There are two main sections in this user manual:
• Staff

• Student
  o NUS Undergraduate Student
  o NUS Postgraduate Student

In each section, there will be certain set of steps that able to guide you on how to use the system as part of the role (Staff/Admin/Student) by details instructions.

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3. Login as Student

3.1. Inbox

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3.2.2.1. Personal Particulars

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Body of the Guide

1. Introduction
1.1. Login

For Staff: From

https://www.nus.edu.sg/staff, staff will be directed to SAP portal.

There will be a link which links to https://inetapps.nus.edu.sg/parking and a hyperlink redirects to NPAS (NUS Parking Administrator System)

for students:
From https://www.nus.edu.sg/students/, student will be directed to SAP portal. There will be a link which links to https://inetapps.nus.edu.sg/parking and a hyperlink redirects to NPAS (NUS Parking Administrator System)

Notes:
(1). Please access the Parking Services application from via NUS Intranet or from home using NUS VPN service (https://webvpn.nus.edu.sg/).

(2). If prompted to login, please enter your username in the formation "nusstf or nusstu\NUS email userid".

(3). Re Sustainability Solutions supports this system. Please call 6775 8241 / 6876 5408 (24 hrs) or email NUSParking@resustainability.com.sg for any problem.

2. Login as Staff

2.1. Inbox

The inbox contains the staff season parking information.

Figure 2.1-1
2.2. Parking

2.2.1. Season Parking

2.2.1.1. NUS Staff

There are five sections need to fill in order to complete this form.

Section 1 (Application’s Particulars)

Fill in the applicant’s particulars in the following section. All the particulars also can be retrieving by application’s email if the information does exist in the database system.

Notes: Columns with the red asterisk (*) must be fill in.

Figure 2.2.1.1-1

Section 2 (Vehicle Particulars)

Fill in the applicant’s vehicle particulars in the following section. Notes: Column with the red asterisk (*) must be fill in.

Figure 2.2.1.1-2
Section 3 (Type of Season Parking)

This section only provides information of Open Lot, Covered Lot and Reserved Lot.

Figure 2.2.1.1-3

Section 4 (Allocation of Season Parking)

Choose the allocation of the Season Parking.

Note:

(1). For Staff Reserved Open and Covered, the approval will decide by Administrator, whereas others will be approved immediately by the system.
(2). Click the popup calendar to choose the date.

Figure 2.2.1.1-4

Section 5 (Payment By)
Choose the Payment method from one of them.
Note: Popup windows will appear for more details instructions on how to make the payment.

Figure 2.2.1.1-5

2.2.1.2. Termination/Suspension

If the message showing as “There are no application from you for suspension/termination. Please check again.” It means that there is no service to termination/Suspension.

Figure 2.2.1.2-1

Acknowledgement For Suspension/Termination

There are no application from you for suspension/termination. Please check again.
2.2.2. Car Park Reservation

2.2.2.1. Reserved Parking Plate

Fill in the rest of information to reserve parking plate. All the particulars also can be retrieving by application’s email if the information does exist in the database system.

Figure 2.2.2.1-1

2.2.2.2. Use of Car Parks for Events

Fill in the rest of information for car park application for events. Notes: Click the popup calendar to choose the date.

Figure 2.2.2.2-1
2.2.2.3. Use of Car Parks for Renovation Works

Fill in the rest of information for car park application for renovation works.
Notes: Click the popup calendar to choose the date.

Figure 2.2.2.3-1
### 2.2.2.4. Guest Parking Pass

Fill in the rest of information for car park application for guest parking pass.  
Notes: Click the popup calendar to choose the date.

**Figure 2.2.2.4-1**
2.2.2.5. Engagement of Parking Wardens

Fill in the rest of information for car park application for car park wardens.
Notes: Click the popup calendar to choose the date.

Figure 2.2.2.5-1
### 2.2.3. Update Particulars

#### 2.2.3.1. Personal Particulars

The updating of personal particulars for staff.

**Figure 2.2.3.1-1**

#### 2.2.3.2. Vehicle Particulars

The updating of vehicle particulars for staff.

Please contact Re Sustainability Solutions Services Counter to change the vehicle Particulars.
### 2.2.3.3. Type And Location

Please contact Re Sustainability Solutions Services Counter to change your season type and location.

### 3. Login As Student

#### 3.1. Inbox

The inbox contains the student season parking inbox. Figure 3.1-1

<table>
<thead>
<tr>
<th>Student Season Parking Inbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Code</td>
</tr>
</tbody>
</table>

#### 3.2. Parking

#### 3.2.1. Season Parking

##### 3.2.1.1. NUS Undergraduate/Postgraduate

Undergraduate

There are five sections need to fill in order to complete this form.

Section 1 (Application’s Particulars)

Fill in the applicant’s particulars in the following section.

Notes: Columns with the red asterisk (*) must be fill in.
Section 2 (Vehicle Particulars)
Fill in the applicant’s vehicle particulars in the following section.
Notes: Column with the red asterisk (*) must be fill in.

Section 3 (Type of Season Parking)
This section only provides information of Open Lot, Covered Lot.
Section 4 (Allocation of Season Parking)
Choose the allocation of the Season Parking.

Figure 3.2.1.1-4

Section 5 (Payment By)
Choose the Payment method from one of them.
Note: Click the payment method to get the GIRO form.

Figure 3.2.1.1-5

Postgraduate
There are five sections need to fill in order to complete this form.
Section 1 (Application’s Particulars)
Fill in the applicant’s particulars in the following section.
Notes: Columns with the red asterisk (*) must be fill in.

Figure 3.2.1.1-6
Section 2 (Vehicle Particulars)
Fill in the applicant’s vehicle particulars in the following section.
Notes: Column with the red asterisk (*) must be fill in.

Figure 3.2.1.1-7

Section 3 (Type of Season Parking)
This section only provides information of Open Lot, Covered Lot.

Figure 3.2.1.1-8
Section 4 (Allocation of Season Parking)
Choose the allocation of the Season Parking.

Figure 3.2.1.1-9

Section 5 (Payment By)
Choose the Payment method from one of them.
Note: Click the payment method to get the GIRO form.

Figure 3.2.1.1-10

3.2.1.2. Termination/Suspension
If the message showing as “There are no application from you for suspension/termination.
Please check again.” It means that there is no service to termination/Suspension.

Figure 3.2.1.2-1

3.2.2. Update Particulars

3.2.2.1. Personal Particulars
Fill in the applicant’s particulars in the following section. 
Notes: Columns with the red asterisk (*) must be fill in.

Figure 3.2.2.1-1

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salutation * (Denotes required field)</td>
<td>Mr</td>
</tr>
<tr>
<td>Name (as in NRIC/Passport)</td>
<td>user3</td>
</tr>
<tr>
<td>NRIC / Passport No *</td>
<td>8234567</td>
</tr>
<tr>
<td>Mailing Address *</td>
<td>singapore address</td>
</tr>
<tr>
<td>Email</td>
<td>user3 (use NUS Email account)</td>
</tr>
<tr>
<td>Tel No / Mobile *</td>
<td>123456789</td>
</tr>
<tr>
<td>Alternate Contact No.</td>
<td>23456789 (if any)</td>
</tr>
</tbody>
</table>

Submit  Clear All

3.2.2.2. Vehicle Particulars

Undergraduate
Please contact Re Sustainability Solutions Services Counter to change the vehicle Particulars.

Figure 3.2.2.2-1

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salutation * (Denotes required field)</td>
<td>Mr</td>
</tr>
<tr>
<td>Name (as in NRIC/Passport)</td>
<td>user3</td>
</tr>
<tr>
<td>NRIC / Passport No *</td>
<td>8234567</td>
</tr>
<tr>
<td>Mailing Address *</td>
<td>singapore address</td>
</tr>
<tr>
<td>Email</td>
<td>user3 (use NUS Email account)</td>
</tr>
<tr>
<td>Tel No / Mobile *</td>
<td>123456789</td>
</tr>
<tr>
<td>Alternate Contact No.</td>
<td>23456789 (if any)</td>
</tr>
</tbody>
</table>

Submit  Clear All

3.2.2.2. Vehicle Particulars

Postgraduate
Please contact Re Sustainability Solutions Services Counter to change the vehicle Particulars.

Figure 3.2.2.2-2

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salutation * (Denotes required field)</td>
<td>Mr</td>
</tr>
<tr>
<td>Name (as in NRIC/Passport)</td>
<td>user3</td>
</tr>
<tr>
<td>NRIC / Passport No *</td>
<td>8234567</td>
</tr>
<tr>
<td>Mailing Address *</td>
<td>singapore address</td>
</tr>
<tr>
<td>Email</td>
<td>user3 (use NUS Email account)</td>
</tr>
<tr>
<td>Tel No / Mobile *</td>
<td>123456789</td>
</tr>
<tr>
<td>Alternate Contact No.</td>
<td>23456789 (if any)</td>
</tr>
</tbody>
</table>

Submit  Clear All

Please contact Re Sustainability Solutions Counter to change your vehicle particulars.
3.2.2.3. Type And Location

If the message showing as Figure 3.2.2.3-1 and 3.2.2.3-2 please contact Re Sustainability Solutions Services Counter to change the Parking Type and Location.

Figure 3.2.2.3-1

![Figure 3.2.2.3-1](image1.png)

Figure 3.2.2.3-2

![Figure 3.2.2.3-2](image2.png)

4. Additional

   4.1. Adding Trusted Sites

This will guide you how to add Trusted Sites in your web browser.

Step 1: Tools – Internet Options (Figure 4.1-1)
Step 2: Security – Trusted Sites (Figure Figure 4.1-2)
Step 3: Add address in the zone and click “Add” button, then click “Close” button (Figure 4.1-3)

Figure 4.1-1
Figure 4.1-2
Figure 4.1-3