How to Issue Guest Permits
STEP 1

Go to NCSU AIMS Parking
ncsu.aimsparking.com

STEP 2

Click on Login

Welcome to our customer portal. For assistance with this website please call 919-515-3424 or visit our contact page.
STEP 3

Click on Department/Retiree Tab

You will need your department's guest online account number (begins with F)

STEP 4

Enter your department's guest account number and password

- Account #: F300396
- Password: ********

After logging in, NCSU Departments should see a link for "Send new permit invites" near the bottom of the page.
STEP 5
Click on Login

STEP 6
Click on Send New Permit Invites
STEP 7
Enter Invite Batch Name

STEP 8
Click on Confirm
STEP 9

**Enter Invitee Emails**

Enter each email on a separate line. **Do not include commas, semicolons or extra spaces.**

STEP 10

**Check "Send me an email when an invite is claimed"**
STEP 11

Enter your email on the CC line to send yourself a copy of the invite

Emails for all invitees:

- irmapecventi@ncsu.edu
- ncsu-wolftrails@ncsu.edu

Place one email address per line for each invite you wish to send

CC Email

- Send me an email when an invite is claimed:

ncsu-transportation@ncsu.edu

Enter your email to send yourself a copy of the invite. Up to 1 email address is allowed.

Confirm

STEP 12

Click on Confirm
STEP 13

Click on Temporary Guest Permit to turn the banner red

STEP 14

Click on the preferred parking location

Use the scroll bar to see different options. Use the [Interactive Campus Map](#) to see each permit location.
STEP 15
Enter the Start and End dates

STEP 16
Click on Confirm
STEP 17

Enter additional messages

Alert your guests that the University does not allow back-in or pull-through parking and that their license plate will be scanned and serves as their permit. There is no need to print a permit to display.

STEP 18

Click on Confirm

on the invites
STEP 19
Click on the Billing Method preferred by turning the correct banner red

STEP 20
Click Continue to Send the Invites to your guests
### Summary Page

The final page is a summary page. If you need to invite other guests for an already-issued invite, you may do so from this page by clicking Send Invite To Additional Guests.

#### Batch Summary: Test Batch

**Batch Information**
- **Batch Name:** Test Batch
- **Creation Date:** 10/28/2022
- **Permit Type:** 23TGST Temporary Guest Permit
- **Location:** (GST042) Guest: Brooks Ave. Lot: General
- **Active Date:** 11/14/2022
- **Expiration Date:** 11/14/2022
- **Message:** No back-in or pull-through parking allowed. Your license plate will be scanned so there is no need to print a permit.

**Cost Information**
- **Per-Invite Cost:** $10.00
- **Current Total Batch Cost:** $0.00
- **Maximum Total Batch Cost:** $20.00
- **Billed To:** Invitee Pays

#### Invitee Summary

<table>
<thead>
<tr>
<th>Email</th>
<th>Access Key</th>
<th>Status</th>
<th>Permit #</th>
<th>Plate #</th>
<th>Receipt #</th>
<th>Name</th>
<th>Resend</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:tmspevent@ncsu.edu">tmspevent@ncsu.edu</a></td>
<td>pending</td>
<td>Unclaimed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Send Invite To Additional Guests]