

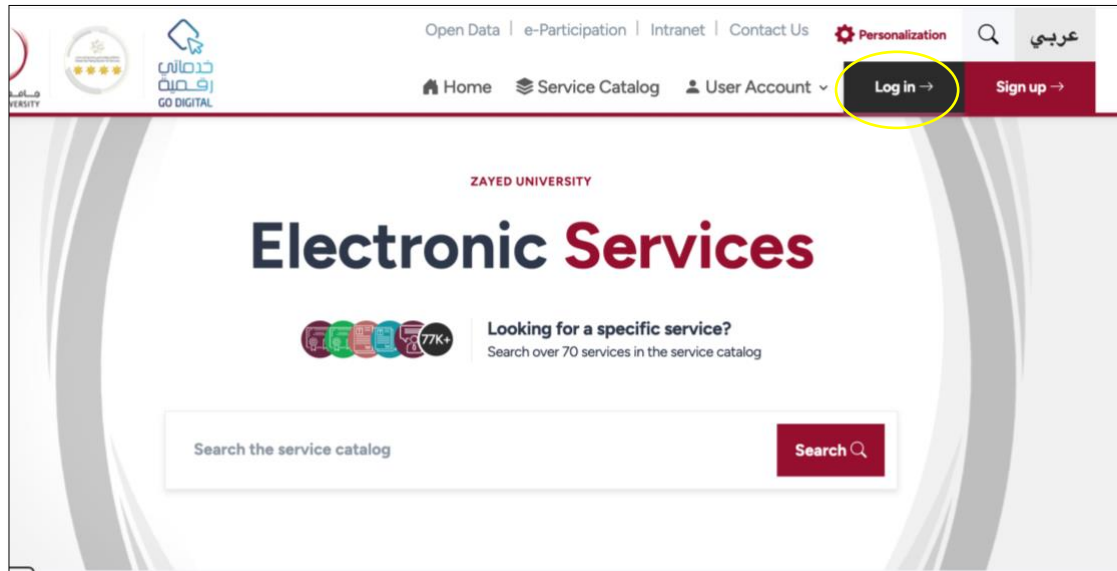
# Student Car Registration

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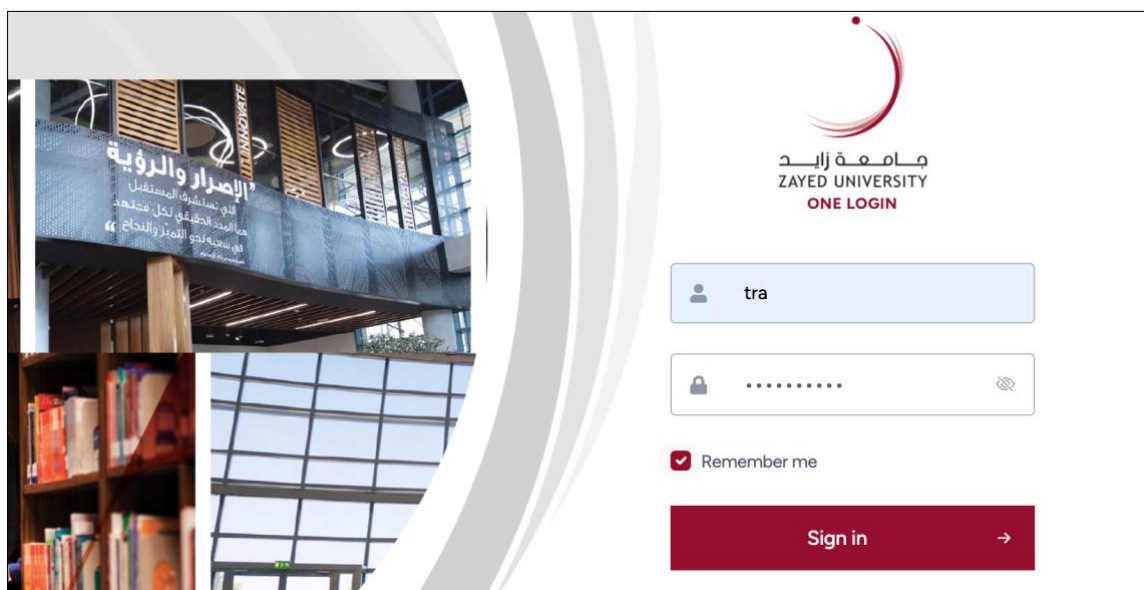
## End-User Guide

## Step 1: Login

1- Click on (**Login to start the service**). If you are already logged in, skip to Step2.

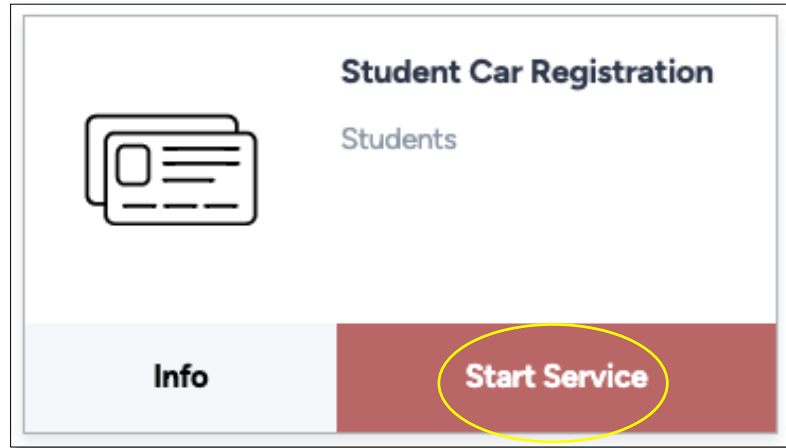


2- Enter your **Username** (ZU ID) and **Password**, then click on (**Sign in**).

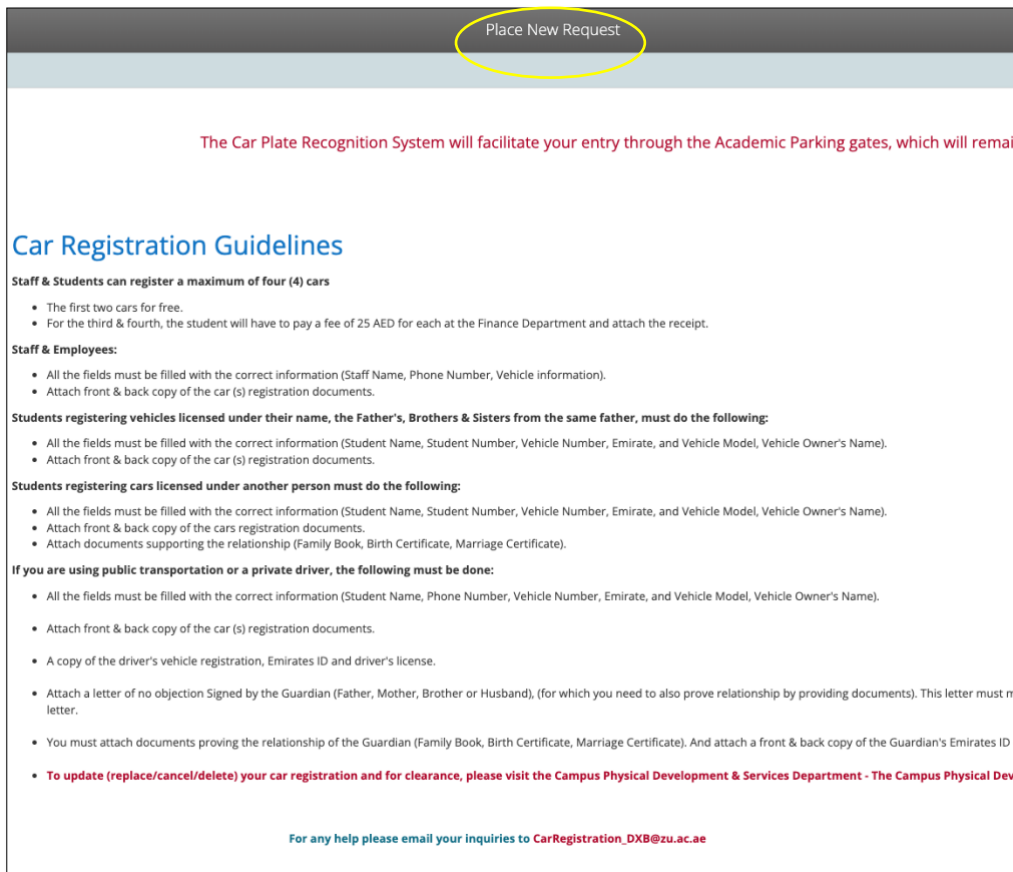


## Step 2: Service Completion

1- Click on **(Start the service)** to start. You will be redirected to the portal.



2- Read the car registration guidelines, and then click on place new request



Place New Request

The Car Plate Recognition System will facilitate your entry through the Academic Parking gates, which will remain closed for the duration of the event.

### Car Registration Guidelines

**Staff & Students can register a maximum of four (4) cars**

- The first two cars for free.
- For the third & fourth, the student will have to pay a fee of 25 AED for each at the Finance Department and attach the receipt.

**Staff & Employees:**

- All the fields must be filled with the correct information (Staff Name, Phone Number, Vehicle information).
- Attach front & back copy of the car (s) registration documents.

**Students registering vehicles licensed under their name, the Father's, Brothers & Sisters from the same father, must do the following:**

- All the fields must be filled with the correct information (Student Name, Student Number, Vehicle Number, Emirate, and Vehicle Model, Vehicle Owner's Name).
- Attach front & back copy of the car (s) registration documents.

**Students registering cars licensed under another person must do the following:**

- All the fields must be filled with the correct information (Student Name, Student Number, Vehicle Number, Emirate, and Vehicle Model, Vehicle Owner's Name).
- Attach front & back copy of the cars registration documents.
- Attach documents supporting the relationship (Family Book, Birth Certificate, Marriage Certificate).

**If you are using public transportation or a private driver, the following must be done:**

- All the fields must be filled with the correct information (Student Name, Phone Number, Vehicle Number, Emirate, and Vehicle Model, Vehicle Owner's Name).
- Attach front & back copy of the car (s) registration documents.
- A copy of the driver's vehicle registration, Emirates ID and driver's license.
- Attach a letter of no objection Signed by the Guardian (Father, Mother, Brother or Husband), (for which you need to also prove relationship by providing documents). This letter must not be older than 3 months.
- You must attach documents proving the relationship of the Guardian (Family Book, Birth Certificate, Marriage Certificate). And attach a front & back copy of the Guardian's Emirates ID.

**To update (replace/cancel/delete) your car registration and for clearance, please visit the Campus Physical Development & Services Department - The Campus Physical Development & Services Department**

For any help please email your inquiries to [CarRegistration\\_DXB@zu.ac.ae](mailto:CarRegistration_DXB@zu.ac.ae)

2- Fill in the Car registration request form and click submit.

The screenshot shows the 'Car Registration System' interface. At the top, there is a header with the system name and a navigation bar with 'Home' and 'Place New Request' links. The main content area is titled 'New Request Form' and contains the following fields:

- Name\* :** Hessa Mohamed Saleh Mohamed Sharif AlShabani
- UserID\* :** Z10647
- Contact No\* :** Alphanumeric String
- Email\* :** Hessa.AIShabani@zu.ac.ae
- Vehicle Plate No\* :** Alphanumeric String
- Vehicle Plate Code\* :** Alphanumeric String
- Vehicle Plate Code\* :** Alphanumeric String
- Vehicle Model\* :** Alphanumeric String
- Vehicle OWNER\* :** Alphanumeric String
- Country/Emirates\* :** Please choose
- Parking Gate\* :** Please choose
- Remarks\* :** Alphanumeric String

At the bottom right, there is an 'Attach File' section with a 'Choose File' button and the text 'No file chosen'. At the bottom left, a 'SUBMIT' button is circled in yellow.

**Thank you for using this tutorial**

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إدارة تقنية المعلومات  
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