

Awareness program on
"How to Obtain Entry Permission to
Parliamentary Premises"
using online application

Department of Information Systems & Management
Parliament of Sri Lanka

19th December 2024

Quick Guide - How to Obtain Entry Permission to Parliamentary Premises Using Online Application

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Introduction

The objective is educating the government officials who visit the parliament for official purposes, to obtain entry passes using the online application.

Information to be Provided

Institute/ Coordinators details

Participant/s details + Reference Number
(from parliament)

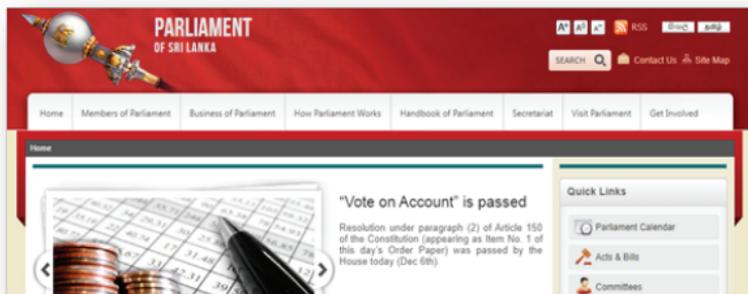
Vehicle/s Details

Equipment

Meal Requests

How to Link with Application

Visit - <https://www.parliament.lk>



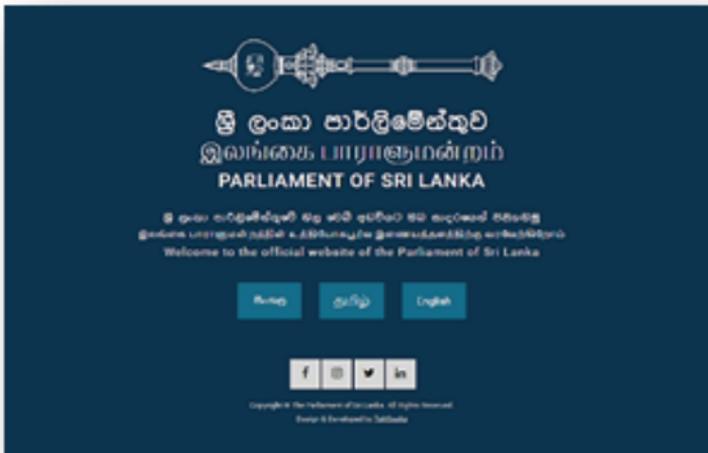
Select New Website (Beta Version) "Under Quick Links"

Quick Links

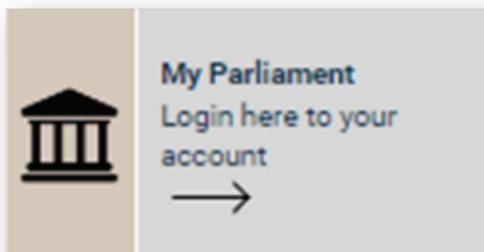


New Website (BETA version)

You will be directed to-
(<https://beta.parliament.lk>)



- Choose your preferred language and switch into home page.
- User must be registered with "My Parliament " to apply access permission. If you are already registered, you may Log into the System.



Create an account

PARLIAMENT OF SRI LANKA

Welcome to My Parliament

Engage with your Parliament by logging in

Email

Password

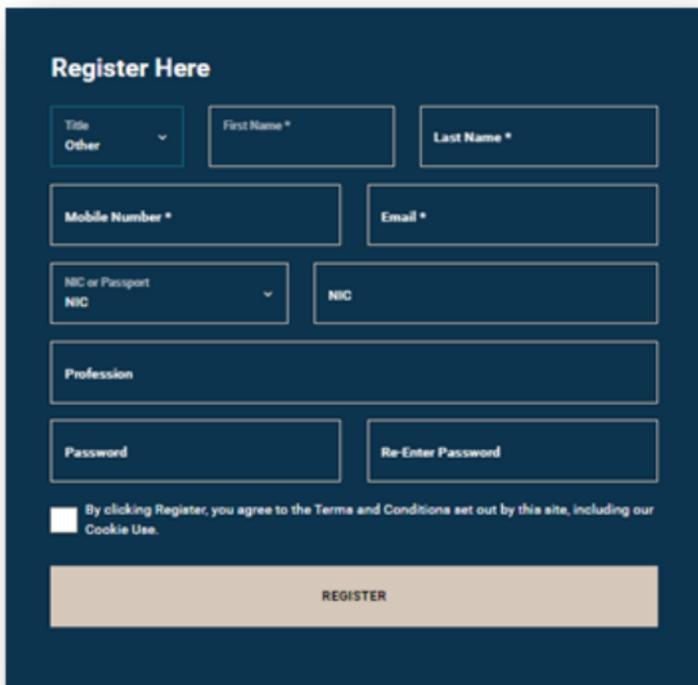
[Forgot Password?](#)

LOGIN

CREATE ACCOUNT

- Click on CREATE ACCOUNT

Enter the relevant data in the "Register Here" form -



The image shows a registration form titled "Register Here" on a dark blue background. The form contains the following fields:

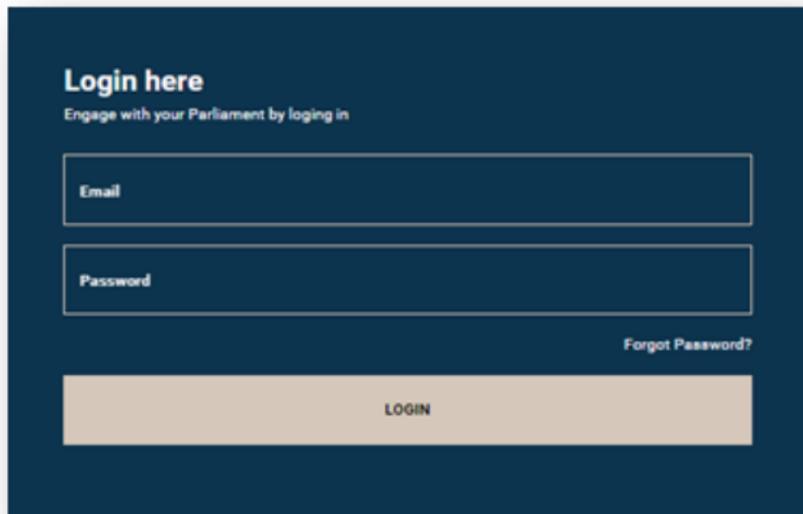
- Title: A dropdown menu with "Other" selected.
- First Name *: A text input field.
- Last Name *: A text input field.
- Mobile Number *: A text input field.
- Email *: A text input field.
- NIC or Passport: A dropdown menu with "NIC" selected.
- NIC: A text input field.
- Profession: A text input field.
- Password: A text input field.
- Re-Enter Password: A text input field.

Below the fields is a checkbox with the text: "By clicking Register, you agree to the Terms and Conditions set out by this site, including our Cookie Use." At the bottom of the form is a large, light-colored button labeled "REGISTER".

Note –

- Your verification code will be sent to the phone number you have entered.
- You may need to check your e-mail to activate your account.
- The password must be at least eight characters long and include at least one capital letter, one simple letter, a number and one ASCII character.

Then You Can Log into “My Parliament”



Login here
Engage with your Parliament by logging in

Email

Password

[Forgot Password?](#)

LOGIN

If You want to Change Your Account Information-

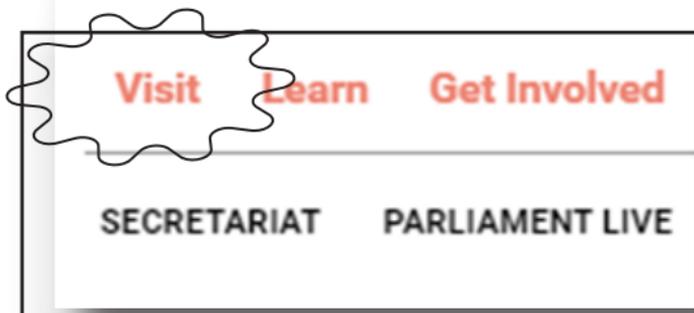
- Profile Details
- User Name
- Password

The screenshot displays a user's account page. On the left is a navigation menu with options: MY ACCOUNT, NOTIFICATIONS, CONTACT US, FOLLOWED MPs, MY INTERESTS, ACTS AND BILLS, and COMMITTEES. The main content area is titled 'Welcome Piyal Romawardhana'. It shows profile information in a table-like format:

Full Name	NIC	Mobile Number
Piyal Romawardhana	799239978v	8718660709
Email	Profession	
piyal@gmail.com	User	

Below the information is a 'Edit Profile' button and a large 'EDIT PROFILE' text link. The top navigation bar includes 'My Account' and 'Home - My Parliament'.

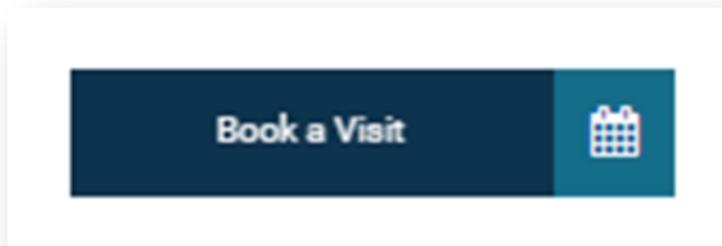
Link with Pass System - Click on "Visit"



- **Select Visiting Parliament**



- **To create a new Visitor Pass, click on "Book a Visit"**



You will be redirected to the following screen



Public User Dashboard
Parliament of Sri Lanka

Welcome! nishu

English

Dashboard

Committee Feedbacks

Bill Feedbacks

Pass Requests

Event Requests

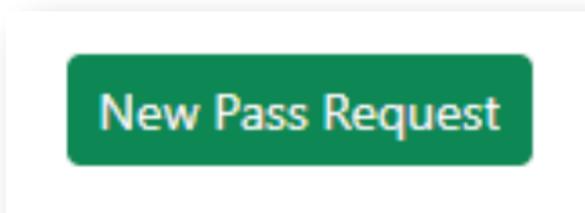
Your Pass Request Summary

Show 10 entries

[New Pass Request](#)

Requester Name *	Request Date	Purpose	Purpose Remarks	Status	Action
nishan chm	2024-12-11	To attend a meeting with Hon. Prime Minister	tet	Pending to Validate (By Relevant Office)	Request to Cancel

- Click on “New pass request” to apply new pass request.



Note -

The following information must be submitted for a successful submission. Mandatory Information denote in Red Color * mark

Fill Application

Step 1 – Organization Details

- **Public Organizations :**

Institute Type

Institute

Visiting Date/ s

Time

Relevant Attachments (If any)

- **Coordinating Officer's :**

NIC/ Passport No

Address - Private

Address - Official

Additional Telephone Number

Photo

Then Press Submit

System provides a additional chance to edit and correct details.

- **You can go ahead using "Confirm" and "Submit"**

Step 2 – Participant/ s Information :

Participant's NIC

Participant's Name

Participant's Contact/ Mobile Number

Designation

Note - Add your all participants' details. You can Edit/ Remove participants' summary before Next step

Press "Confirm" & "Submit"

Step 3 – Vehicle Information

Note - Add your all vehicle details. You can Edit/ Remove vehicle summary before Next step

Press "Confirm" & "Submit"

Step 4 – Equipment Information

Note - Add your all Equipment Information. You can Edit/ Remove Equipment Summary before Next step.

Press "Confirm" & "Submit"

Step 5 – "Information to Meal Request"

Note - Add your Meal Request. You can Edit/ Remove Summary before Next step.

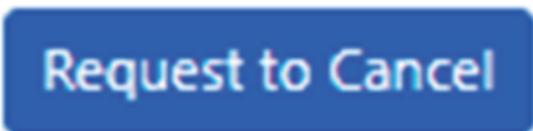
Press "Confirm" & "Submit"

- **Then Press "Submit to Parliament" & "Submit"**



- **"Request to Cancel"**

Note - If you are not satisfied with the above admission application you have prepared, you may request its cancellation.

A screenshot of a single blue button with the text "Request to Cancel" in white.

Contact Us

Department of
Information Systems & Management

Help Desk for more information
0112777100 - **Ext - 6581**