

# How to register for an account

*Your step-by-step guide*

*University email address only*

NexusPlatform 

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



### Login to NexusPlatform

Email Address

Password

[Forgot Password?](#)

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

Login with Work or School Account

Need help? Submit a support request at [NexusPlatform Support](#)

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

Email Address\*

info@dynamicmessaging.co.uk

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

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



## Thanks, Mr Test Tester

Select Site(s) you need access to

Submit

[Back to login](#)

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.**

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>

## Login to NexusPlatform

Email Address

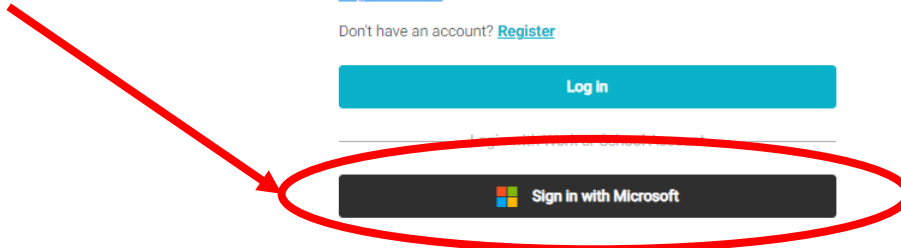
Password

[Forgot Password?](#)

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

Need help? Submit a support request at [NexusPlatform Support](#)

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



# How to Apply for a Permit

*Your step-by-step guide*

NexusPlatform 

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

Home

+ Application

T

Permits

Applications

Requests

## Welcome to NexusPlatform

The NexusPlatform brings together industry leading technology and expertise in the parking sector, that benefit both clients and motorists. The platform primarily focuses on enabling users extensive functionality for parking management, enforcement and security. Alongside providing the ability for precise facility management ranging from an entire Estate down to individual cameras and devices. The NexusPlatform will also utilise the feed from ANPR cameras to provide greater insight into vehicle data and customer behaviour.

Manage Profile





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



Personal Details



Vehicle Details



NHS Criteria



Declaration



Review Application

Personal Details

Title\*

First Name\*

Last Name\*

Are you a Blue Badge Holder?\*

 Yes  No

Building Number/Name\*

Address Line 1\*

Evidence may be required prior to application approval

Address Line 2

Town\*

County

Postcode\*

Country\*

Preferred Email Address\*

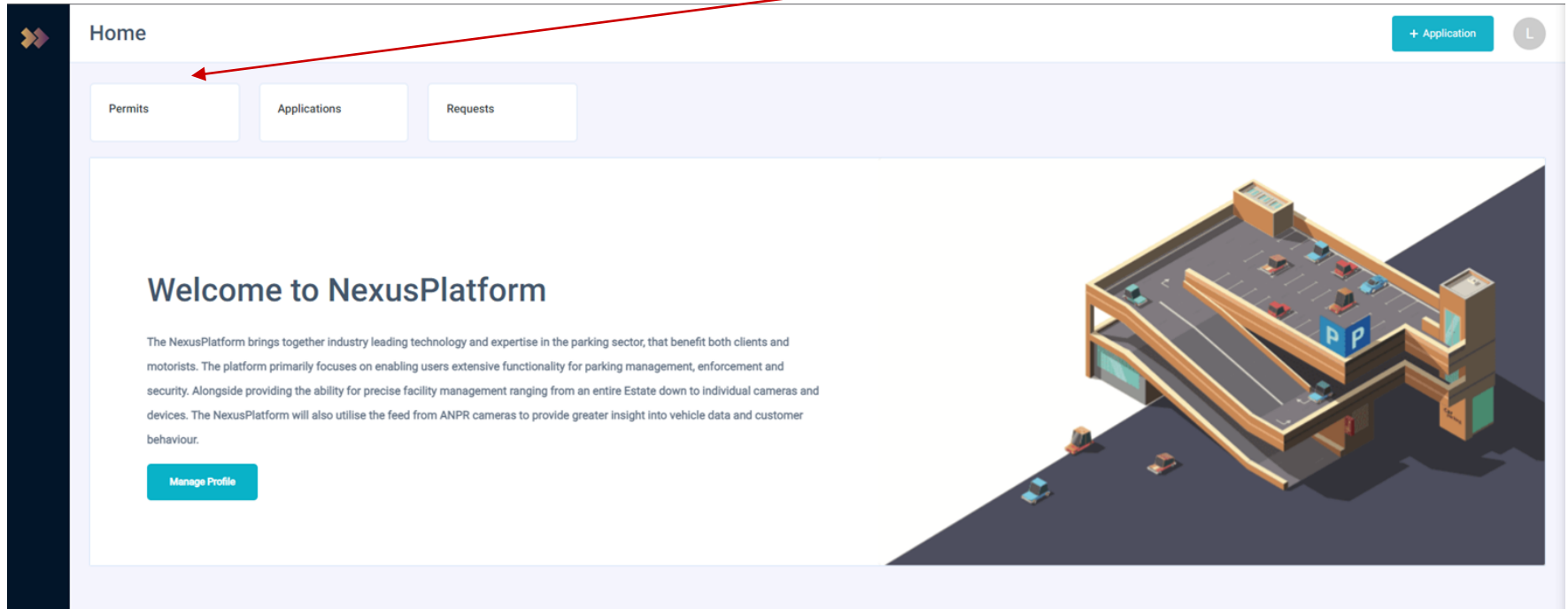
# How to end your permit

*Your step-by-step guide*

NexusPlatform 

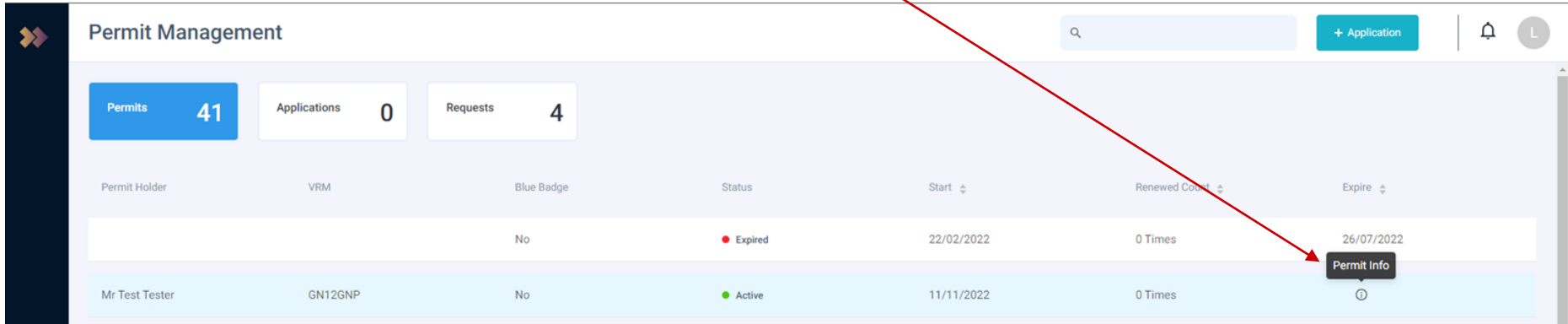
To end your permit, you will need to submit a request to your site administrator, this can be done via NexusPlatform

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 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" followed by a paragraph of text describing the platform's capabilities in parking management, enforcement, and security. A "Manage Profile" button is located at the bottom left of the main content area. On the right side, 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	<a href="#">Permit Info</a>

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

**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.

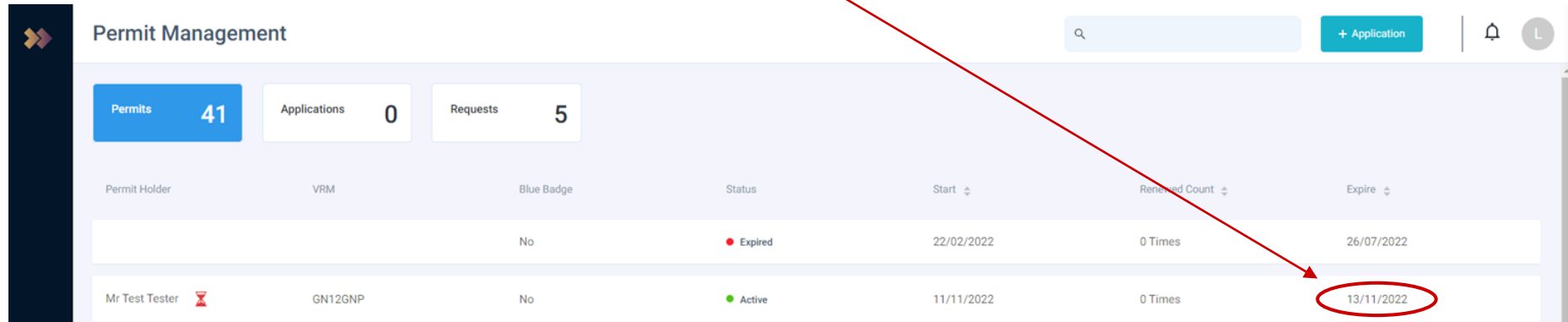
As you want to end the permit, you may should select 'Change of permits details'

The screenshot shows a user interface for managing permits. At the top, there's a header for 'Mr Test Tester - GN12GNP'. Below that 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. There are also sections for 'Permit Timings' and 'Permit Application Details'. A modal window titled 'Enter Change Request' is open in the center. It has a dropdown menu for 'Select request\*' with '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 of the modal are 'Cancel' and 'Send' buttons. Red arrows point from external text to the dropdown and 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

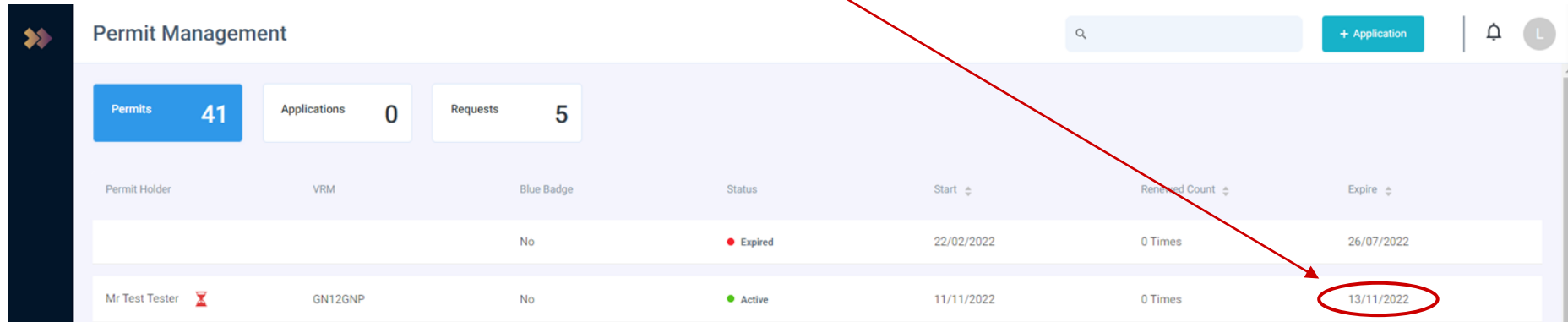


The screenshot displays the 'Permit Management' interface. At the top, there are three summary cards: 'Permits 41', 'Applications 0', and 'Requests 5'. Below these is a table with columns: Permit Holder, VRM, Blue Badge, Status, Start, Renewed Count, and Expire. The table contains two rows of data. The second row shows a permit for 'Mr Test Tester' with a status of 'Active' and an expiration date of '13/11/2022', which is circled in red. A red arrow points from the text above to this date.

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

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

----- Forwarded message -----  
From: <[Permits@nexusplatform.co.uk](mailto: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.



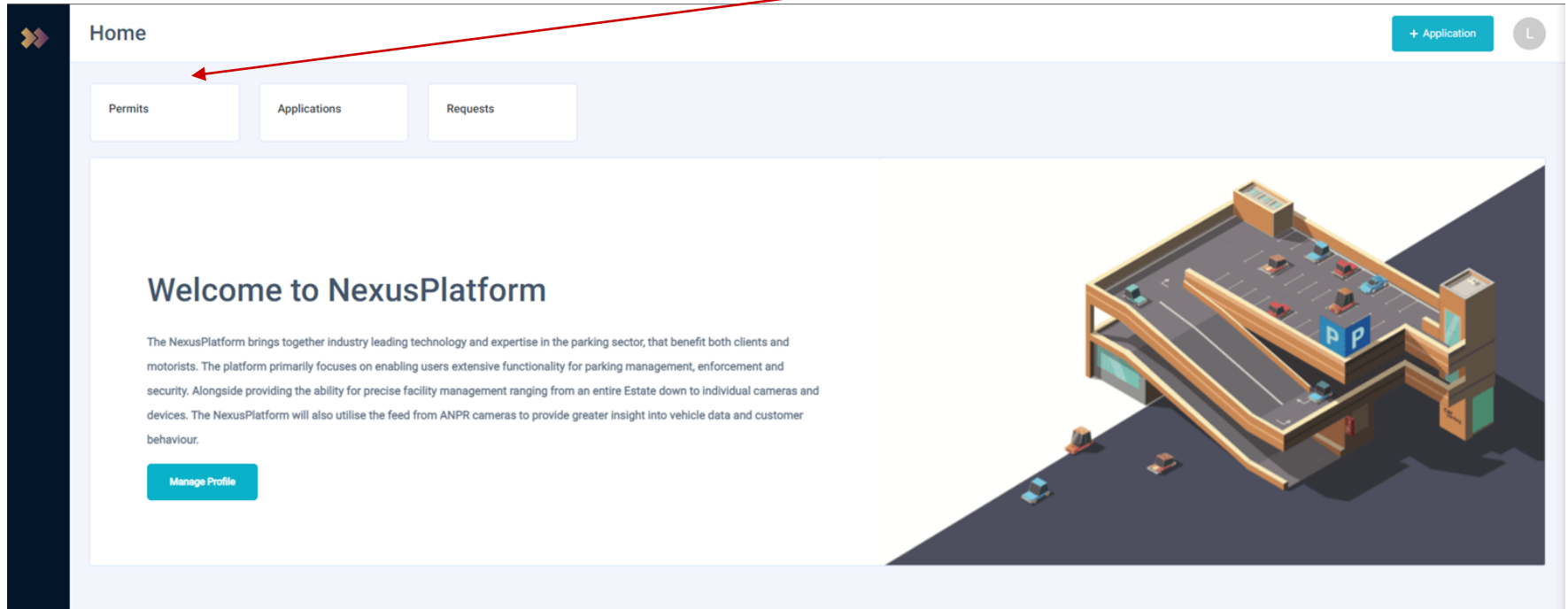
# How to change your permit details

*Your step-by-step guide*

NexusPlatform 

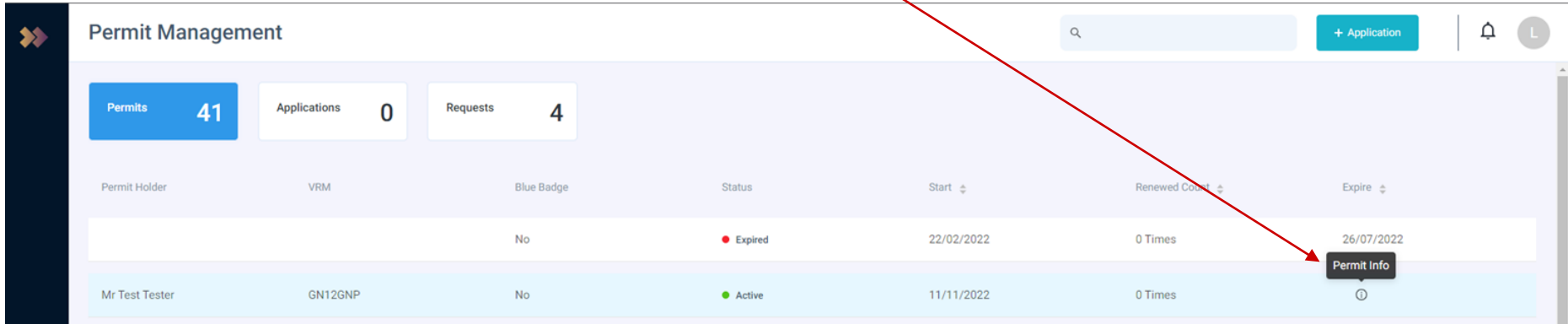
If you need to make changes to your permit, you can do this by accessing your NexusPlatform account.

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. 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	<a href="#">Permit Info</a>

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**

<b>Permit Details</b>		<b>Permit Duration</b>	
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:			

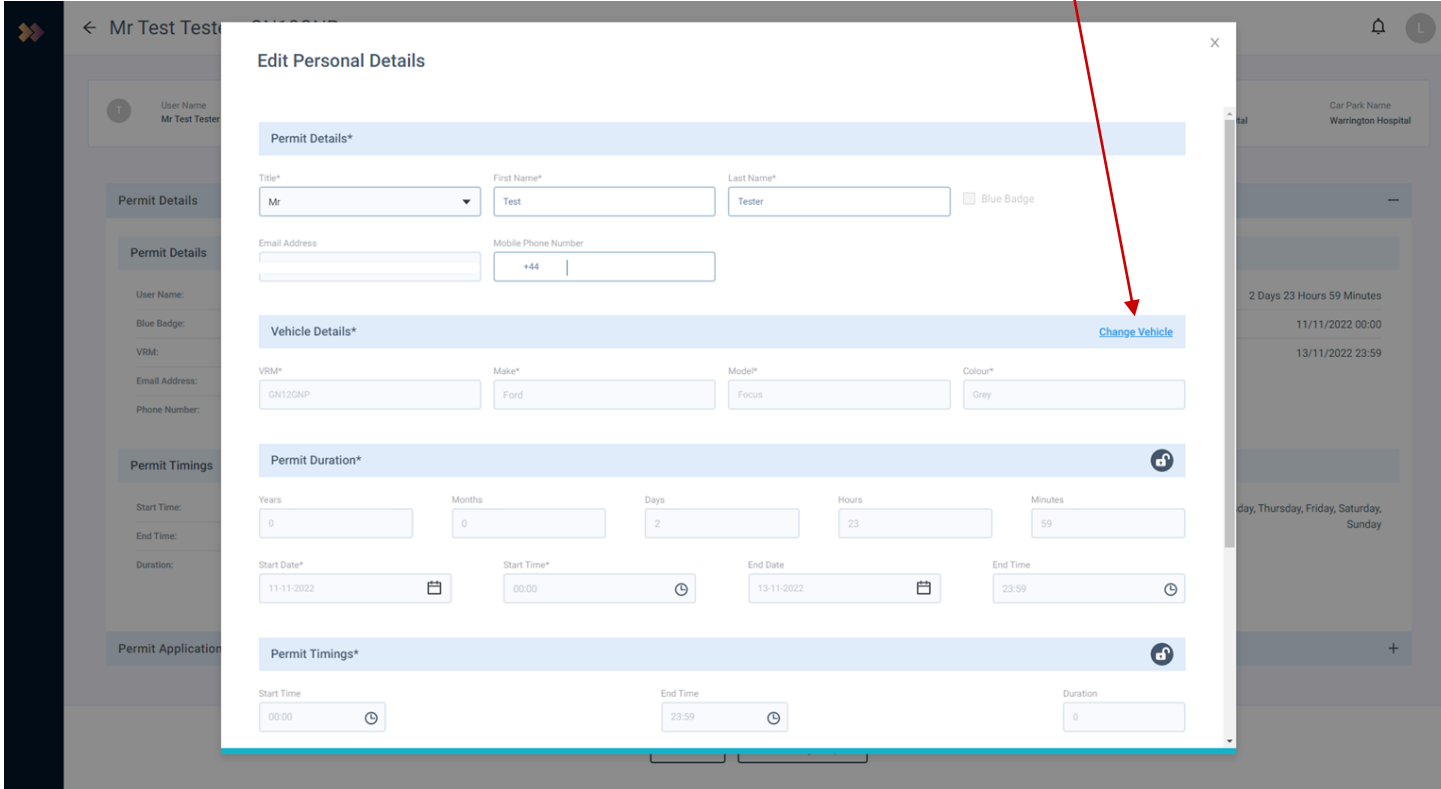
<b>Permit Timings</b>		<b>Active On</b>	
Start Time:	00:00	Days:	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
End Time:	23:59		
Duration:	0		

**Permit Application Details**

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

This will bring up your permit details.

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\***

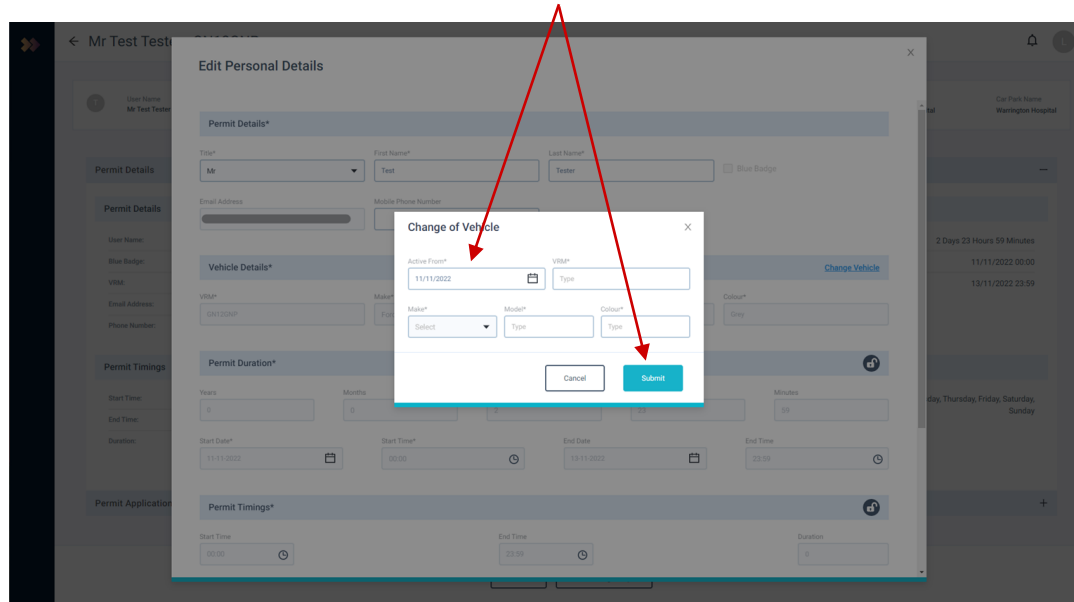
Start Time  End Time  Duration

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 of Vehicle' dialog box. The dialog box has the following fields and options:

- Active From\*:** A date picker showing 11/11/2022.
- VRM\*:** A text input field.
- Make\*:** A dropdown menu with 'Select'.
- Model\*:** A text input field.
- Colour\*:** A text input field.
- Buttons:** 'Cancel' and 'Submit' buttons.

The background screen is titled 'Edit Personal Details' and includes sections for 'Permit Details\*', 'Vehicle Details\*', 'Permit Duration\*', and 'Permit Timings\*'. A red arrow points from the 'Submit' button in the dialog box to the 'Change Vehicle' text in the background.

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

The screenshot shows a mobile application interface with a modal window titled "Edit Personal Details". The form contains the following sections:

- Personal Information:** Fields for User Name (GN12DNP), Car Make (Ford), Car Model (Focus), and Car Color (Grey).
- Permit Duration\*:** Fields for Years (0), Months (0), Days (2), Hours (23), and Minutes (59).
- Start Date\*:** 11-11-2022
- Start Time\*:** 00:00
- End Date\*:** 13-11-2022
- End Time\*:** 23:59
- Permit Timings\*:** Fields for Start Time (00:00), End Time (23:59), and Duration (0).
- Active On\*:** A row of buttons for days of the week: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday.
- Car Parks allowed\*:** A button for Warrington Hospital.
- Buttons:** "Cancel" and "Save" buttons at the bottom right.

A red arrow points from the text "Once you have completed the required changes, you must press 'Save'" to the "Save" button.

# How to change your account details

*Your step-by-step guide*

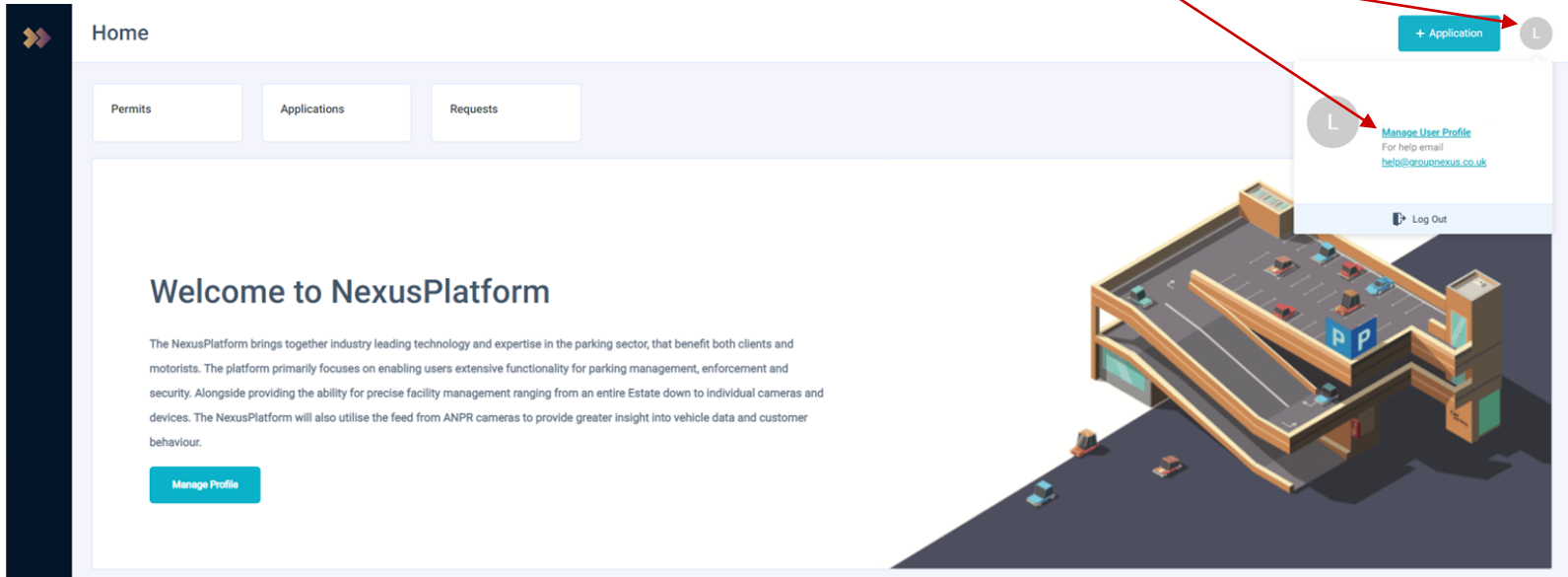
NexusPlatform 



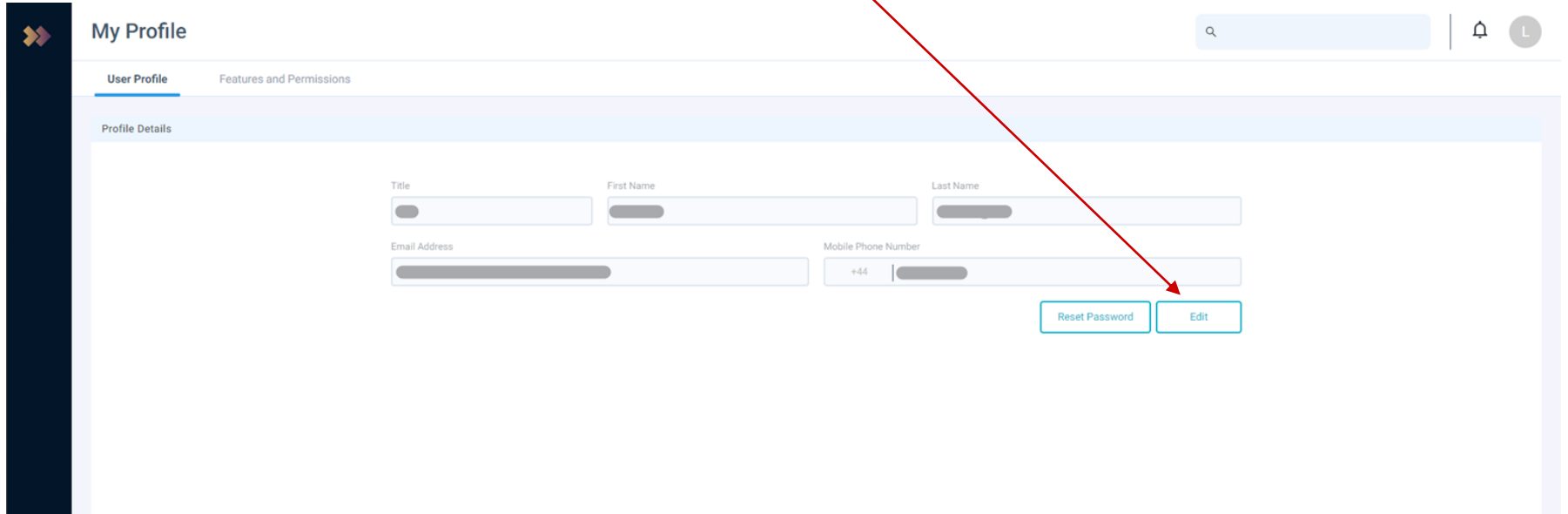
If you need to make changes to your account details, you can do this by accessing NexusPlatform.

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'



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



**My Profile**

User Profile    Features and Permissions

Profile Details

Title:

First Name:

Last Name:

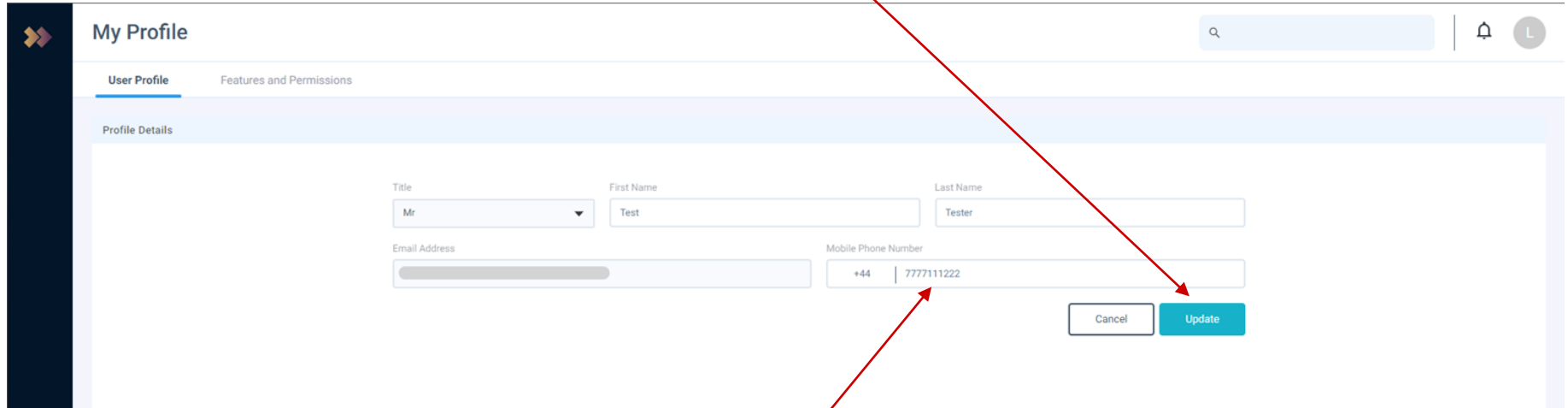
Email Address:

Mobile Phone Number: +44

[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
- First Name:** Test
- Last Name:** Tester
- Email Address:** (Redacted)
- 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.