

PARKING (CAMPOLIDE CAMPUS)

Access procedures and information

General information

- To clarify any doubts concerning the vehicle's access to the Campolide *Campus*, the *Campus* users should act as followed:
 - Faculty and non-faculty staff and researchers - should address NOVA's entity they relate to, i.e., the Rectorate, the Social Welfare Services or any of the Academic Units located in the *Campus* (Nova SBE, FD or NOVA IMS);
 - Students - should address the reception of the Rectorate building with a document proving their enrolment in the University for the current year.
- Whenever newly arrived faculty, non-faculty staff, students or collaborators of NOVA begin their activities they should be informed by their Academic Unit of the necessary procedures;
- To contact the Rectorate Services responsible for managing the *Campus* (DSIP - Direção de Serviços de Infraestruturas Patrimoniais), please email: dsip@unl.pt.
- The access right of the vehicle is personal and may not be used by others.

Registration

Users who intend to do their first registration should access [*Criar novo registo*] and fill all elements signed as mandatory with *. After register [*Registar*], users will have access to other functions that should be used to choose the access type [*Pedir acesso ao parque*].

After choosing and registering the option, the system issues a document that includes all necessary elements to pay.

When choosing the access type for the present academic year/semester you should take into consideration that after payment you can't change the access type.

- The card will be delivered upon presenting payment proof;
- At the time of delivery, students should also present a document proving their enrolment in the University for the current year;
- Students living in Alfredo de Sousa Hall of Residence should also present a residence authorization;
- For faculty and non-faculty staff and collaborators of NOVA, the cards will be delivered by the Academic Unit where they work.

Renovations

Those who intend to renew their access right to the *Campus* should enter the application using the username and password chosen in the first access. Afterwards, users will have access to other functions that should be used to choose the access type [*Pedir acesso ao parque*].

When choosing the access type for the present academic year/semester you should take into consideration that after payment you can't change the access type.

- The cards activation for renovations is computer-based;
 - Users who didn't renew their access card in the past year/semester, must activate them at the Rectorate building reception, and bring their access card and documents referred in the item Registration.
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Username and Password

Users should choose their “Username” (can’t be changed) and the “password”(can be changed) taking into account that this elements are needed every time users access the application.

The system sends automatically a message to the email given in the form.

Please note that the e-mail should be updated in the form, because the (new) password is send to it.

If users can´t remember their data, a new password can be requested through the link “*Recuperar password*”, at the entrance system page. The user name/user id will be requested and the email must coincide with the one given in the form.

Please note: users id is a number automaatically given in the first registration and is printed in the card.

Data Update

Users of the Campolide *Campus* should update their information when there is a change of any data of their file as well as any information related to the car(s) used to access the *Campus* (Brand and License Plate) by accessing: *Dados Pessoais - Ficha completa - Viaturas*.

Payment

Payments can be done by ATM or at the Rectorate´s Treasury, during the work hours indicated below.

After choosing the access type, you can print a document with the references to pay at the ATM. Users can access this document at any time in the function Payments [*Pagamentos*]. The document can be issued to an entity other that the user. For this, users should fill in the personal data form with the necessary elements.

Prices for the current academic year:

Covered Park – -1 and -2	Annual	210,00
	Semester	105,00
Exterior park	Annual	125,00
	Semester	65,00
Replacement Card	-	15,00

All values include taxes.

IMPORTANT NOTE:

When paying through ATM, data will be forwarded to Autoridade Tributária and individualized invoices. If an invoice is necessary, please pay at the Rectorate´s Treasury.

Replacement Card

- The lost, theft or deterioration of the card will result in the acquisition of a replacement card.
- The request should be done through the function *Pedir 2ª via do cartão*.
- The payment of the replacement card should be done by the same system of Registrations and renovations, according to the established prices.
- The activation of the new card will be done at the Rectorate building Reception, after presentation of the necessary documents mentioned in the item Registration.

NOTE: the request for a replacement card cancels any card or request, issued or requested. The reactivation or issue of a new card is done after payment.

Activation and Card Delivery

- The cards will be activated and issued considering the data given in the form.
- The cards will be activated and issued within 5 week-days after the payment is confirmed.
- For renovations, card activation is computer-based.
- Users who haven't requested renovation in the previous academic year/ semester have to activate their card at the Rectorate's reception, and bring their access card and documents referred in the item Registration

Card use

- The card is personal and non-transferable;
- Whenever users - faculty and non-faculty staff, students, collaborators and others - end their activity at NOVA (Campolide *Campus*), and stop using the card, they should report it to the Services responsible for managing the *Campus* and return the card.

Access right and expiration date

- The date for **Registration/Annual Renovations/1st Semester** usually begins on the 20th of August, and the cards will be activated from the 1st of September onwards. The access right will be valid until the beginning of the following academic year (the 30th of September, for access rights) or until the beginning of the 2nd Semester (the 28th of February, for half-yearly access rights).
- The date for **Registration/2nd Semester Renovation** begins on the 20th of January, and the cards will be activated from the 1st of February onwards. The card will be valid until the beginning of following academic year (30thSeptember).

Schedules

- Rectorate building Reception (Information, card delivery and activation):
Weekdays from 9 a.m. to 6 p.m.
Weekends and Holidays - closed
 - Rectorate's Treasury
Weekdays from 10 a.m. to 4:30 p.m.
Weekends and Holidays - closed
 - Entrances:
 - Travessa Estêvão Pinto:
Weekdays from 7 a.m. to 0:00 p.m.
Weekend and holidays from 8 a.m. to 0:00 p.m.
 - Rua da Mesquita:
Weekdays from 7 a.m. to 10 p.m.
Weekend and holidays - closed
 - Covered parks:
Weekdays from 7:30 a.m. to 9 p.m.
Weekend and holidays - closed
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Parks and restricted areas

Users who are allowed to park in these parks and/or areas, will receive authorization labels by each Academic Unit that, according to the art. 13th of the Regulation, must be visible when the vehicle is parked.

Users who park in restricted Parks and Areas of the *Campus* without permission or without identification will be penalized as stated in the Regulation.

General instructions for using the application

To use the access and parking at Campolide Campus users management system, active since the academic year 2008/2009, users should act as follows:

- For registration or renovation
 - New registration - choose the option [*Criar novo registo*].
 - Renovation - users who have registered before the academic year 2008/2009 and that haven't accessed the new application, should choose the option [*Criar novo registo*], insert the ID/Card number and taxpayer number and then choose [*Importar*] to access their previous data.

 - Renovation - users who have already accessed the new application should enter using the Username and Password chosen upon their first access to the system [*Login*].

Please note:

1. Every user should choose a "User name" (you can't change it afterwards) and "password" (you can change it) for future use - whenever it's necessary to access the application.
2. Users who want their payment document to be issued to another entity, should register the data related to it.

After confirming the information inserted in the form, when clicking on [*Registar*], users will have access to the functions:

- *Dados pessoais* (Personal Data) - can be visualized, edited and changed.
- *Ficha completa* (Complete Form) - includes all elements related to the campus access right that can be visualized, edited and some of them changed.
- *Pedir acesso ao parque* (Park Access Request) - users should choose the option to use as access and parking right at Campolide *Campus* in each academic year and/or semester, having immediate access to the payment note "*Nota para pagamento*" - document that can be printed and has all the necessary elements related to the payment.

Please note:

1. Before payment, you can change your options.
2. After the payment, you can not change the access type (Exterior Park to Covered Park or vice-versa). Users should pay attention to the type of access requested and the value to be paid.
3. Students who intend to access the Covered Park should always choose the P-2 option.
4. All users should pay attention to the park schedules.
5. Specific access types can be created.
 - *Pagamentos* (Payments) - includes all data related to the payments as well as payment documents that can be printed at any time.
 - *Viaturas* (Vehicles)- users can visualize, add, change or deactivate data related to the vehicles used to access and park at the Campolide *Campus*.
 - *Pedir 2ª Via do Cartão* (Replacement card request) - users should request here their replacement card. This choice should only be activated when there's already an active card. The replacement is irreversible (see information about replacement card)