GroupNexus

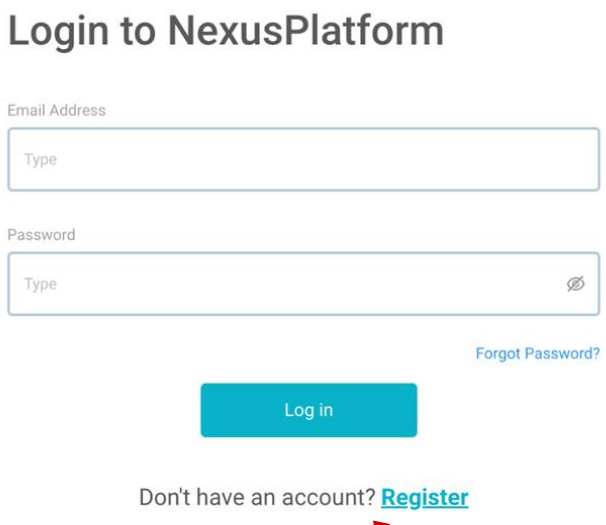
How to apply for a permit

Your step-by-step guide

NexusPlatform

Non-University email address only

Please go to www.nexusplatform.co.uk



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

NexusPlatform

GroupNexus

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

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

Email Address*: info@ ••••••••••.co.uk

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

NexusPlatform

GroupNexus

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.

NexusPlatform

GroupNexus

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-wk0UyAGP6-b1zQAAAF-5IAPtg&apiKey=AIzaSyCfvC-Scof4AgPTaBdpnihpujuLWZ1Kejo&lang=en

Click this link in your email

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

Thanks,

Your NexusPlatform team

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

Email address successfully verified.

Continue

NexusPlatform

GroupNexus

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.

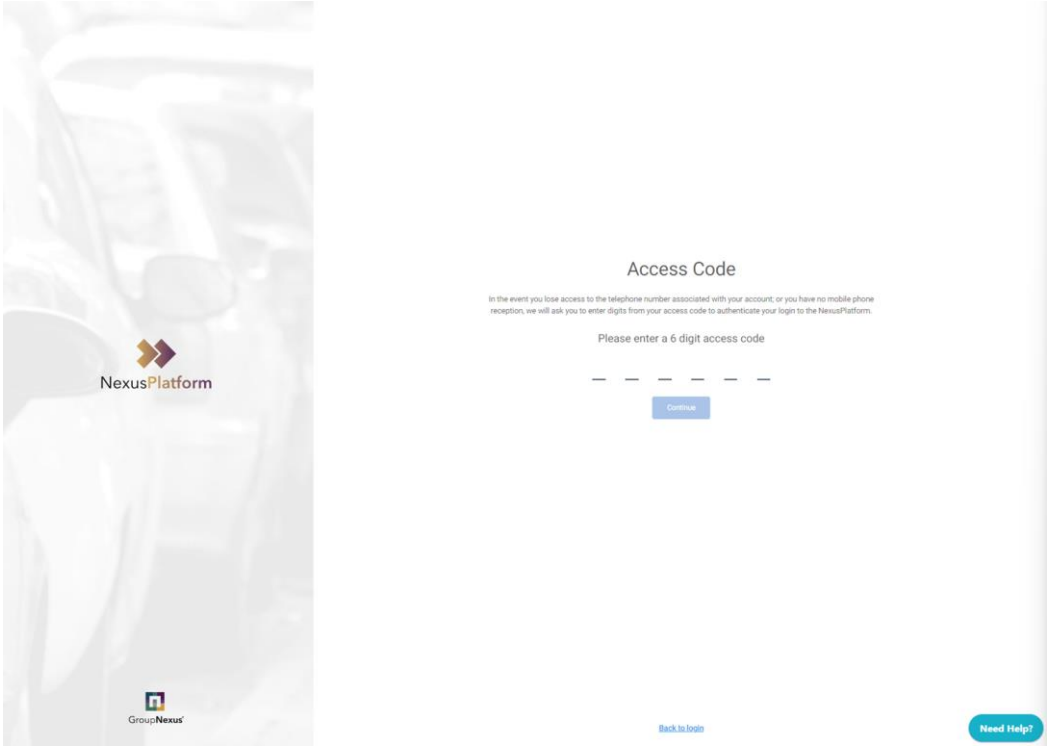
Enter OTP here

Submit

Resend OTP in: 01:56

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

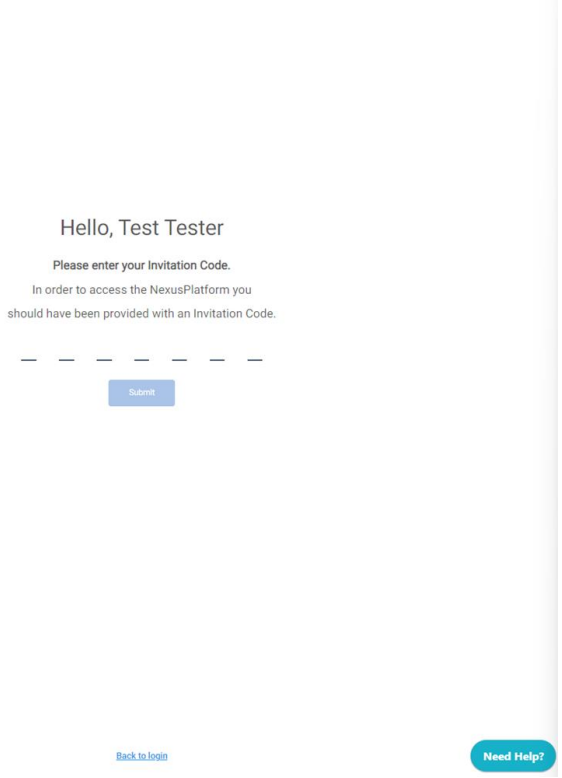
This must be 6-digits personal to you. In the event you lose access to your mobile phone, this will allow you to access your account.



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:

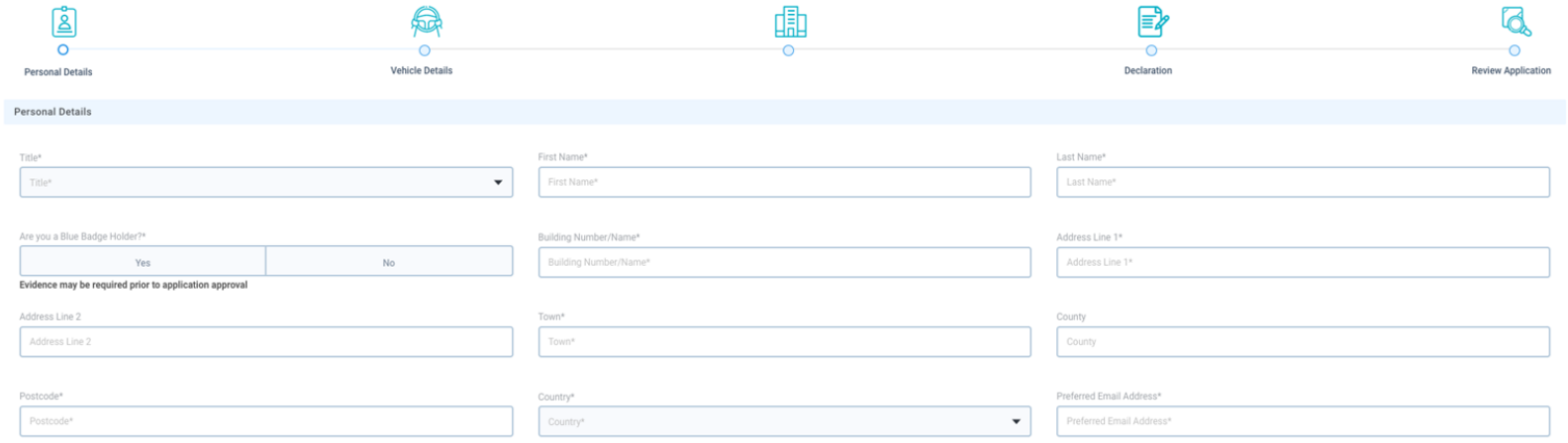
Staff: DHZH67J
Affiliate/Contractor: LEDT9B7
Student: 0ZMHO1N



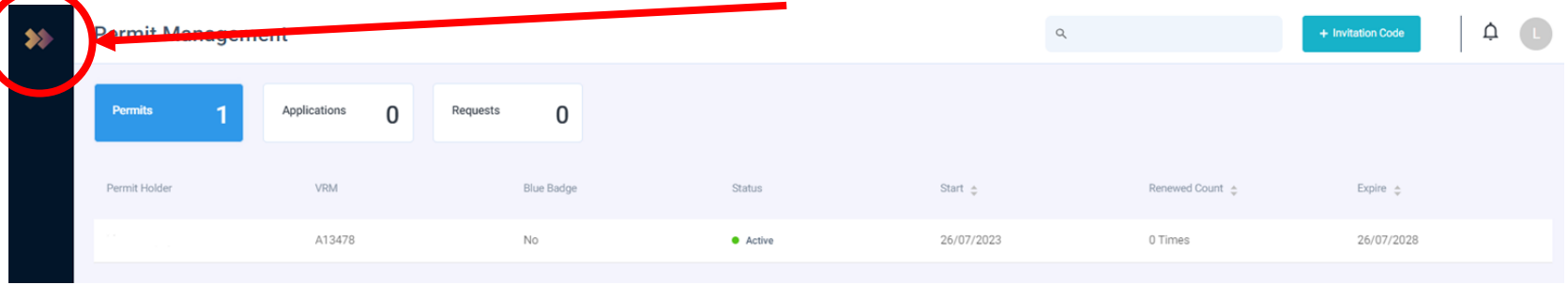
NexusPlatform

GroupNexus

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



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



GroupNexus

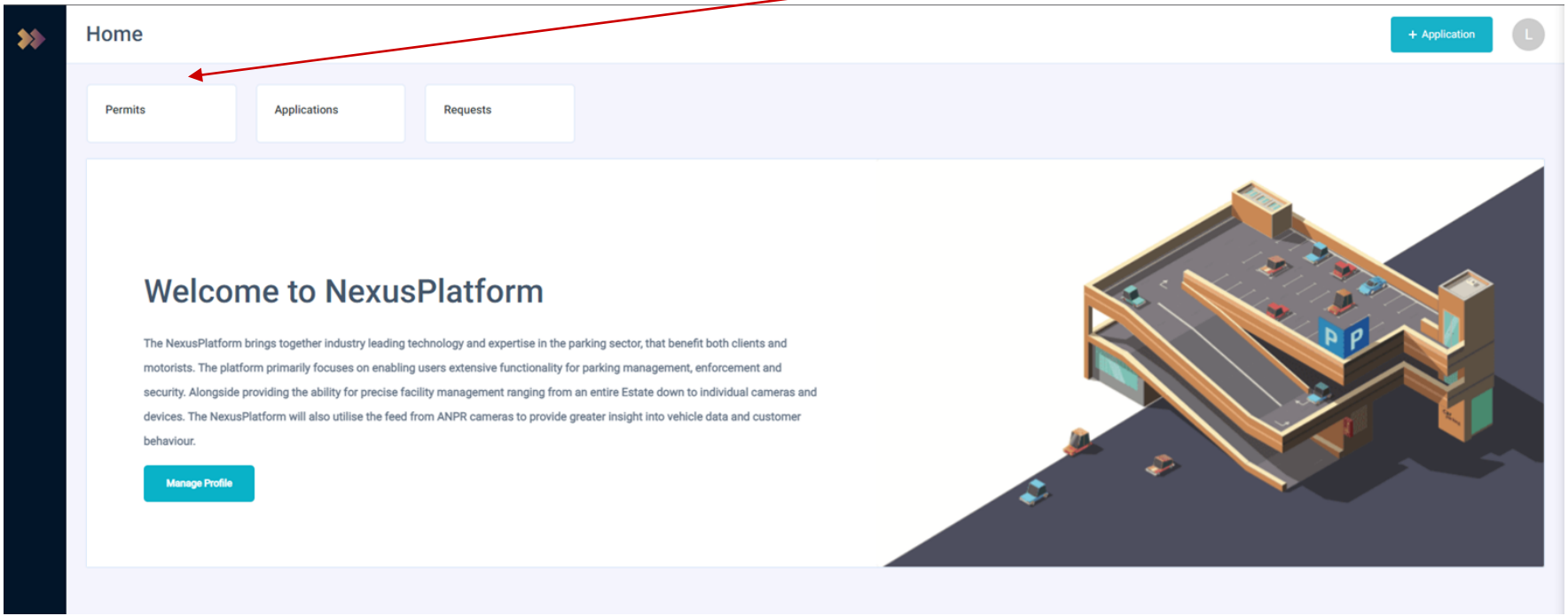
How to end your permit

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

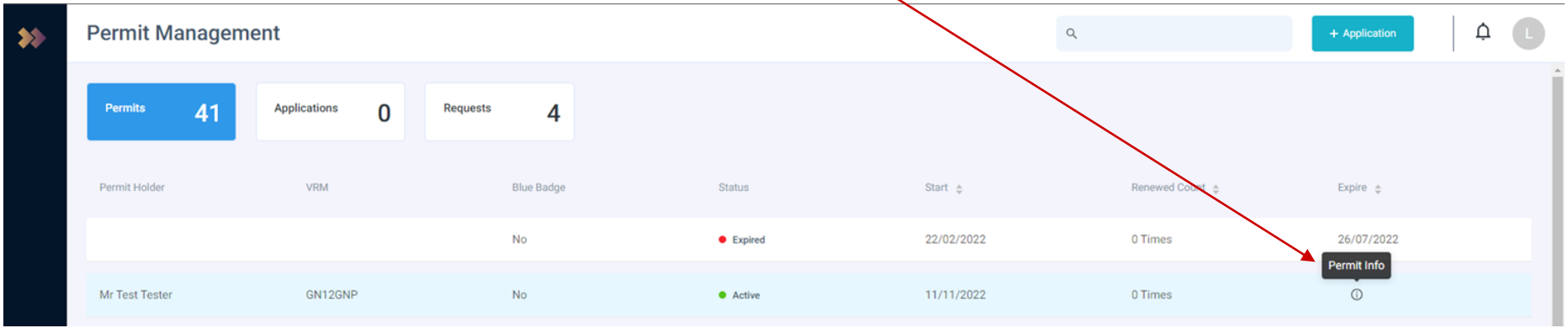
Upon logging in to NexusPlatform, you will need to navigate to the 'Permits' page



NexusPlatform

GroupNexus

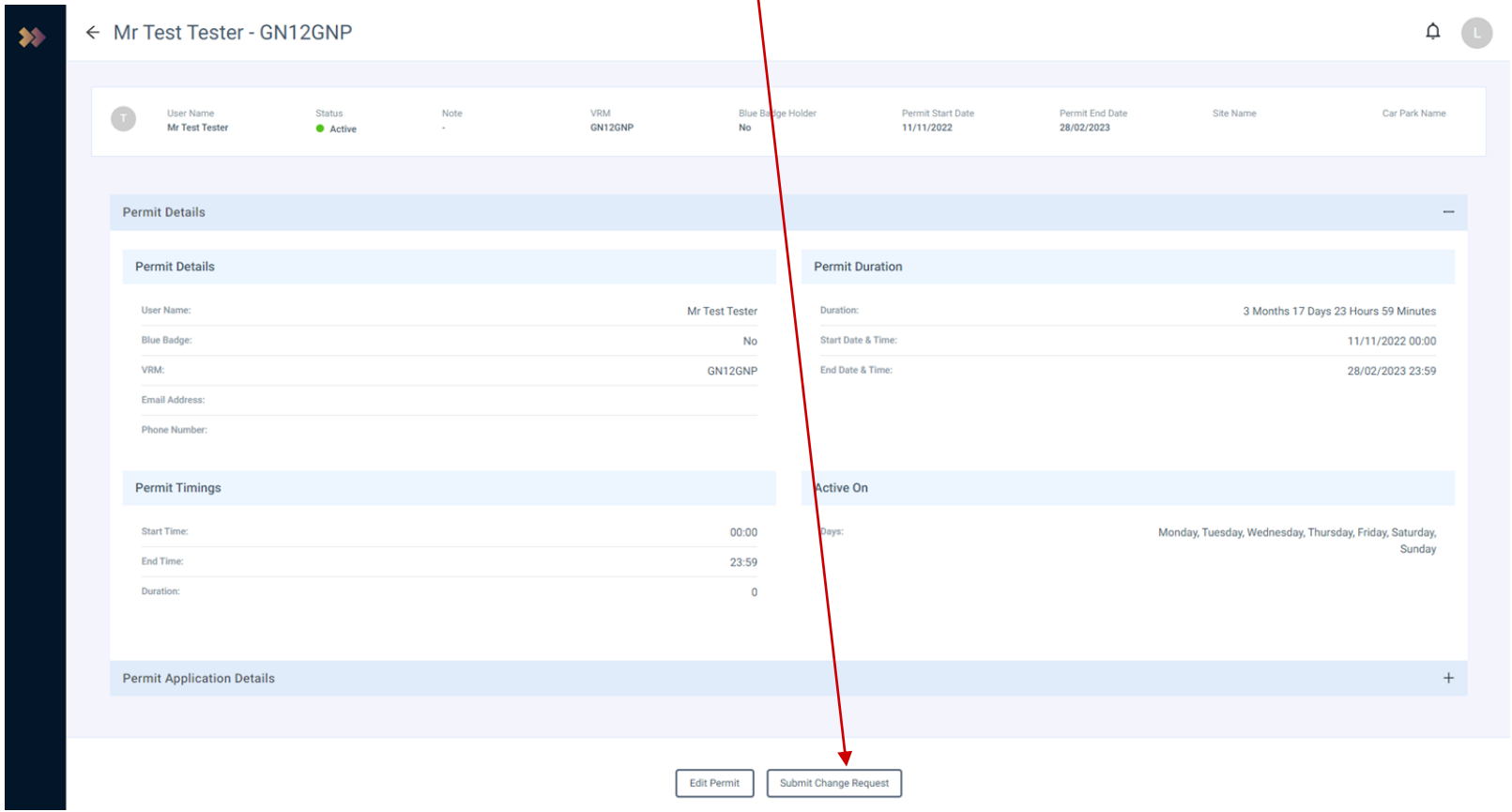
On the permits page, navigate to the permit you want to end.
Hover over the permit, and press the ⓘ icon to open the permit details page



NexusPlatform

GroupNexus

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

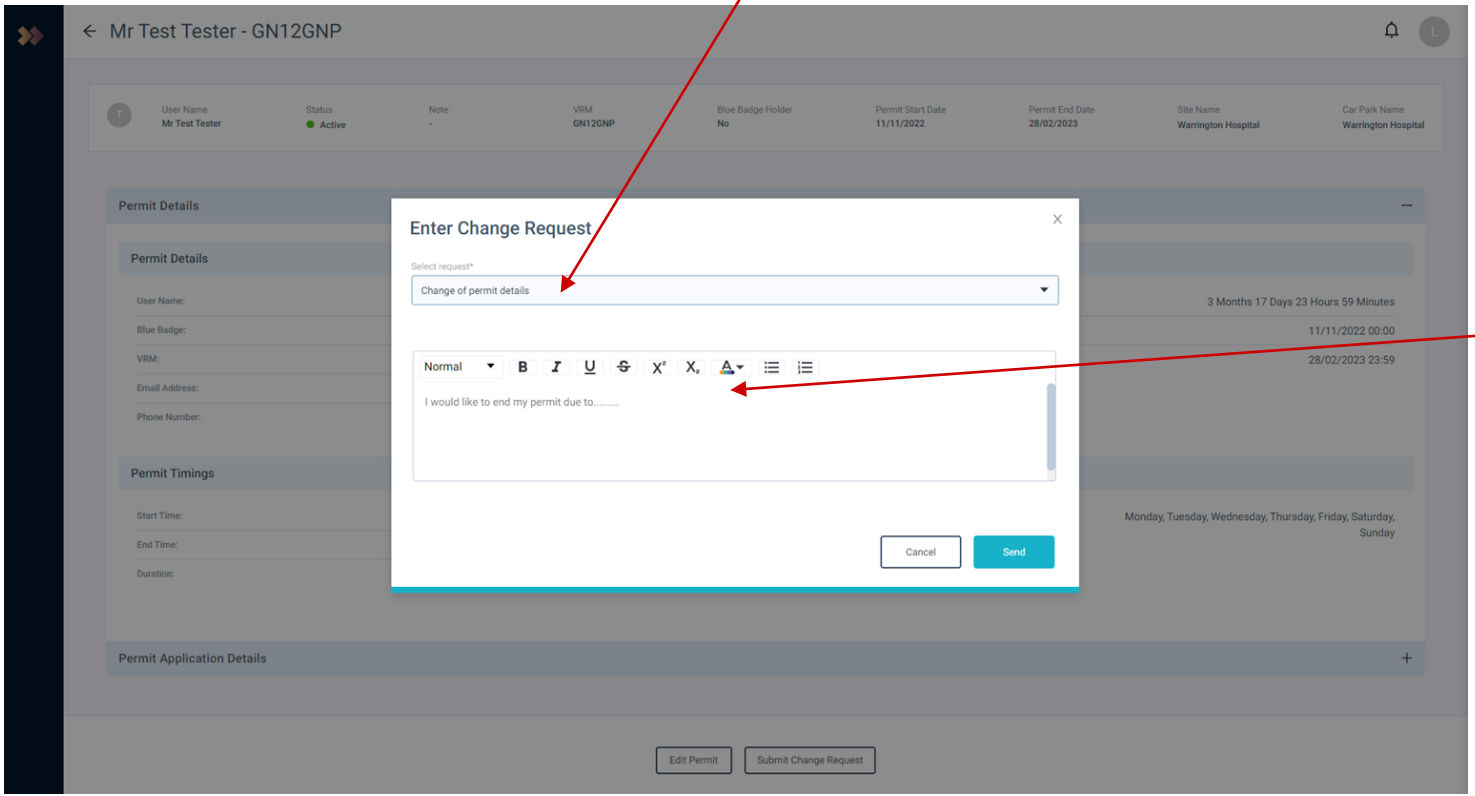


NexusPlatform

GroupNexus

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'



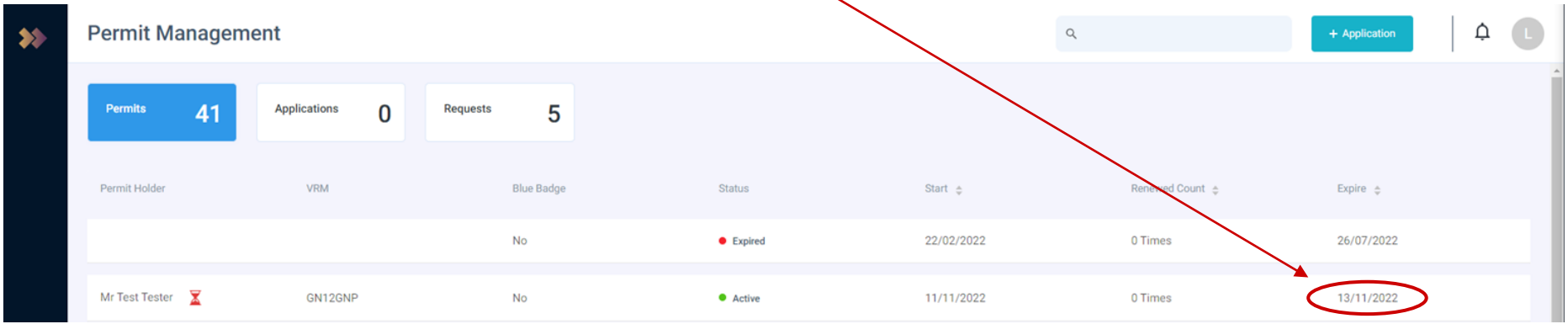
Please state you would like to end your permit

NexusPlatform

GroupNexus

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



GroupNexus

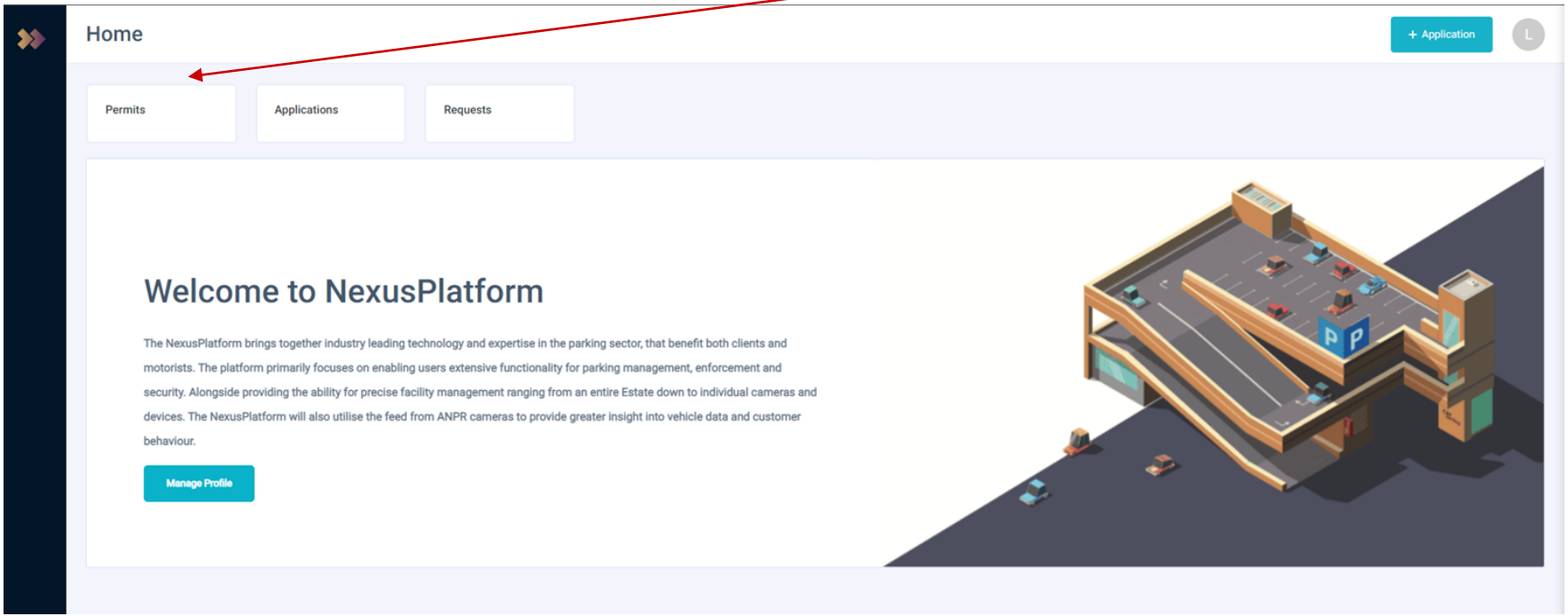
How to change your permit details

Your step-by-step guide

NexusPlatform

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

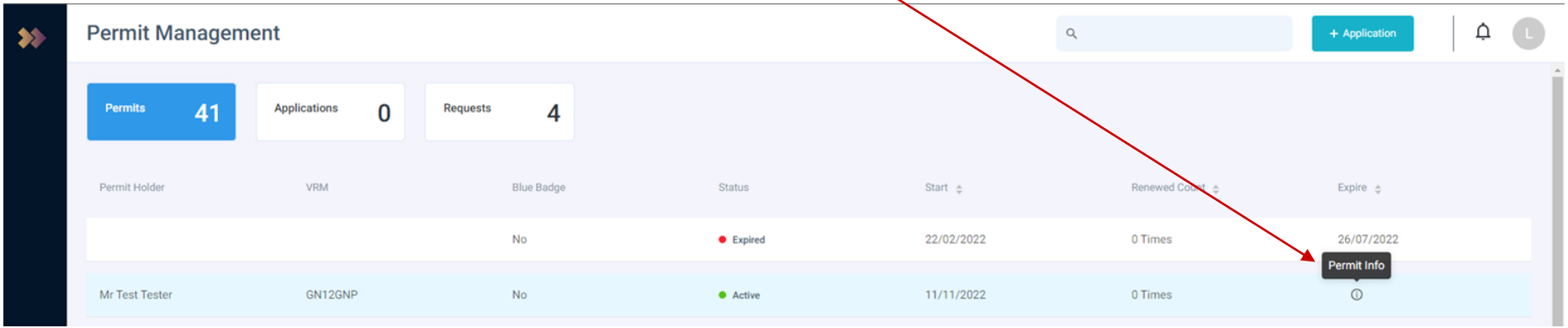
Upon logging in to NexusPlatform, you will need to navigate to the ‘Permits’ page



NexusPlatform

GroupNexus

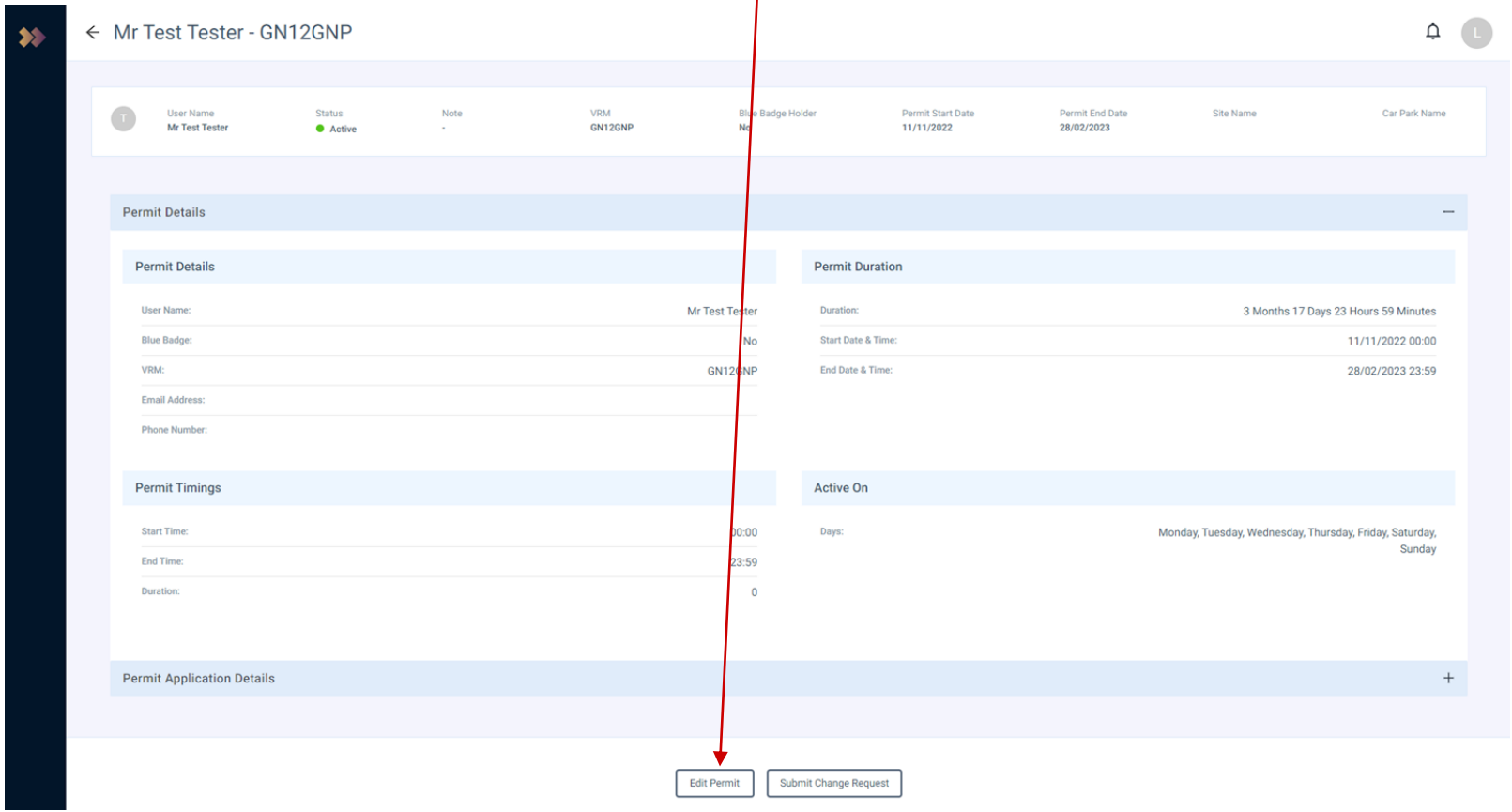
On the permits page, navigate to the permit you want to change.
Hover over the permit, and press the ⓘ icon to open the permit details page



NexusPlatform

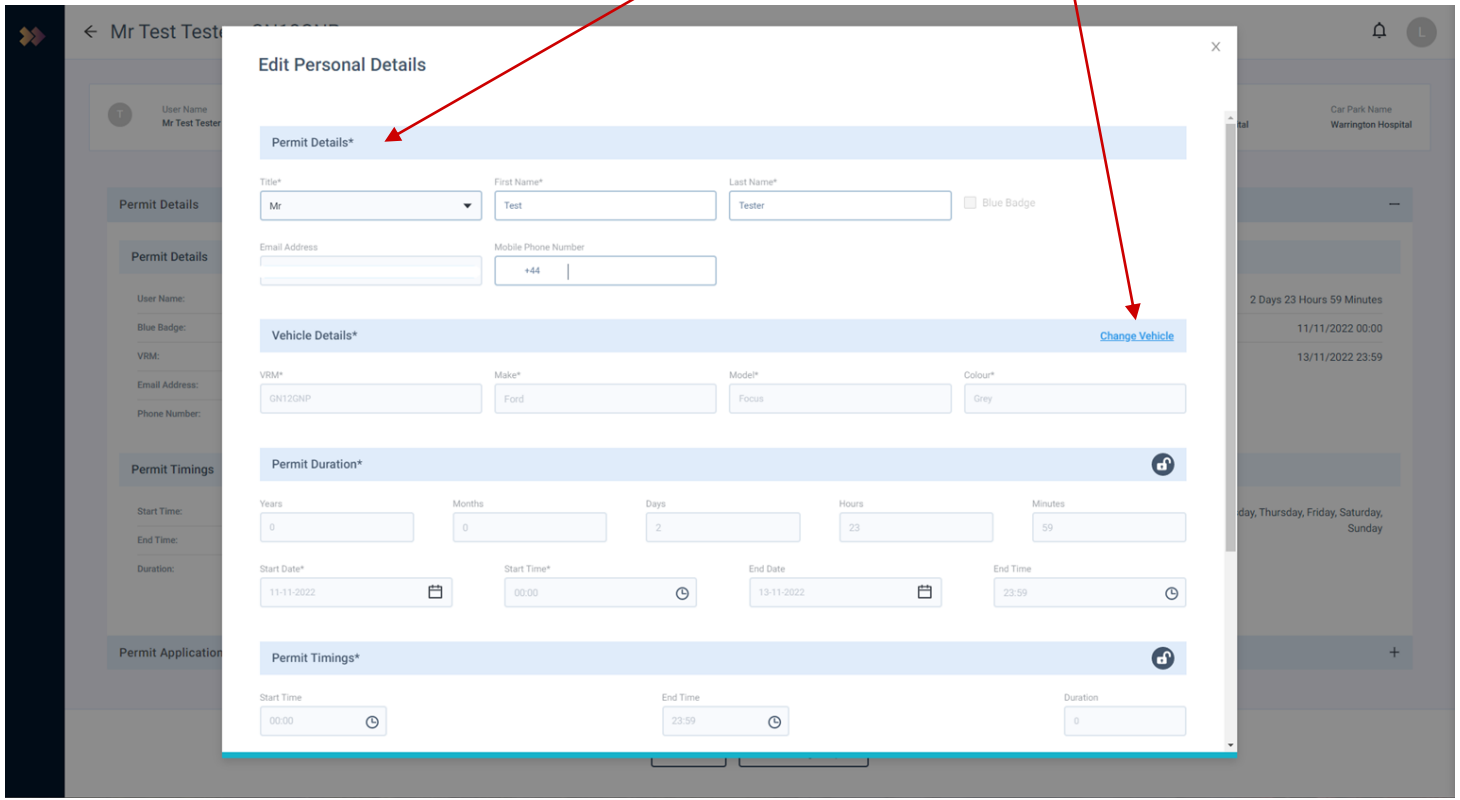
GroupNexus

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



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

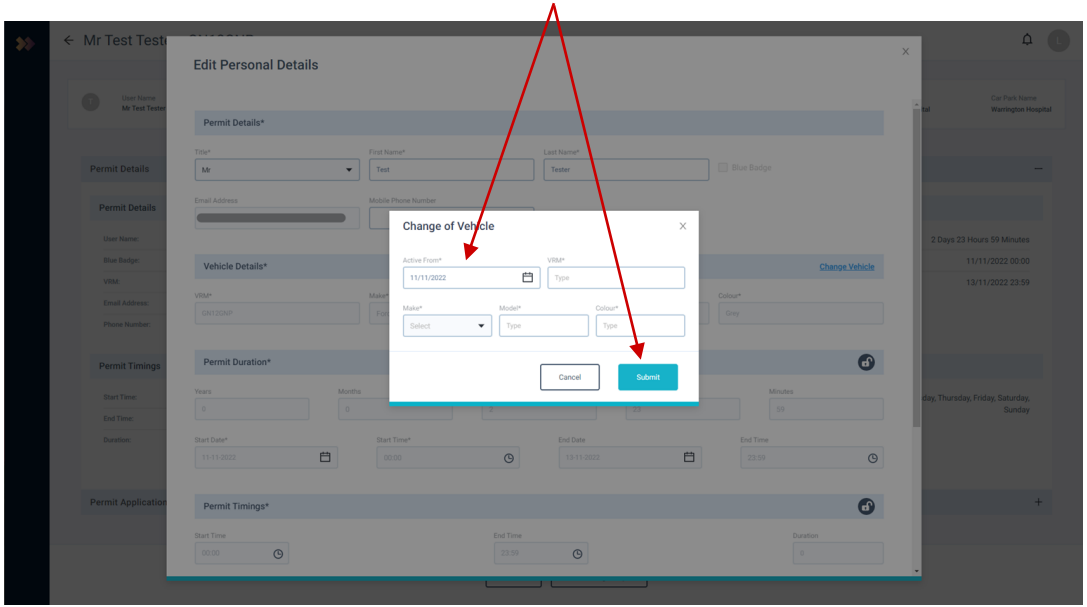
If you need to update the vehicle registration, please select change vehicle



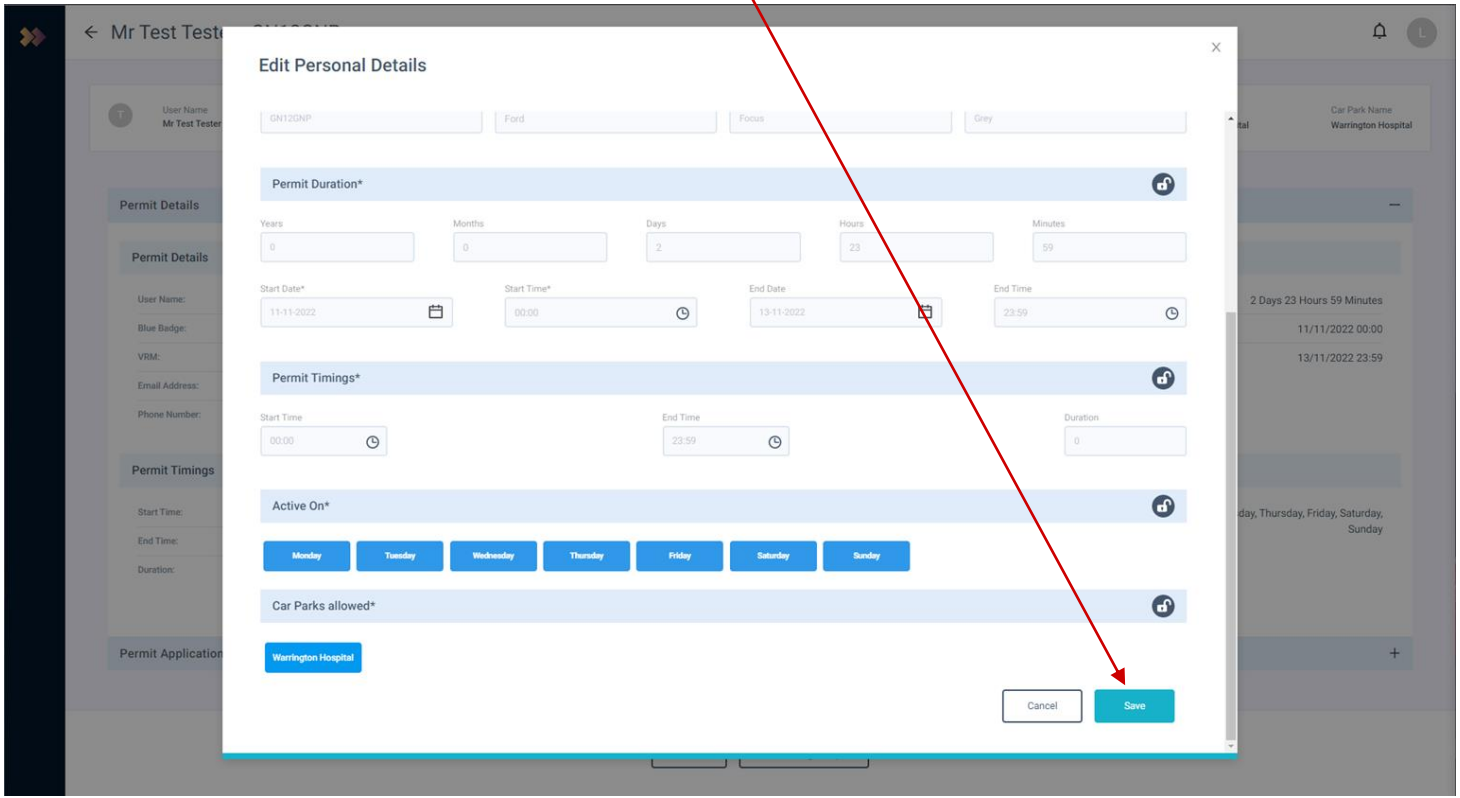
Once you have selected ‘Change Vehicle’, you need to enter the date of the change, new registration and the make, model & colour of the vehicle.

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

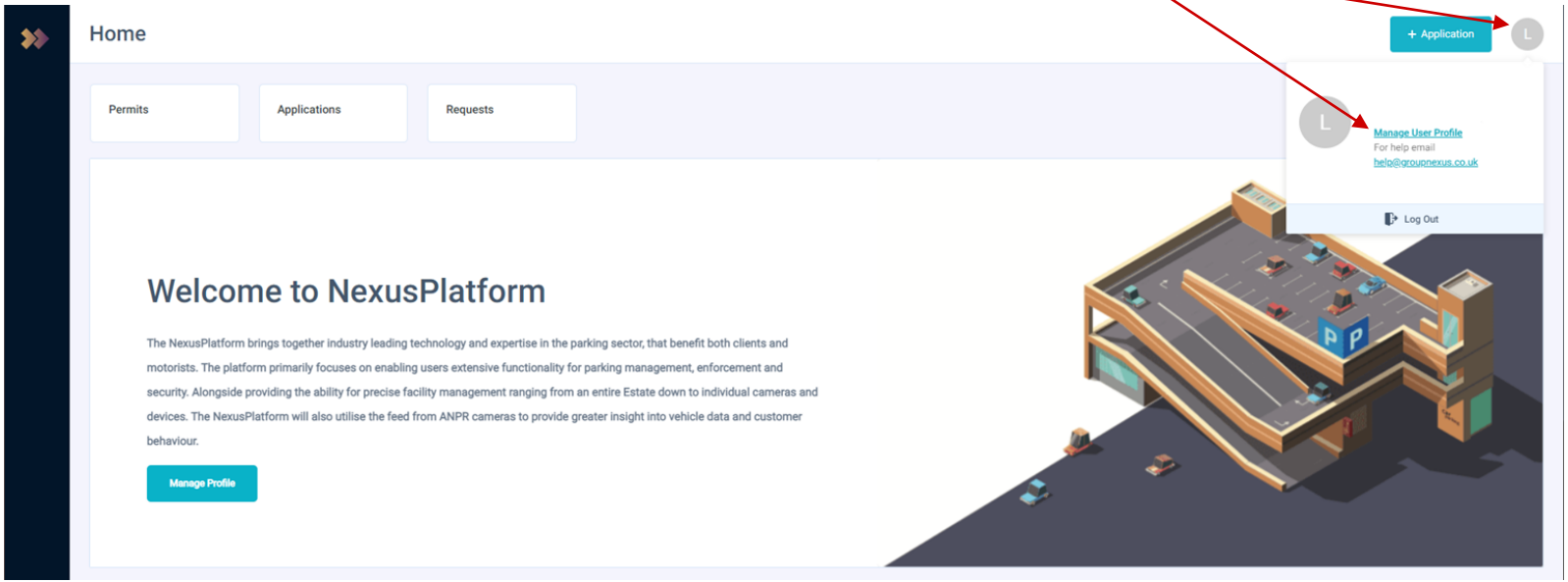
Your step-by-step guide

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.

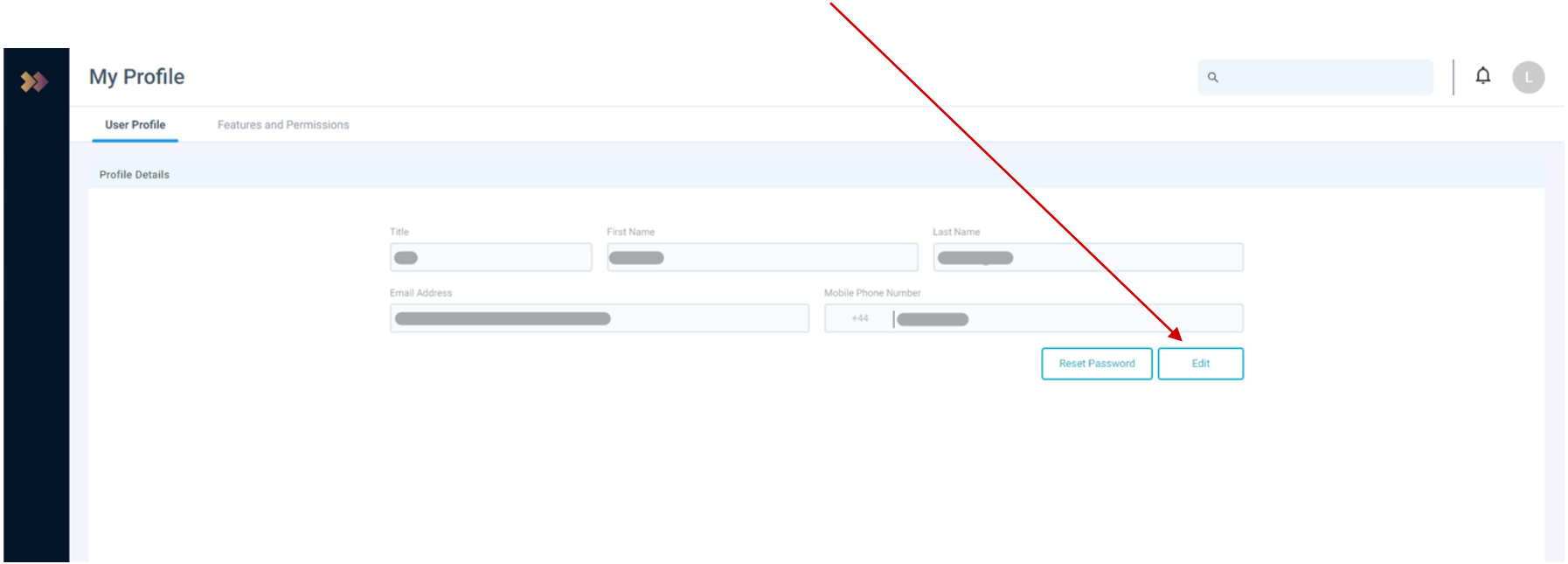
Press the initial at the top right of the page, then press ‘Manage User Profile’



NexusPlatform

GroupNexus

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

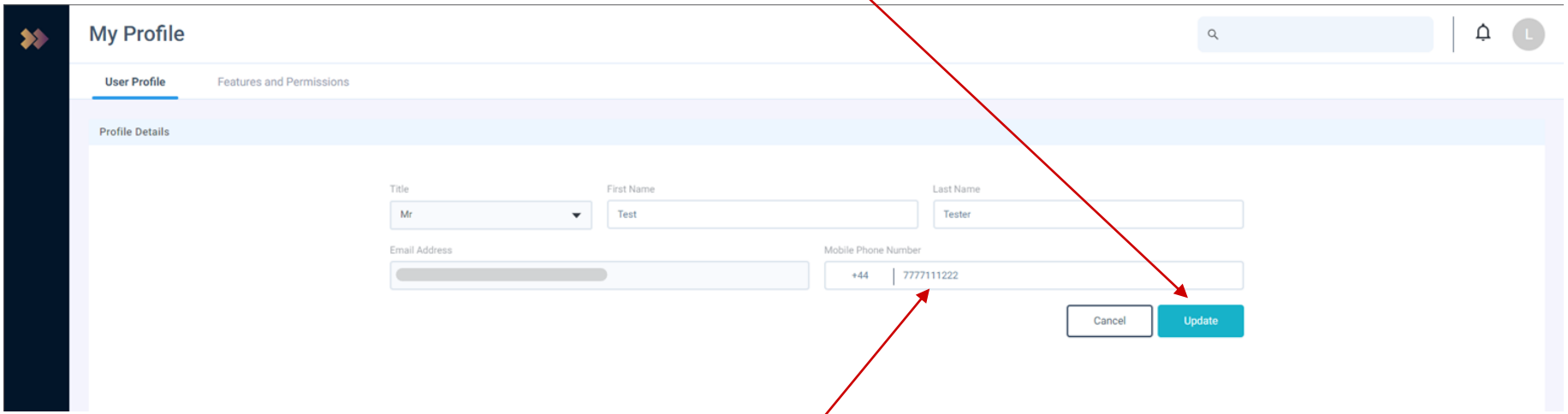


NexusPlatform

GroupNexus

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.