How to Claim Guest Permits
STEP 1

**Emailed Invitation**

Click on the link in your email to claim your guest permit.

```
-------- Forwarded message --------
From: <NCSU-Transportation@ncsu.edu>
Date: Fri, Oct 28, 2022 at 12:51 PM
Subject: NCSU Guest Permit Invite
To: <mrspecevent@ncsu.edu>

*** This is an automatically generated email, please do not reply. ***

To claim your invitation for guest parking on NC State’s campus, please click the link below:

https://ncsu.aims.parking.com/ncsui-permits-index.php?cmd=claim_access_key&access_key=11F1HNR24N

If the link is unavailable, please open a Chrome browser and type in https://ncsu.aims.parking.com, click "Claim Guest Permit Invite", and input 11F1HNR24N as the access key.
```

STEP 2

**Enter Your Information**

Provide an email address you access often so you do not miss important notifications.

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**Guest Permit Invite Completion**

**Invite Summary**

<table>
<thead>
<tr>
<th>Access Key: 11F1HNR24N</th>
<th>Message:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invite Sent: 10/28/2022</td>
<td>No back-in or pull-through parking allowed. Your license plate will be scanned so there is no need to print a permit.</td>
</tr>
<tr>
<td>Permit Type: 2022GTP Temporary Guest Permit</td>
<td></td>
</tr>
<tr>
<td>Cost: $10.00</td>
<td></td>
</tr>
<tr>
<td>Active Date: 11/14/2022</td>
<td></td>
</tr>
<tr>
<td>End Date: 11/14/2022</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Information**

**Contact**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Sally</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Test</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:mrspecevent@ncsu.edu">mrspecevent@ncsu.edu</a></td>
</tr>
<tr>
<td>Phone</td>
<td>111-222-3333</td>
</tr>
</tbody>
</table>
STEP 3

Confirm Permit Location

The individual inviting you to campus has chosen a preferred location. Confirm that the assigned location for the permit is highlighted in red.

STEP 4

Click Add Vehicle
STEP 5

Enter vehicle Information

Your permit is your plate; confirm that you are entering your plate information correctly. Incorrect plate information may result in a citation.

STEP 6

Click Add

You must click Add to link your plate to the permit. A red banner will appear with your vehicle information inside.
STEP 7

Click on Complete guest permit invite

Verify the location and plate information prior to clicking Complete.

STEP 8

Payment

If you are paying for the permit, enter your card information and click Checkout.
STEP 9

Check your Email

An email will be sent confirming the date's, plate and location of the permit along with specific instructions from the inviting individual.

As a reminder, there is **no backing in, or pull through parking** allowed on campus. Park so your plate is visible from the drive lane and only park in the location specified on the permit.

If you need to change the plate on your permit email **ncsu@transportation@ncsu.edu** with the update. Allow 2 business days for processing.