

How do I Renew my Car Park Permit using the University Portal?

In September, all car park permit holders* will be able to renew their car park permits via UNITY (University of Teesside Portal). This process will be initiated by all valid permit holders receiving an email informing them that the renewals process has started.


Follow the steps below to renew or decline your car park permit

To Access Unity

1. Open Internet Explorer (or similar web browser).
2. Display the page <http://unity.tees.ac.uk>

To View Your Car Park Permit details

3. Select the '**My University**' section along the top of the screen.
4. Choose '**Car Park Permit**', in the left navigation bar.
5. Enter your security pin, then click on Confirm PIN



Additional Security Check

To view the information on this page please enter your University PIN number below and click **Confirm PIN**. If you have not already set up a University PIN number using **My Login**, please do so before proceeding any further.

Once you have supplied your security details you will have approximately 30 minutes to view personal data before being prompted to supply your security details again. When you have finished viewing UNITY click the logout button at the top of the screen and close your browser.

If you do not have a PIN – you first will need to go to the Password Change System to manage your security details. Click on Password Change System (<http://mylogin.tees.ac.uk/>) to register your PIN.

In the Car Park Permit section you will see your Permit Details.

6. Here you can view the details of your car park permit. The first section displays the information about the renewal process.

7. To renew your Car Park permit, click on Renew or click on Don't Renew to decline your Car Park permit.

If you choose not to renew your car park permit, a confirmation message will appear.

Renewing your Car Park Permit.

8. On the Renewal screen, it will display your current Car Park, the Annual Rate, Instalment costs and your method of payment. Please verify these details before continuing.

9. You must accept the terms and conditions before renewing your permit. Once you have read the terms and conditions, and wish to continue, please select the checkbox.

10. Click Confirm Renewal to complete the renewal process. If you do not wish to renew your permit, click on Cancel and then select '**Don't Renew**'.

11. An email will be sent to you, confirming that you have successfully renewed your car park permit. Shortly afterwards you will receive your new permit which will be sent to you via the internal mail system.

Car Park Permit



Thank you for renewing your Car Park permit.

Please check your record details are up to date.

* All disabled badge holders will be required to go to Campus Facilities to renew their permits.

Campus Facilities

Main Tower Room M2.09

Ext (01642) 34 2023

Mon-Fri 9am-12pm or 2pm-4pm