

Parking at the Faculty of Medicine in Pilsen, Charles University

The parking system is available at <https://dimenso.lfp.cuni.cz>. This manual summarizes the basic procedure from logging in to paying the parking fee.

1. Logging in to the system

1. Go to <https://dimenso.lfp.cuni.cz>.
2. On the home page, click the LOG IN button in the upper-right corner.



3. You will be redirected to the Charles University CAS login page. Log in using your CAS username and password.

**ISKAM LFP**

 **Zadejte své uživatelské jméno a heslo**

PŘIHLÁSIT

 [Zapomněli jste heslo?](#)

 [Nastavení bezpečnostního klíče](#)

 [Potřebujete pomoc?](#)

Z bezpečnostních důvodů se po ukončení práce odhlaste a zavřete všechna okna prohlížeče!

Po pěti neúspěšných pokusech o přihlášení bude váš účet na 20 minut zablokován.

Další možnosti ověření

IDENTITA OBČANA

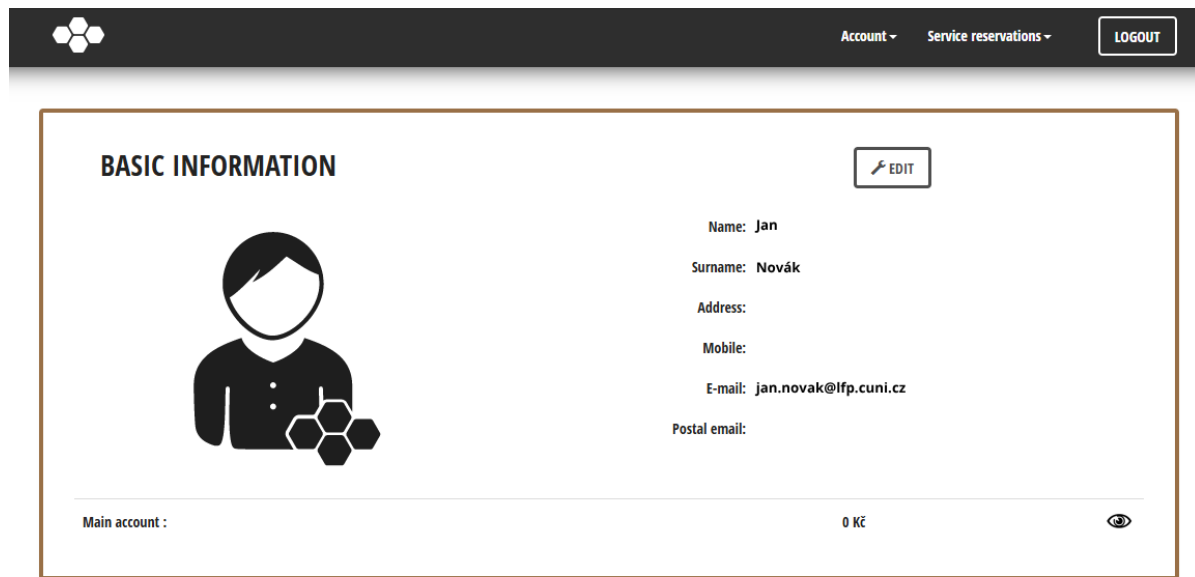
Vaše externí identita musí být [zaregistrována](#), abyste se mohli přihlásit ke svému CAS účtu.

4. After successfully logging in, your user account will be displayed in the Dimenso system.

Before paying the fee, check your email details in the Basic Information section in Dimenso.

If no email address is entered, click Edit before making the payment and manually enter a valid email address in the Correspondence Email field. You cannot place a parking order unless an email address or correspondence email address has been provided.

If your primary email address is incorrect or out of date, please contact the [Charles University Helpdesk](#).



BASIC INFORMATION EDIT

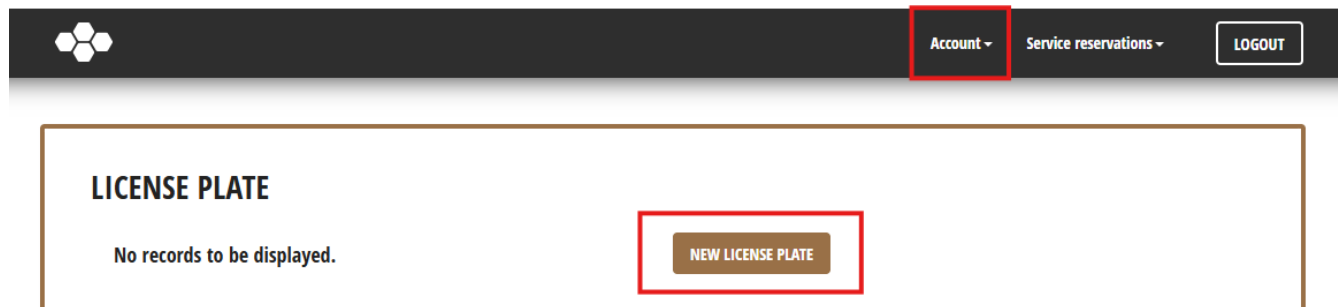
Name: Jan
Surname: Novák
Address:
Mobile:
E-mail: jan.novak@lfp.cuni.cz
Postal email:

Main account : 0 Kč

2. Checking and entering the vehicle registration number

Before creating a reservation, check that the correct vehicle registration number is entered in the system.

- You can check it under Account → License plate.
- If you have used the parking service before, your existing vehicle registration number has been transferred to the Dimenso system and does not need to be entered again.
- If your vehicle registration number is not in the system, add it using the New license plate button.
- Any change to the vehicle registration number will be reflected in the access system no earlier than the following day.



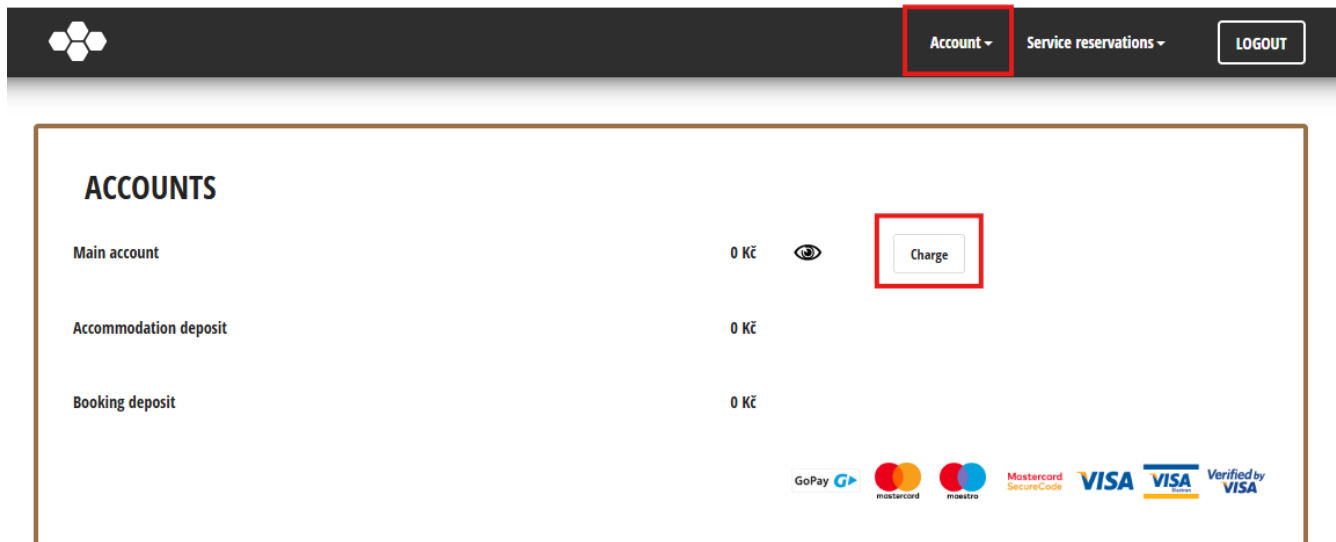
LICENSE PLATE

No records to be displayed. NEW LICENSE PLATE

3. Topping up the account

Before paying the fee, you must have sufficient funds in your main account to cover the parking fee (CZK 1,000).

1. In the top menu, open Account and select Accounts. Under Main Account, click the Charge button.



2. Follow the instructions in the payment gateway and complete the account top-up. The parking fee is CZK 1,000 per academic year, so enter this amount in the Amount field.

CHARGE ACCOUNT

Amount Kč
To pay Kč

Bank account transfer*

QR
Payment:



* Depending on your bank may payment take 7+ working days.

Using payment gateway**

- ☐ Bank card
- ☐ Google Pay
- ☐ Fast bank transfer
 - ☐ Platba 24
 - ☐ MojePlatba
 - ☐ ČSOB
 - ☐ ePlatby
 - ☐ UniCredit Bank
 - ☐ MONETA Money Bank
 - ☐ mTransfer
 - ☐ Fio banka
 - ☐ Air Bank
 - ☐ ING Bank
 - ☐ Oberbank
 - ☐ VÚB banka
 - ☐ CREDITAS
 - ☐ J&T Banka
 - ☐ Partners Banka
 - ☐ QR Platba
 - ☐ Jiná banka

PAY

** Successful payment is credited immediately.

4. Creating a parking reservation

1. In the top menu, select Service Reservations → New booking. Select Parking lot as the reservation type, then click the New booking button.



Account ▾ Service reservations ▾ LOGOUT

NEW BOOKING

Date: 

Reservation type:

Parking Lot

New booking

2. A window containing the reservation terms and details will appear. Before completing the reservation, check the validity period, selected tariff and price, and review the parking terms and conditions. Then confirm your selection.