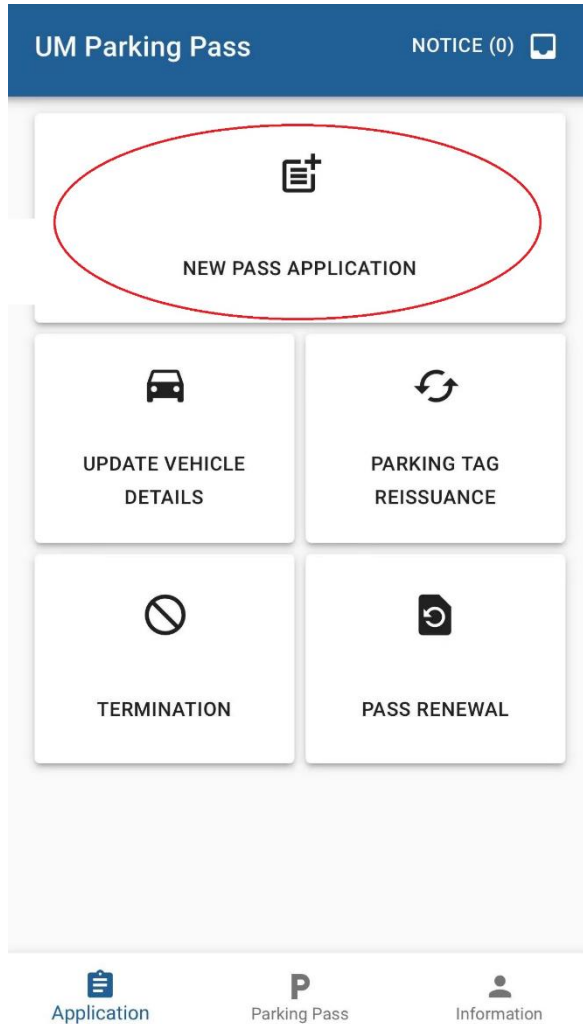


UM Monthly Parking Pass Application System – User Guide for Students

UM Monthly Parking Pass Application System (<https://isw.um.edu.mo/parkmpapp/>) is a web-based application in which students can apply new monthly pass, update vehicle details, request for parking tag reissuance and submit termination application.

1. New Pass Application: Go the Index page (i.e. the tab “Application”) and select the tab “New Pass Application”.



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2. Update Vehicle Details: on the “Application” page → Select the tab “Update Vehicle Details” → Select the Monthly Pass to be updated → Fill in the information, update the required documents and submit the application;

(Attention: according to the new revision of "The University of Macau Parking Management Rules", the vehicle registered shall be owned by the monthly pass holder or by his/her spouse or first degree relatives by consanguinity or by affinity (e.g. parents and children). If the vehicle is owned by the above people, **students should select “Update Vehicle Details”, upload the proofs of the relationship with the vehicle owner, such as birth certificate, marriage certificate or certificate of kinship, etc. Students can renew the monthly pass once the application is verified.**)

The image illustrates the process of updating vehicle details for a student monthly parking pass through three sequential screenshots:

- UM Parking Pass Dashboard:** The user is on the 'Application' page. The 'UPDATE VEHICLE DETAILS' button is circled in red. Other options include 'NEW PASS APPLICATION', 'PARKING TAG REISSUANCE', 'TERMINATION', and 'PASS RENEWAL'. The 'Application' tab is also circled in red at the bottom.
- Update Vehicle Details Screen:** The user selects the 'Student Monthly Parking Pass' (circled in green). The screen displays:
 - Student Monthly Parking Pass
 - XXXXXXXXXXXXXXXXXX
 - User: XXXXXXXXXXXXX
 - Status: ACTIVE
 A 'CANCEL' button is at the bottom.
- Update Vehicle Details - Student Monthly Parking Pass Form:** The user enters vehicle information:
 - I. Vehicle Information:**
 - Vehicle Type: Light Vehicle
 - Vehicle Plate No. (Format: MA1234)
 - Vehicle Model
 - Name of Vehicle Owner
 - UPLOAD VEHICLE REGISTRATION DOCUMENT (FRONT) (Size: < 4MB, Types: jpeg, jpg, jpe, pdf)
 - UPLOAD VEHICLE REGISTRATION DOCUMENT (BACK) (Size: < 4MB, Types: jpeg, jpg, jpe, pdf)
 - UPLOAD VEHICLE PROPERTY REGISTRATION DOCUMENT (Size: < 4MB, Types: jpeg, jpg, jpe, pdf)
 - Vehicle Ownership: **Spouse, first degree relatives by consanguini...** (marked with a yellow star and circled in green)
 - UPLOAD PROOFS OF THE RELATIONSHIP WITH THE VEHICLE OWNER (Size: < 4MB, Types: jpeg, jpg, jpe, pdf) (circled in green)
 - Download Vehicle for Personal Use Declaration Template
 - CANCEL and SUBMIT buttons at the bottom.

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3. **Termination:** on the “Application” page → Select the tab “Termination” → Select the Monthly Pass to be terminated → Fill in the pass return method and location, and submit the application. Please be reminded to hand in the monthly pass to the specified location afterwards.

(Attention: When the vehicle owner is not the monthly pass holder, or his/her spouse or first degree relatives: student CANNOT renew the monthly pass and should submit the termination application)

The diagram illustrates the process of terminating a monthly parking pass through the UM Parking Pass application system. It consists of three main stages:

- UM Parking Pass Application Page:** The user is on the main application page. The 'TERMINATION' button is highlighted with a red circle.
- Termination Selection:** The user selects the 'Student Monthly Parking Pass' to be terminated, which is also circled in red on the 'Termination' screen.
- Termination Form:** The user fills out the 'Termination - Student Monthly Parking Pass' form, which includes the following sections:
 - I. Applicant Information:** Fields for Applicant Chinese Name, Applicant English Name, Student No., Tag Label, and Vehicle Plate No.
 - Termination Effective Date:** A date picker field with the format 'yyyy - MM - dd'.
 - II. Monthly Pass Return:** Fields for Method (e.g., 'The monthly pass will be returned on the eff...') and Place.
 - III. Declaration:** A checkbox for 'I have read and agreed to observe the "University of Macau Parking Management Rules", related Guides and the "University Privacy Policy".' Below this are 'CANCEL' and 'SUBMIT' buttons.