GroupNexus

How to register for an account

Your step-by-step guide

NexusPlatform

University email address only

NexusPlatform

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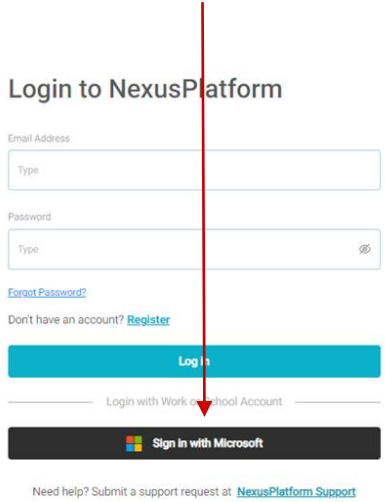
Please go to https://nexusplatform.co.uk/

Select ‘Sign in with Microsoft” and you will be taken to Microsoft login pages via separate window.

Follow the instructions on screen



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You should only need to complete your mobile number, agree to the terms and conditions and click ‘continue’

Register With NexusPlatform

Profile Picture

Title*

Mr

First Name*

Test

Last Name*

Tester

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

Email Address*

info@dynamicmessaging.co.uk

Mobile Phone Number*

+44 | 7970854042

Password*

••••••••••

Confirm Password*

••••••••••

I agree to Terms and Conditions

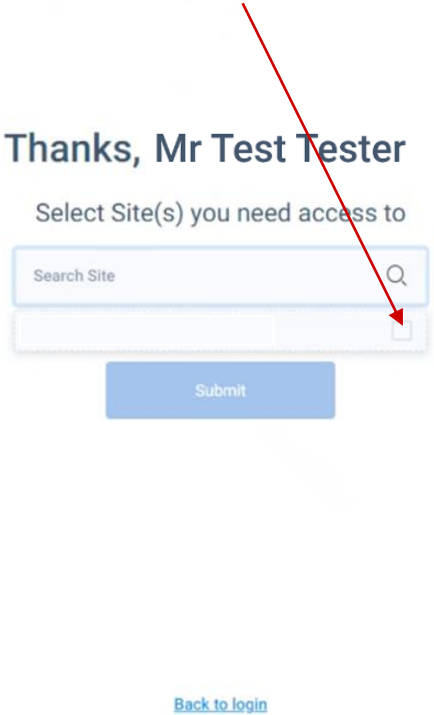
You need to scroll all the way to the bottom of the terms and conditions pop up before being able to accept them

Continue

Cancel

You will now need to select the sites applicable - please select all UoG locations in this instance

Note: This does not mean you will be granted a permit for all locations



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Now that you have successfully applied for an account, you will see the below screen. Now you need to wait until your registration is accepted by the administrator.

Your registration request has been sent for approval.

Please wait for the confirmation email.

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Following a successful application you will be notified via email. **Please continue to check your junk for your acceptance email.**
The email will look like the one below:

Welcome to the NexusPlatform. Thank you for choosing to be part of the NexusPlatform. Your registration has been approved and you may log in. You can update your information at any time in User Profile. Explore https:// nexusplatform.co.uk/user/my-profile

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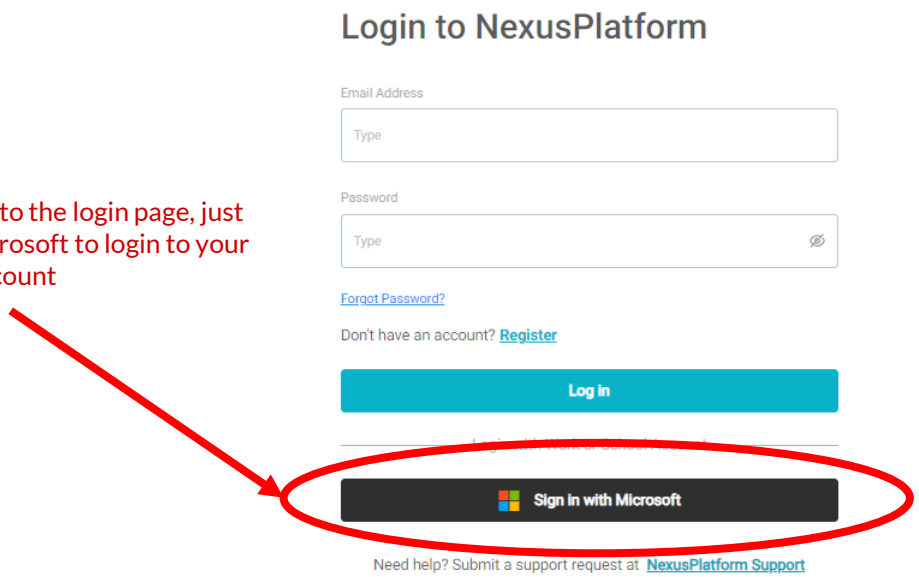
Once you navigate to the login page, just use Sign in with Microsoft to login to your account



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How to Apply for a Permit

Your step-by-step guide

NexusPlatform

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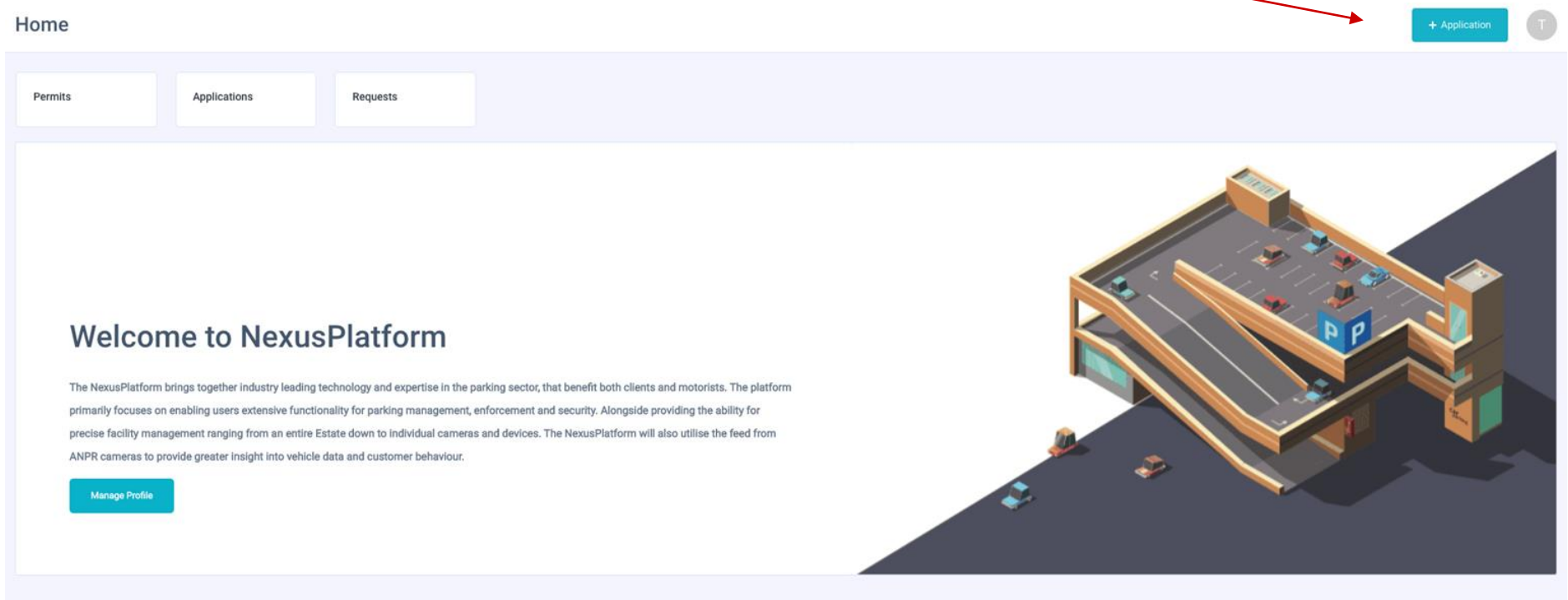
You have now successfully logged into the NexusPlatform. Click the '+Application' button and select your application form to begin applying for your permit



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

Personal Details

Title*

Title*

First Name*

First Name*

Last Name*

Last Name*

Are you a Blue Badge Holder?*

Yes | No

Evidence may be required prior to application approval

Building Number/Name*

Building Number/Name*

Address Line 1*

Address Line 1*

Address Line 2

Address Line 2

Town*

Town*

County

County

Postcode*

Postcode*

Country*

Country*

Preferred Email Address*

Preferred Email Address*

GroupNexus

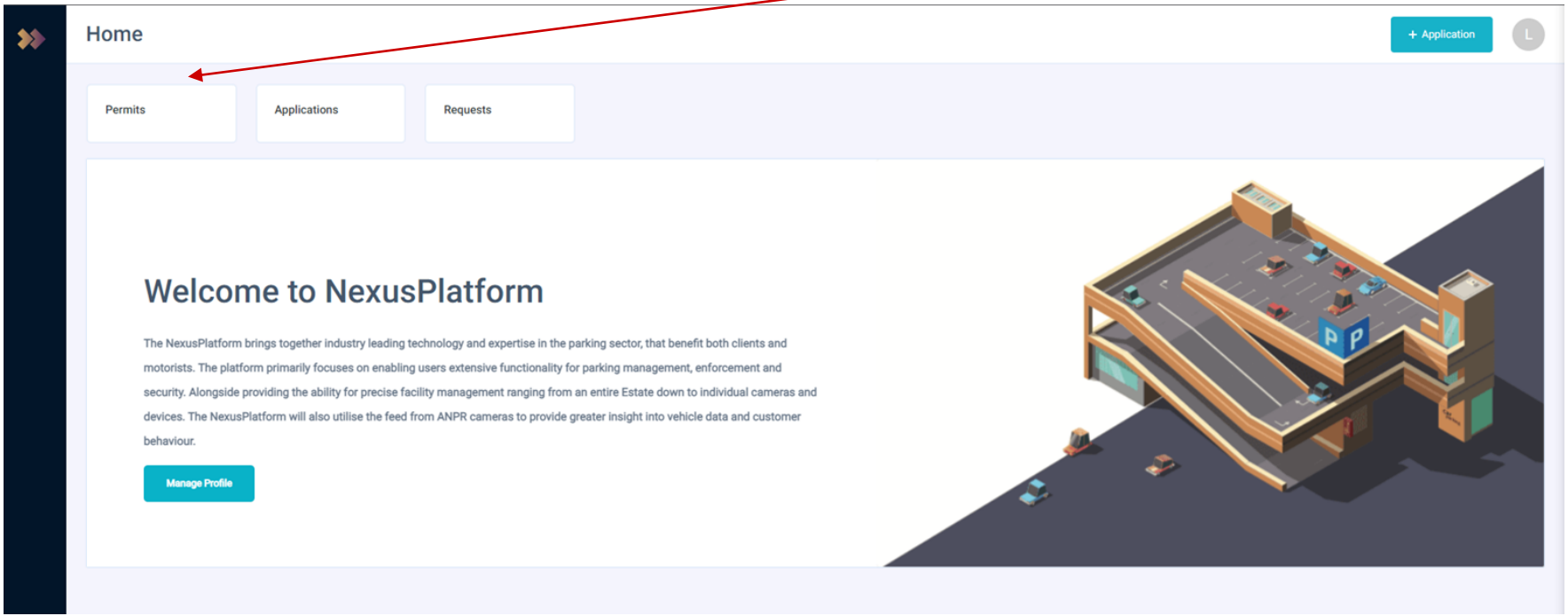
How to end your permit

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



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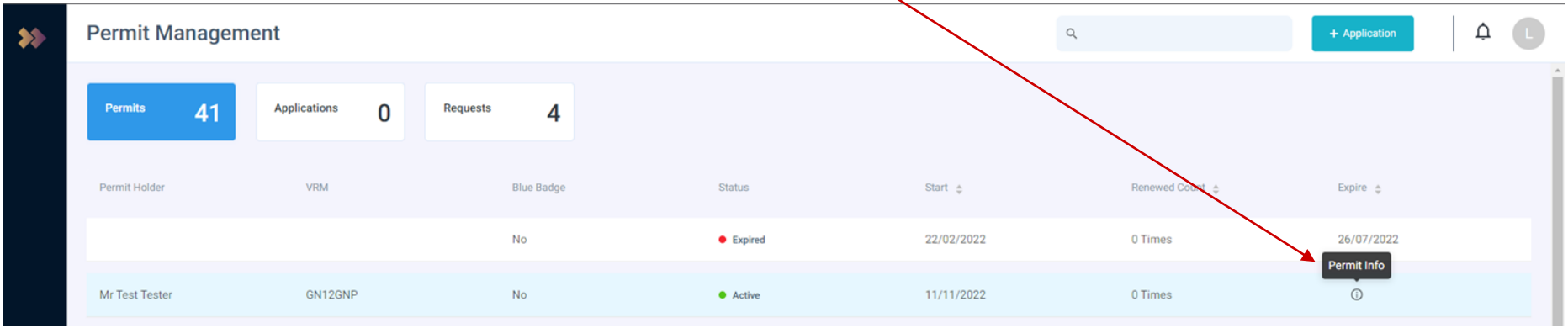
On the permits page, navigate to the permit you want to end.
Hover over the permit, and press the ⓘ icon to open the permit details page



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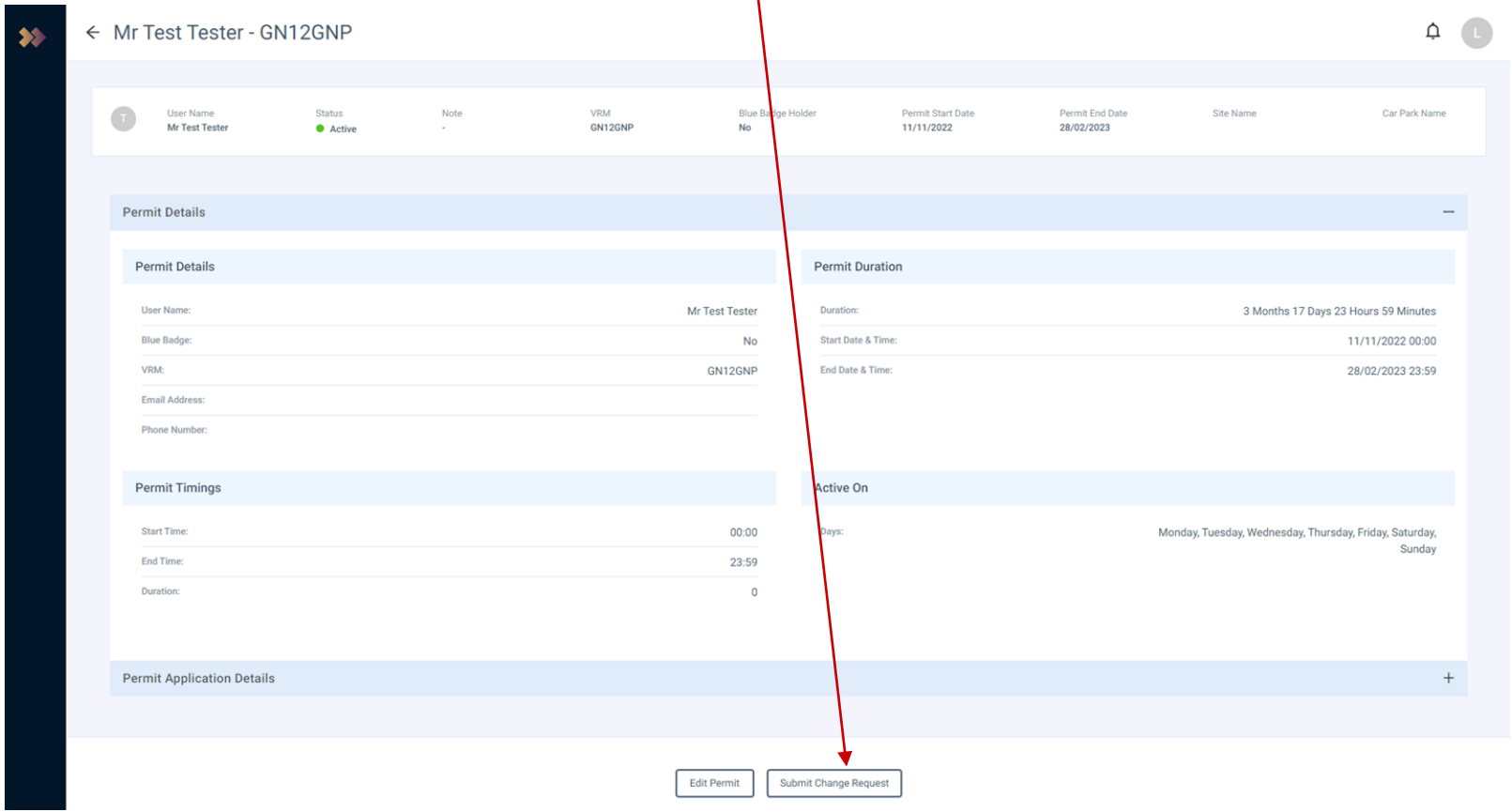
Once on the permit details page, you need to select “Submit Change Request”



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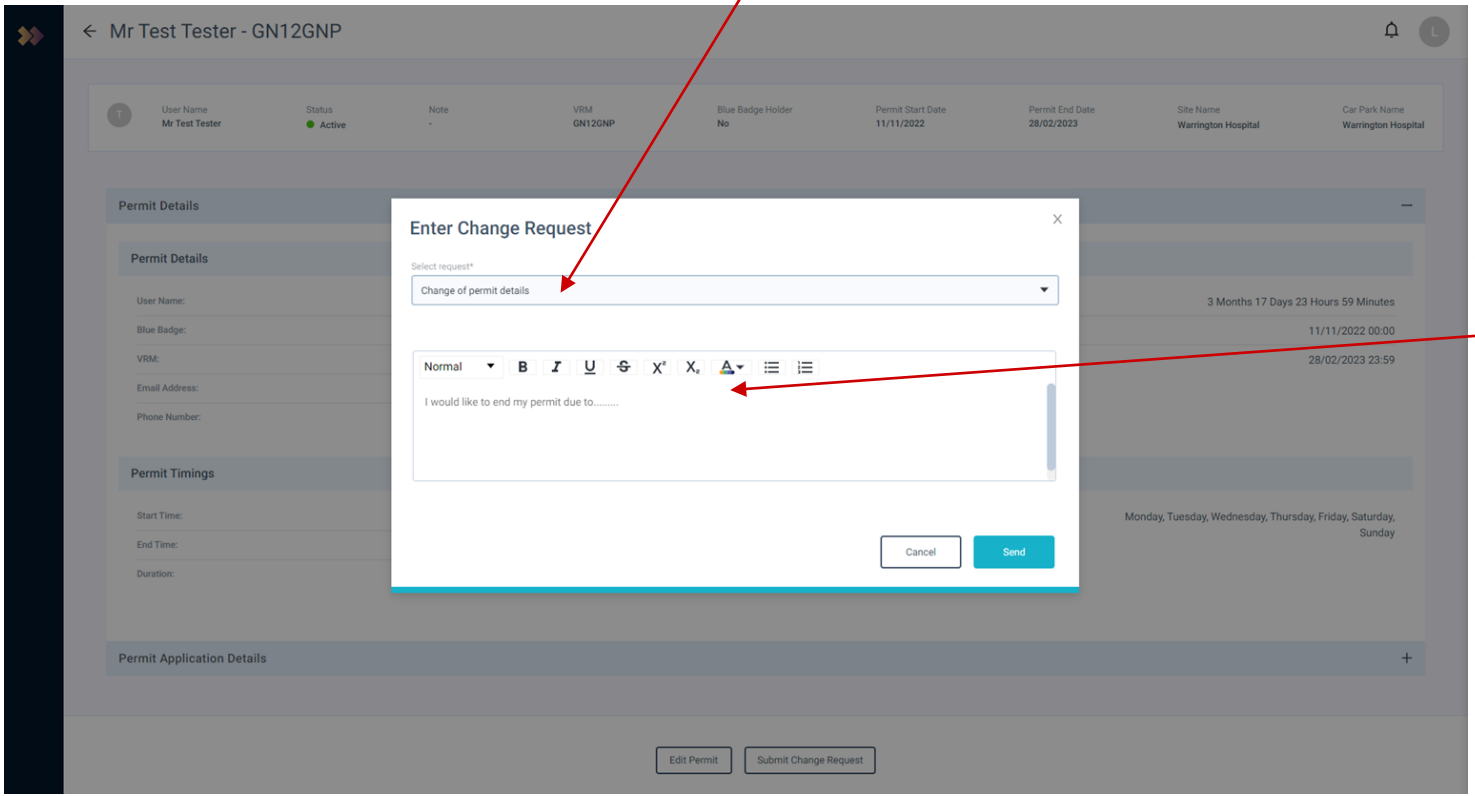
At this point, you will select the reason for your change request.

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



Please state you would like to end your permit

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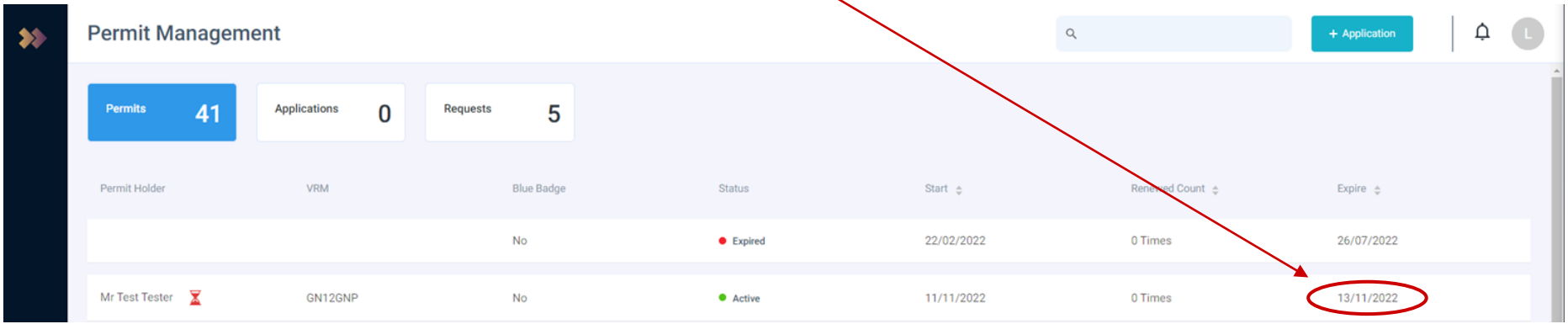
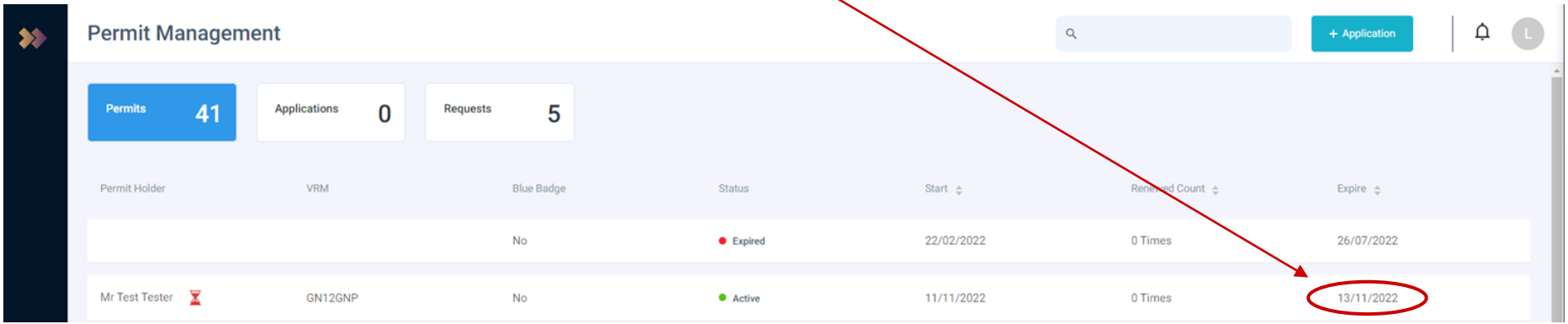
Once your request has been actioned, you will be notified via your registered email address.

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



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



--------- Forwarded message ---------
From: <Permits@nexusplatform.co.uk>
Date: Tue, Mar 14, 2023 at 10:24 AM
Subject: Permit Notification
To:

Your permit expiration date has now changed. If you require a new permit, you must submit a new permit application.

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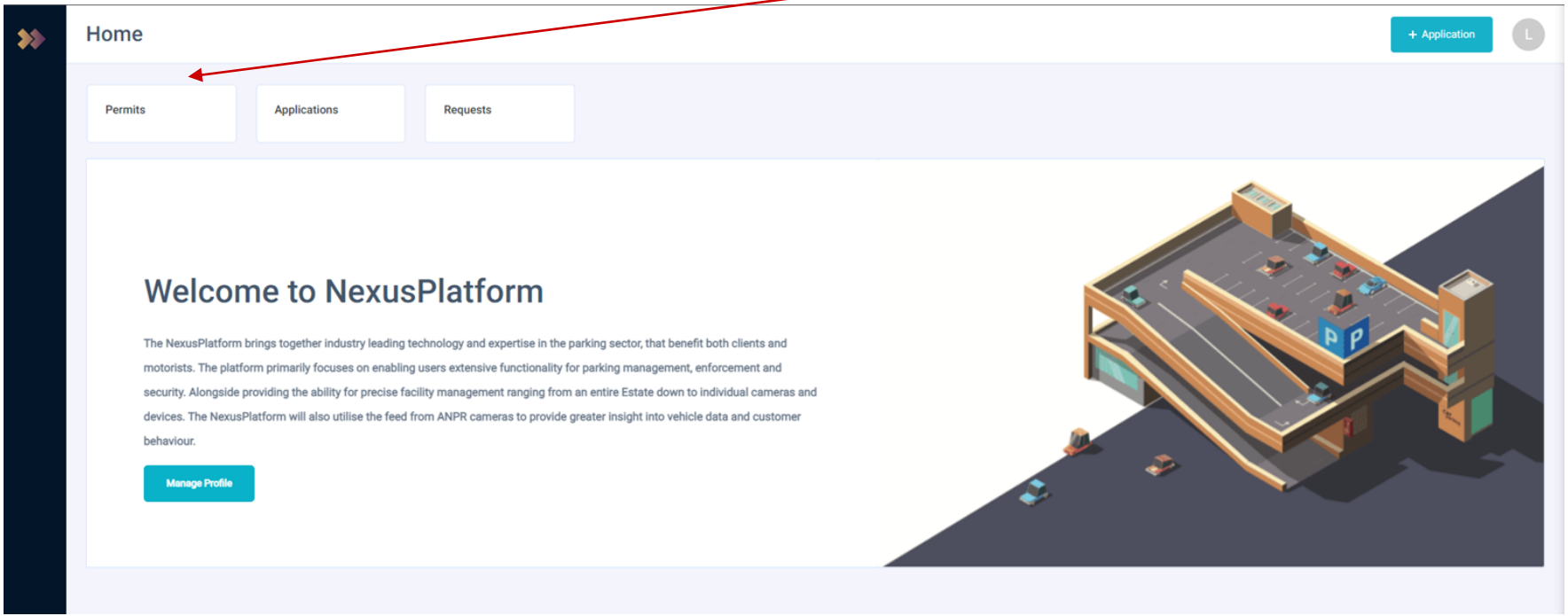
How to change your permit details

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



NexusPlatform

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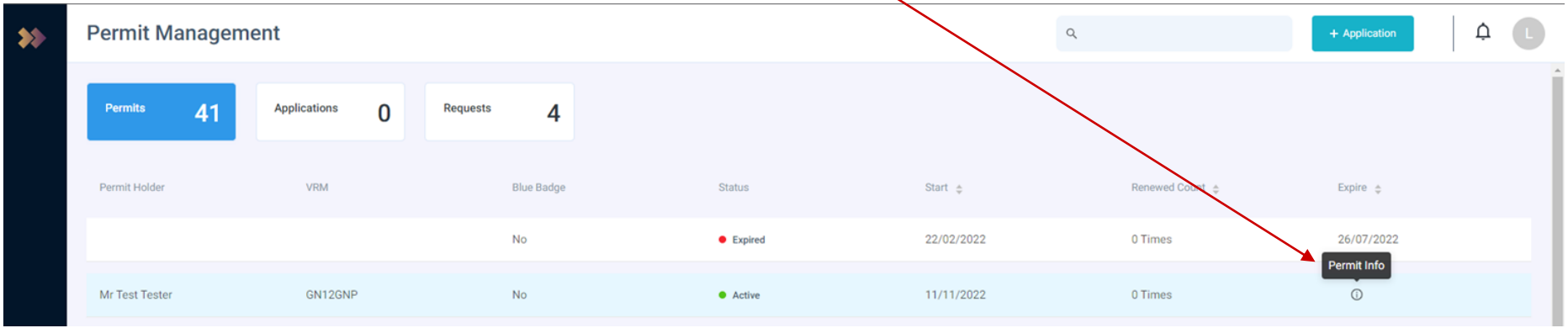
On the permits page, navigate to the permit you want to change.
Hover over the permit, and press the ⓘ icon to open the permit details page



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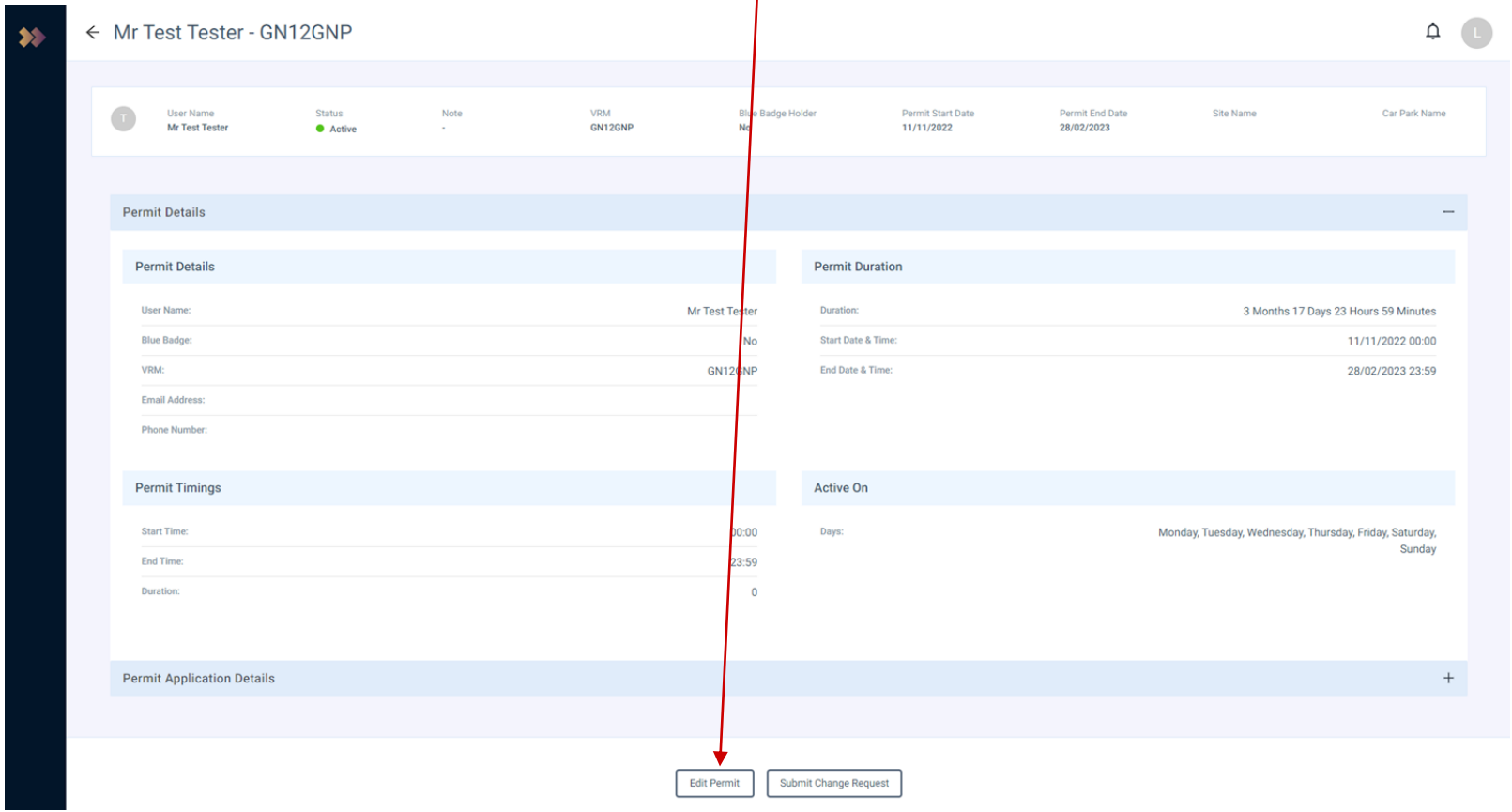
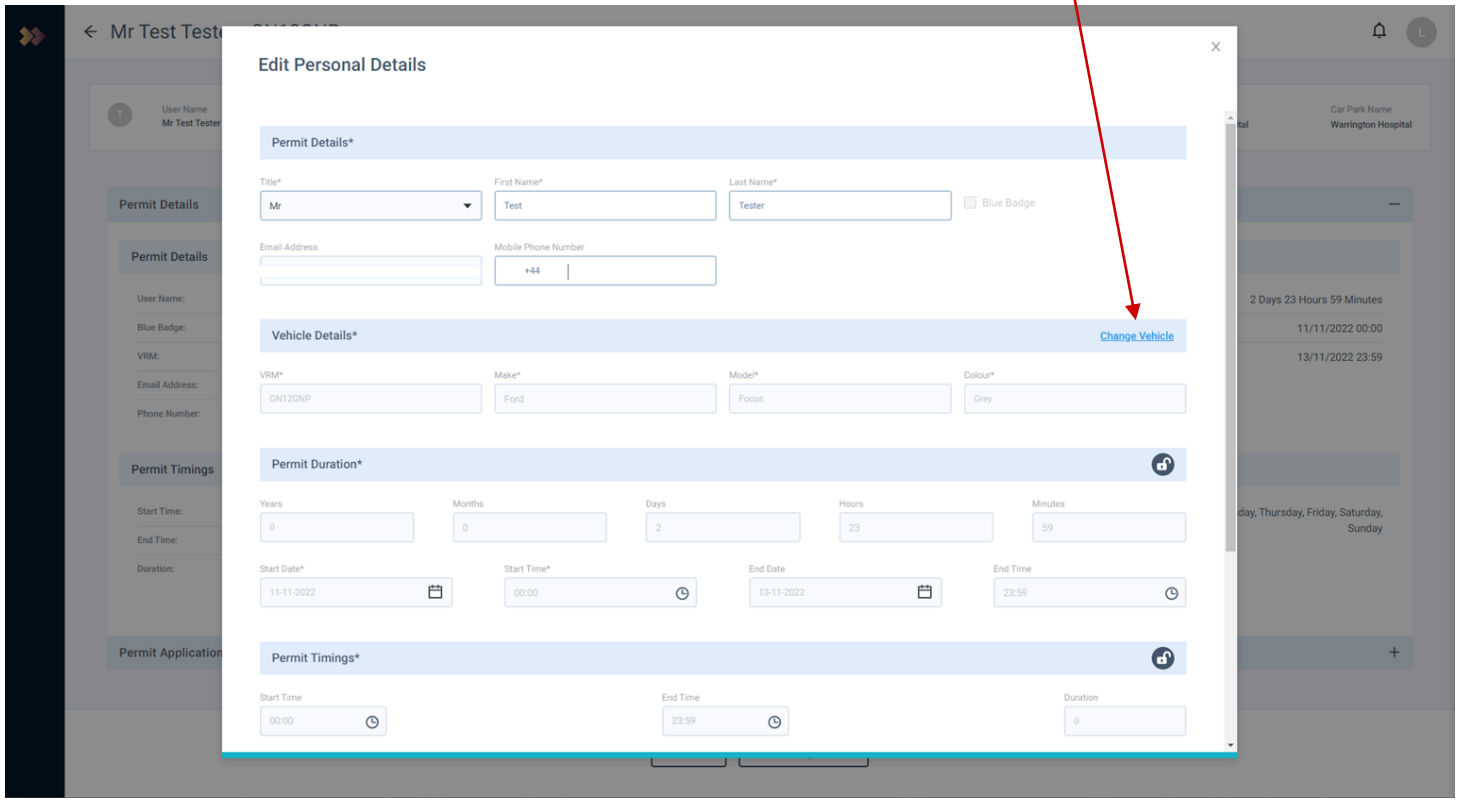
Once on the permit details page, you need to select “Edit Permit”



This will bring up your permit details.

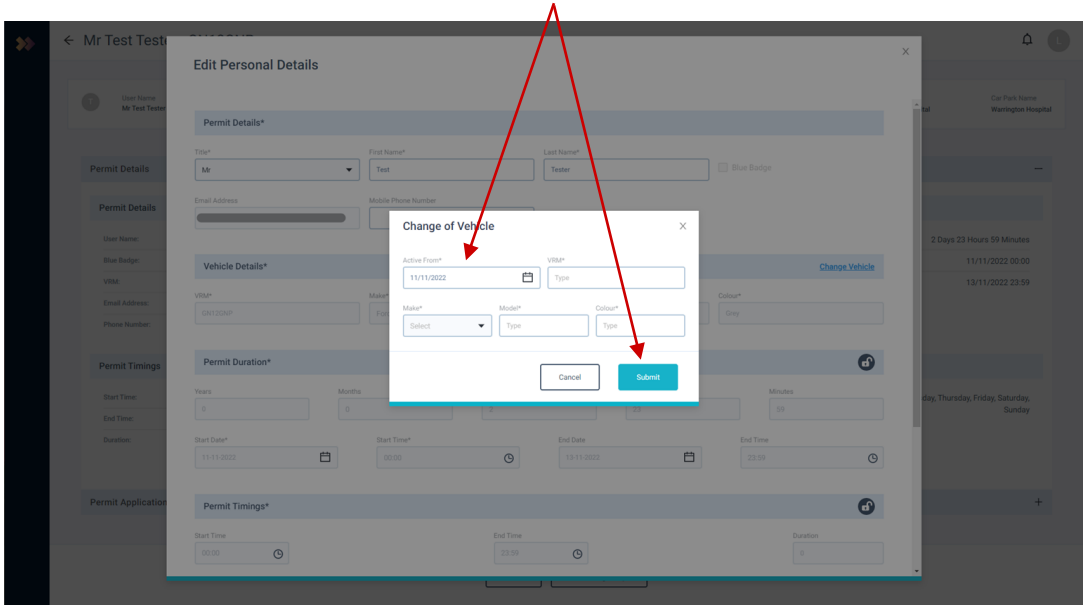
If you need to update the vehicle registration, please select change vehicle



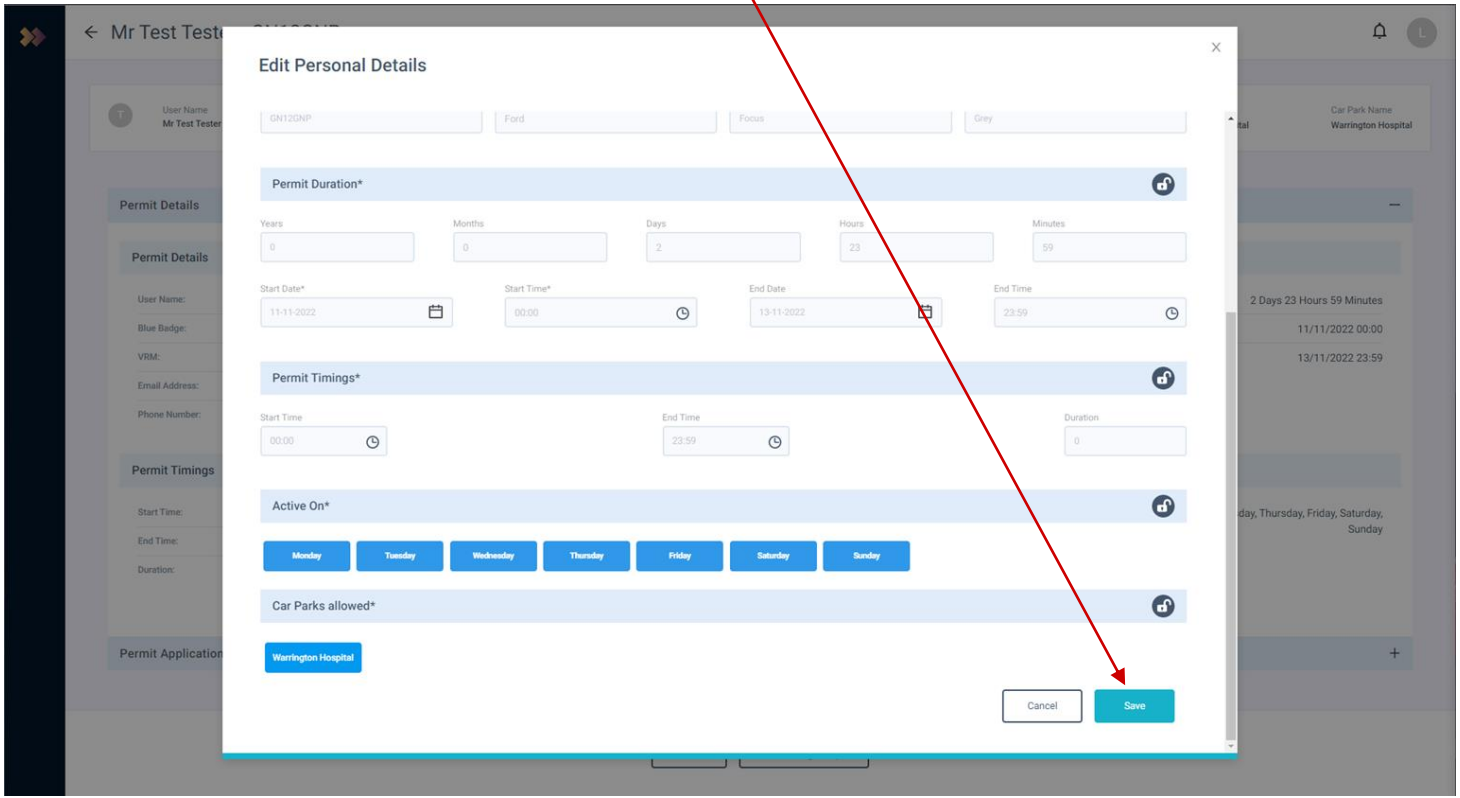
Once you have selected ‘Change Vehicle’, you need to enter the date of the change, new registration and the make, model & colour of the vehicle.

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’



Once you have completed the required changes, you must press ‘Save’



GroupNexus

How to change your account details

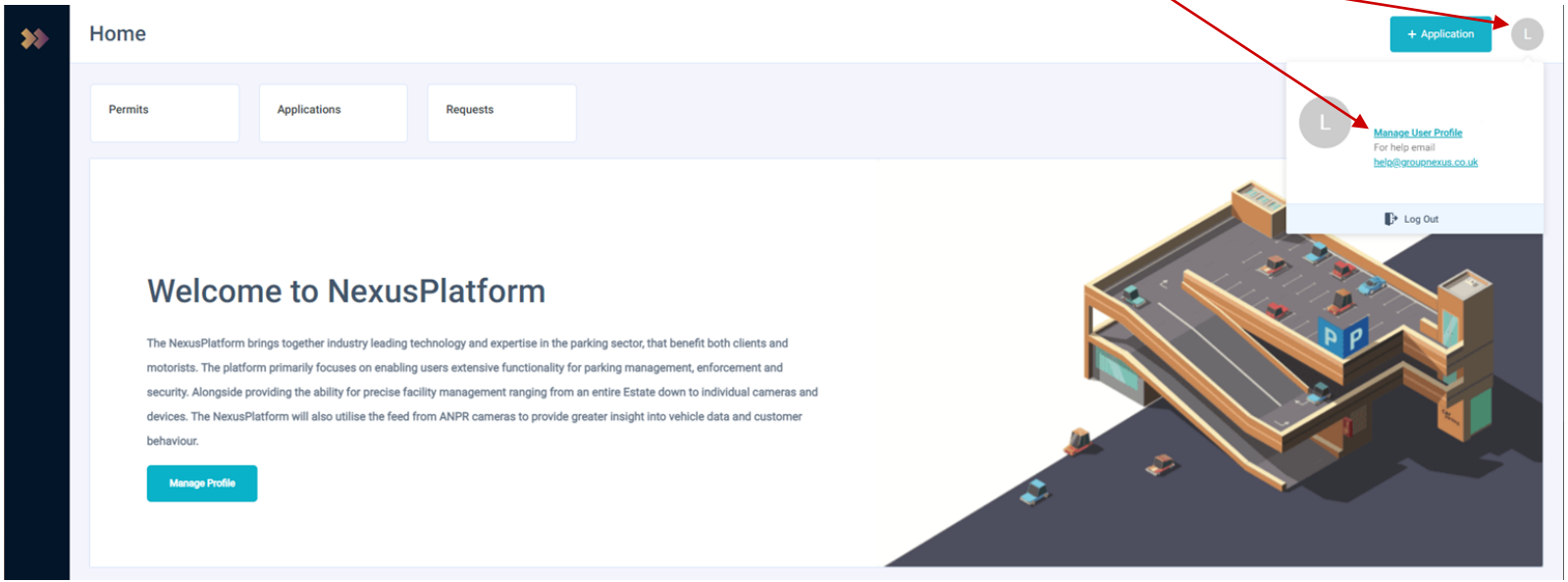
Your step-by-step guide

NexusPlatform

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’



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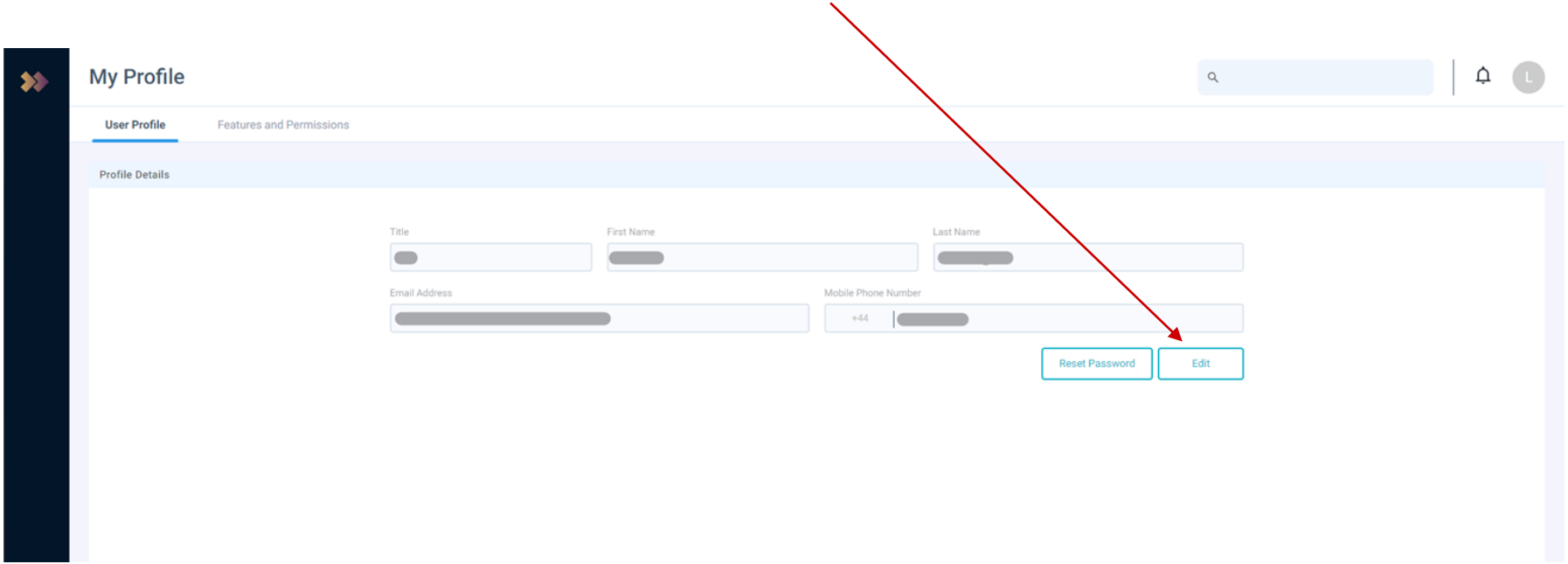
From here, you need to select the ‘Edit’ option



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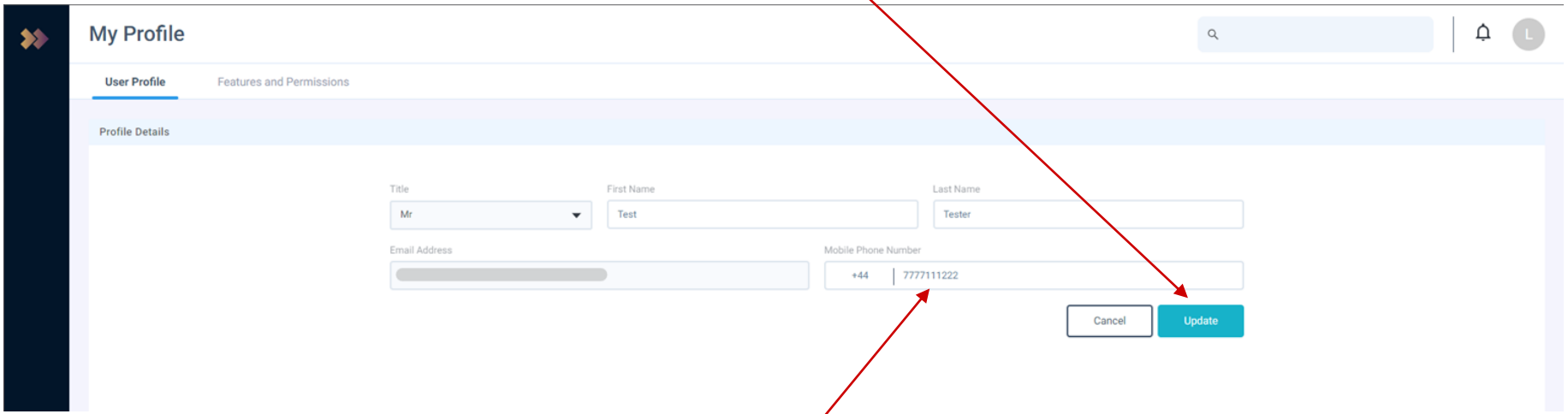
Once in you pressed ‘Edit’ you can change your First Name, Last Name. Title and Mobile Phone Number.

Once you finish editing, please press ‘Update’



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.