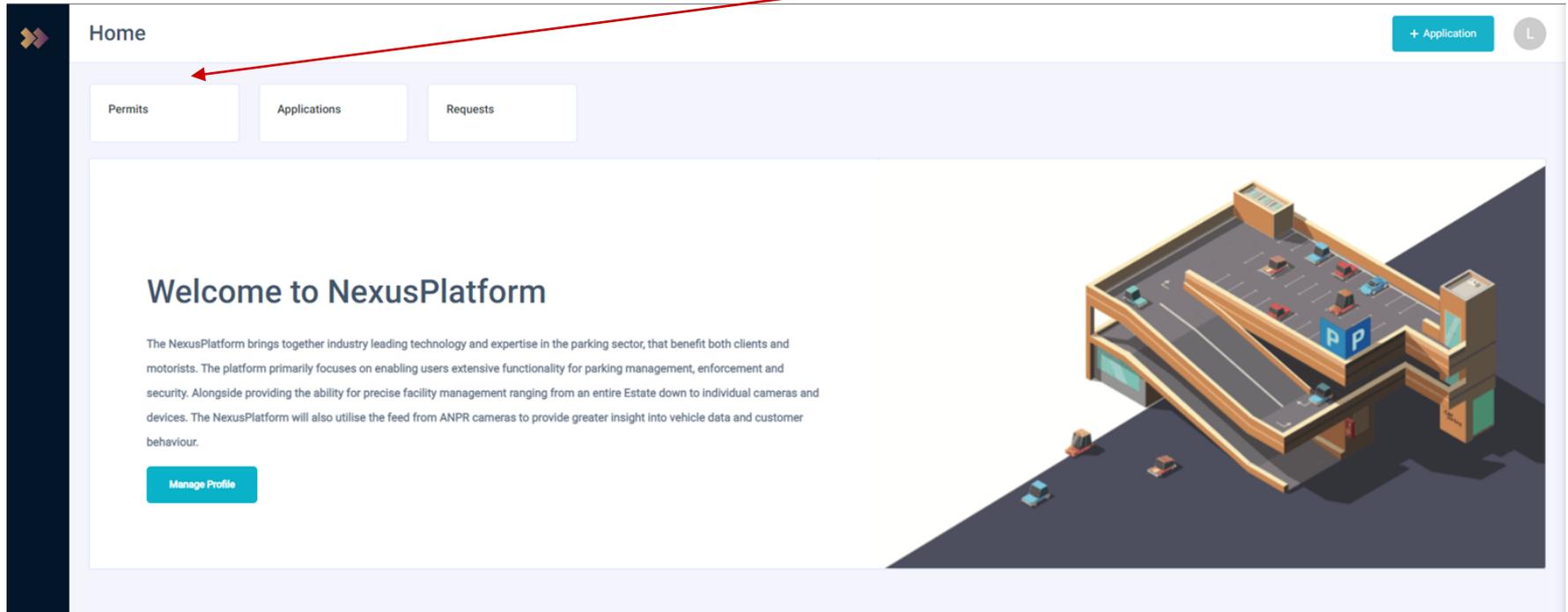
How to end your permit

Your step-by-step guide

NexusPlatform 

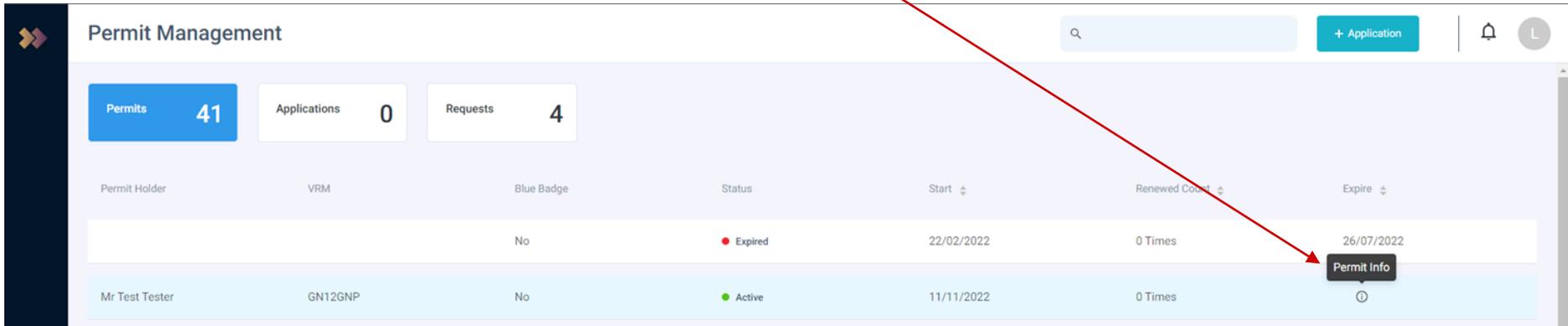
To end your permit, you will need to submit a request to your site administrator, this can be done via NexusPlatform

Upon logging in to NexusPlatform, you will need to navigate to the 'Permits' page



The screenshot displays the NexusPlatform dashboard interface. At the top left, there is a dark blue sidebar with a logo. The main header area includes the word "Home" on the left, a "+ Application" button on the right, and a user profile icon labeled "L". Below the header, there are three white navigation buttons: "Permits", "Applications", and "Requests". A red arrow points from the text above to the "Permits" button. The main content area features a large heading "Welcome to NexusPlatform" and a paragraph of introductory text. Below the text is a "Manage Profile" button. On the right side of the dashboard, there is a 3D isometric illustration of a multi-level parking garage with cars and a blue "P" sign.

On the permits page, navigate to the permit you want to end.
Hover over the permit, and press the ⓘ icon to open the permit details page



Permit Management

Permits 41 Applications 0 Requests 4

Permit Holder	VRM	Blue Badge	Status	Start	Renewed Count	Expire
		No	Expired	22/02/2022	0 Times	26/07/2022
Mr Test Tester	GN12GNP	No	Active	11/11/2022	0 Times	Permit Info

Once on the permit details page, you need to select "Submit Change Request"

Mr Test Tester - GN12GNP

User Name	Status	Note	VRM	Blue Badge Holder	Permit Start Date	Permit End Date	Site Name	Car Park Name
Mr Test Tester	Active	-	GN12GNP	No	11/11/2022	28/02/2023		

Permit Details

User Name: Mr Test Tester

Blue Badge: No

VRM: GN12GNP

Email Address:

Phone Number:

Permit Duration

Duration: 3 Months 17 Days 23 Hours 59 Minutes

Start Date & Time: 11/11/2022 00:00

End Date & Time: 28/02/2023 23:59

Permit Timings

Start Time: 00:00

End Time: 23:59

Duration: 0

Active On

Days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

Permit Application Details

Edit Permit
Submit Change Request

At this point, you will select the reason for your change request.

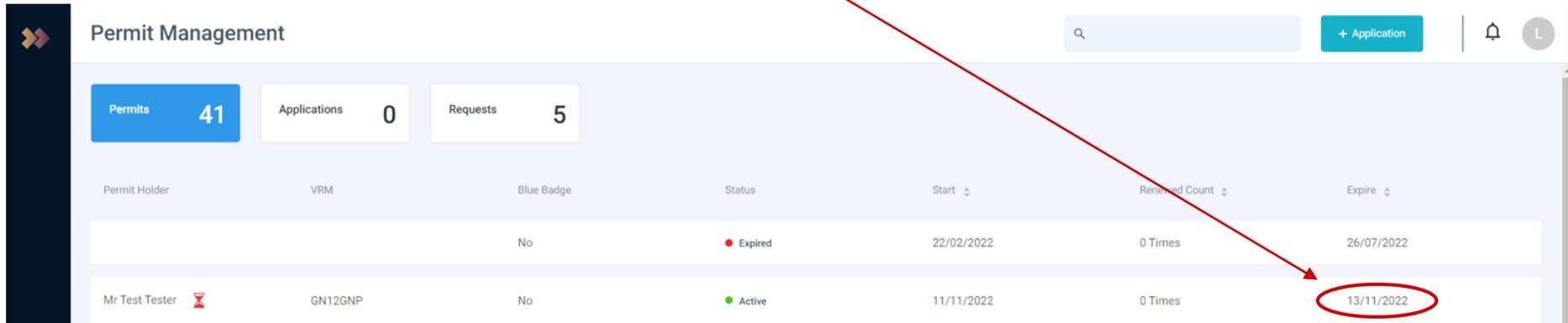
As you want to end the permit, you may should select 'Change of permits details'

The screenshot shows a user interface for managing permits. At the top, there's a header with a back arrow and the text 'Mr Test Tester - GN12GNP'. Below this is a table of permit details with columns for User Name, Status, Note, VRM, Blue Badge Holder, Permit Start Date, Permit End Date, Site Name, and Car Park Name. The main content area is titled 'Permit Details' and contains a form with fields for User Name, Blue Badge, VRM, Email Address, and Phone Number. Below this is a 'Permit Timings' section with fields for Start Time, End Time, and Duration. At the bottom, there's a 'Permit Application Details' section. A modal window titled 'Enter Change Request' is open in the center, with a dropdown menu showing 'Change of permit details' selected. Below the dropdown is a rich text editor with a toolbar and a text area containing the text 'I would like to end my permit due to.....'. At the bottom right of the modal are 'Cancel' and 'Send' buttons. Red arrows point from the text above to the dropdown menu and the text area. A red arrow also points from the text on the right to the text area.

Please state you would like to end your permit

Once your request has been actioned, you will be notified via your registered email address.

When logging into your account, you should see the end date on the permit has been changed



Permit Management

Permits 41 Applications 0 Requests 5

Permit Holder	VRM	Blue Badge	Status	Start	Renewed Count	Expire
		No	Expired	22/02/2022	0 Times	26/07/2022
Mr Test Tester	GN12GNP	No	Active	11/11/2022	0 Times	13/11/2022

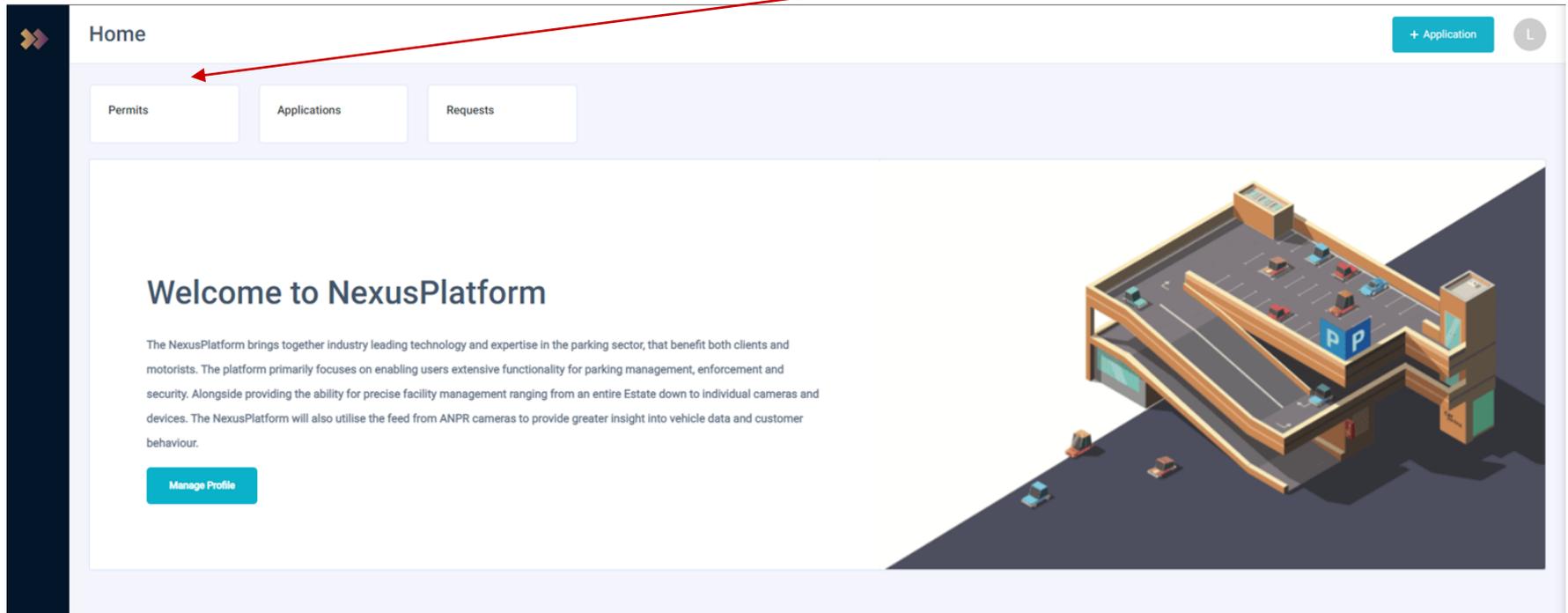
How to change your permit details

Your step-by-step guide

NexusPlatform 

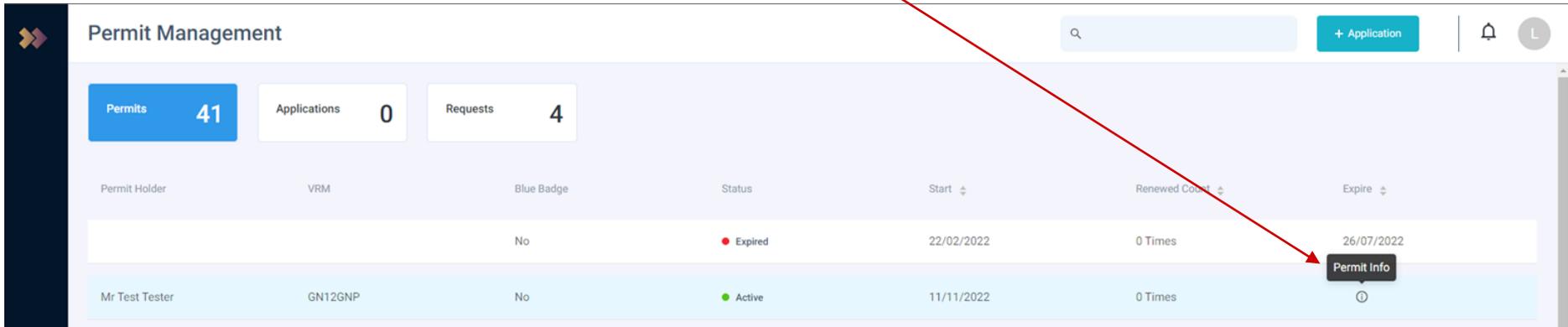
If you need to make changes to your permit, you can do this by accessing your NexusPlatform account.

Upon logging in to NexusPlatform, you will need to navigate to the 'Permits' page



The screenshot displays the NexusPlatform user interface. At the top left, there is a dark blue sidebar with a logo. The main header area is light blue and contains the word "Home" on the left, a "+ Application" button on the right, and a user profile icon labeled "L". Below the header, there are three white navigation buttons: "Permits", "Applications", and "Requests". A red arrow points from the text above to the "Permits" button. The main content area features a large heading "Welcome to NexusPlatform" and a paragraph of text describing the platform's capabilities in parking management. Below the text is a "Manage Profile" button. On the right side of the main content area, there is a 3D isometric illustration of a multi-level parking garage with cars and a blue "P" sign.

On the permits page, navigate to the permit you want to change.
Hover over the permit, and press the ⓘ icon to open the permit details page



Permit Management

Permits 41 Applications 0 Requests 4

Permit Holder	VRM	Blue Badge	Status	Start	Renewed Count	Expire
		No	Expired	22/02/2022	0 Times	26/07/2022
Mr Test Tester	GN12GNP	No	Active	11/11/2022	0 Times	

Permit Info ⓘ

Once on the permit details page, you need to select "Edit Permit"

Mr Test Tester - GN12GNP

	User Name Mr Test Tester	Status Active	Note -	VRM GN12GNP	Blue Badge Holder No	Permit Start Date 11/11/2022	Permit End Date 28/02/2023	Site Name	Car Park Name
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Permit Details

Permit Details		Permit Duration	
User Name:	Mr Test Tester	Duration:	3 Months 17 Days 23 Hours 59 Minutes
Blue Badge:	No	Start Date & Time:	11/11/2022 00:00
VRM:	GN12GNP	End Date & Time:	28/02/2023 23:59
Email Address:			
Phone Number:			

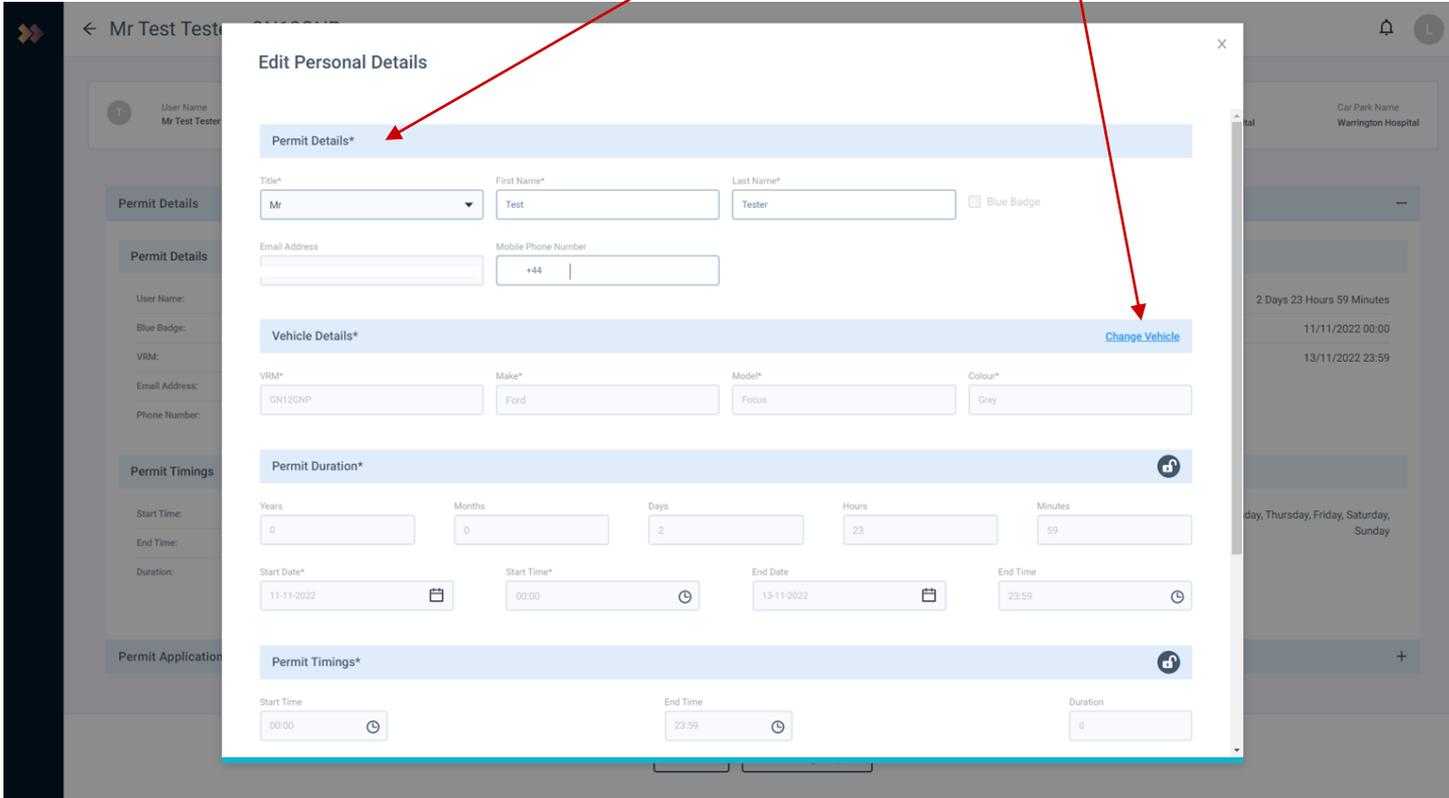
Permit Timings		Active On	
Start Time:	00:00	Days:	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
End Time:	23:59		
Duration:	0		

Permit Application Details

[Edit Permit](#) [Submit Change Request](#)

From here, you can proceed to update the name and telephone number connected to the permit.

If you need to update the vehicle registration, please select change vehicle



Edit Personal Details

Permit Details*

Title* First Name* Last Name* Blue Badge

Email Address Mobile Phone Number

Vehicle Details* [Change Vehicle](#)

VRM* Make* Model* Colour*

Permit Duration*

Years Months Days Hours Minutes

Start Date* Start Time* End Date End Time

Permit Timings*

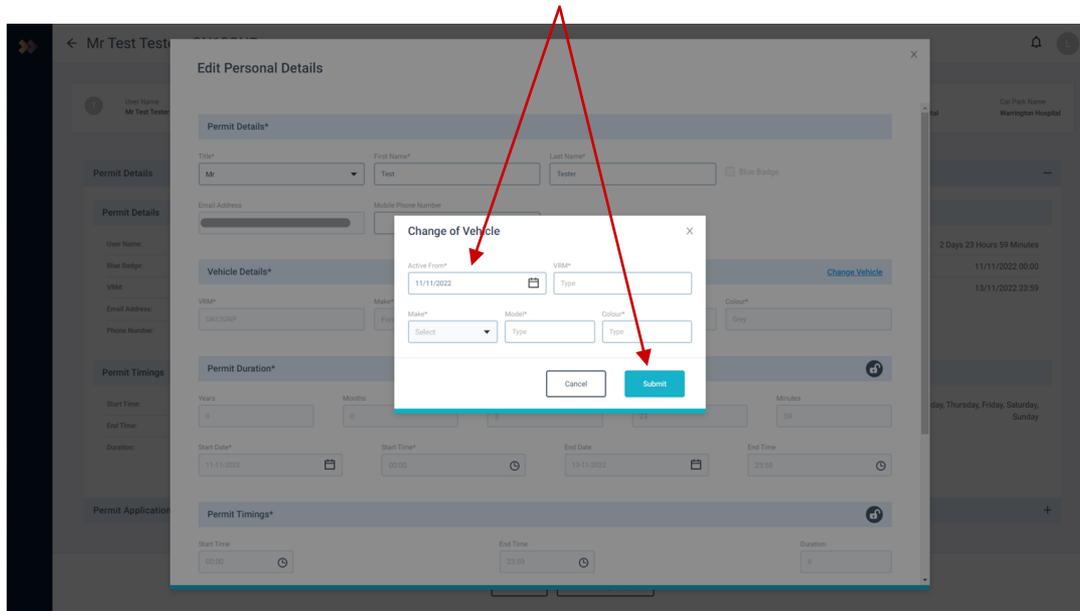
Start Time End Time Duration

Once you have selected 'Change Vehicle', you need to enter the date of the change, new registration and the make, model & colour of the vehicle.

Please note, if you need to update your vehicle details, you must update them on the day of the change, or latest the day after.

(i.e. you begin travelling to site in a new vehicle on the 11/11/2022, you must update the permit by 12/11/2022)

Once you have entered the details, please press 'Submit'



The screenshot shows a mobile application interface with a 'Change Vehicle' dialog box. The dialog box is titled 'Change Vehicle' and has a close button (X) in the top right corner. It contains the following fields:

- Active From*: 11/11/2022
- VRM*: [Empty]
- Make*: Select
- Model*: Type
- Colour*: Type

At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Submit'. A red arrow points from the 'Submit' button in the dialog box to the 'Submit' button in the background 'Change Vehicle' form.

Once you have completed the required changes, you must press 'Save'

Edit Personal Details

User Name:

Permit Duration*

Years: Months: Days: Hours: Minutes:

Start Date*: Start Time*: End Date: End Time:

Permit Timings*

Start Time: End Time: Duration:

Active On*

Car Parks allowed*

How to change your account details

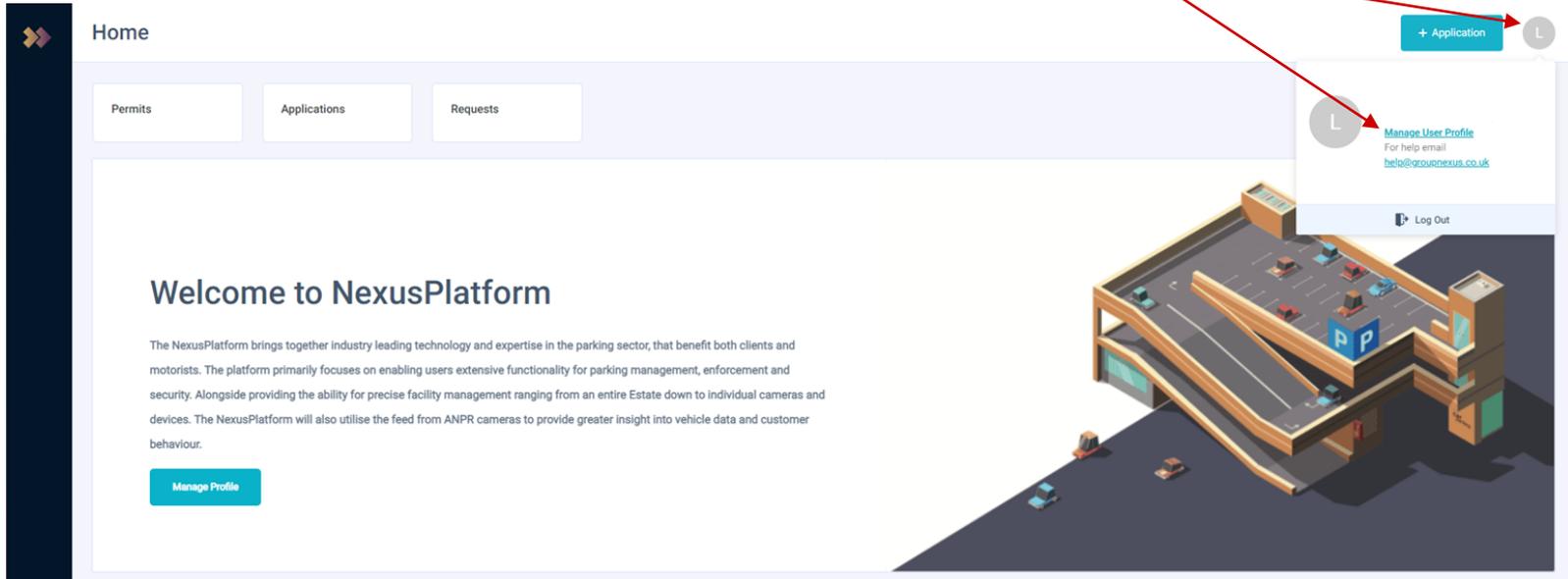
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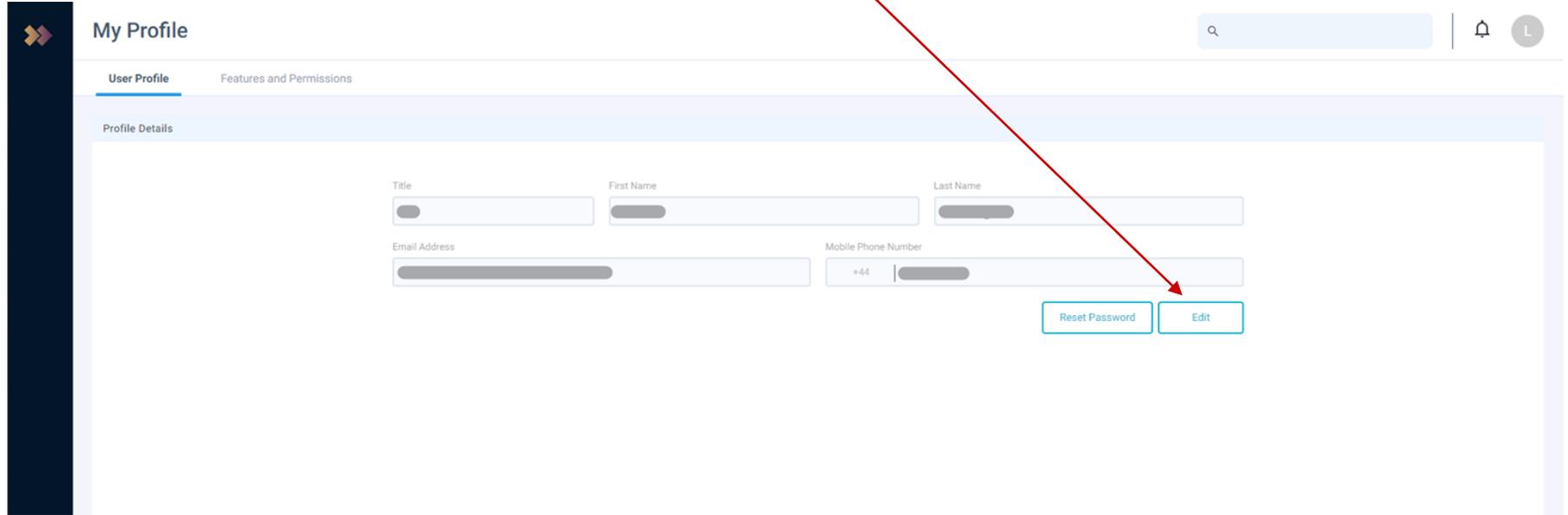
If you need to make changes to your account details, you can do this by accessing NexusPlatform.

Upon logging in to NexusPlatform, you will need to navigate to the user profile section.

Press the initial at the top right of the page, then press 'Manage User Profile'



From here, you need to select the 'Edit' option



My Profile Search Notifications User

User Profile Features and Permissions

Profile Details

Title

First Name

Last Name

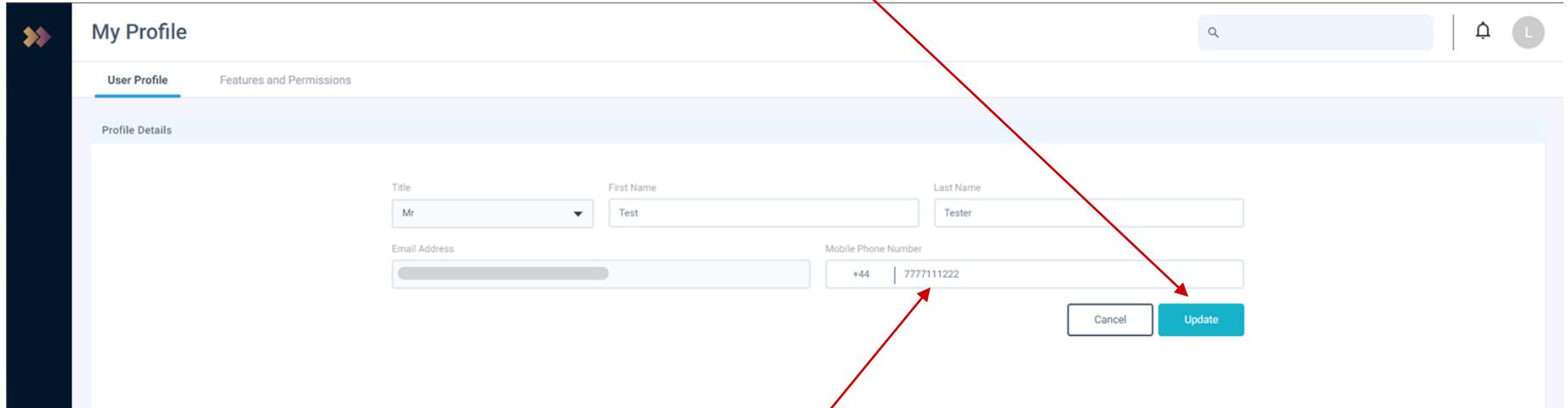
Email Address

Mobile Phone Number

[Reset Password](#) [Edit](#)

Once in you pressed 'Edit' you can change your First Name, Last Name, Title and Mobile Phone Number.

Once you finish editing, please press 'Update'



The screenshot shows the 'My Profile' page with the following details:

- Title:** Mr (dropdown menu)
- First Name:** Test
- Last Name:** Tester
- Email Address:** (empty field)
- Mobile Phone Number:** +44 | 777711222

Buttons: Cancel, Update

You need to ensure you enter the relevant country code. United Kingdom is '+44'

Please note, when editing the Mobile Phone Number, a one-time-passcode is required for verification.