

NC STATE UNIVERSITY

How to Issue Guest Permits

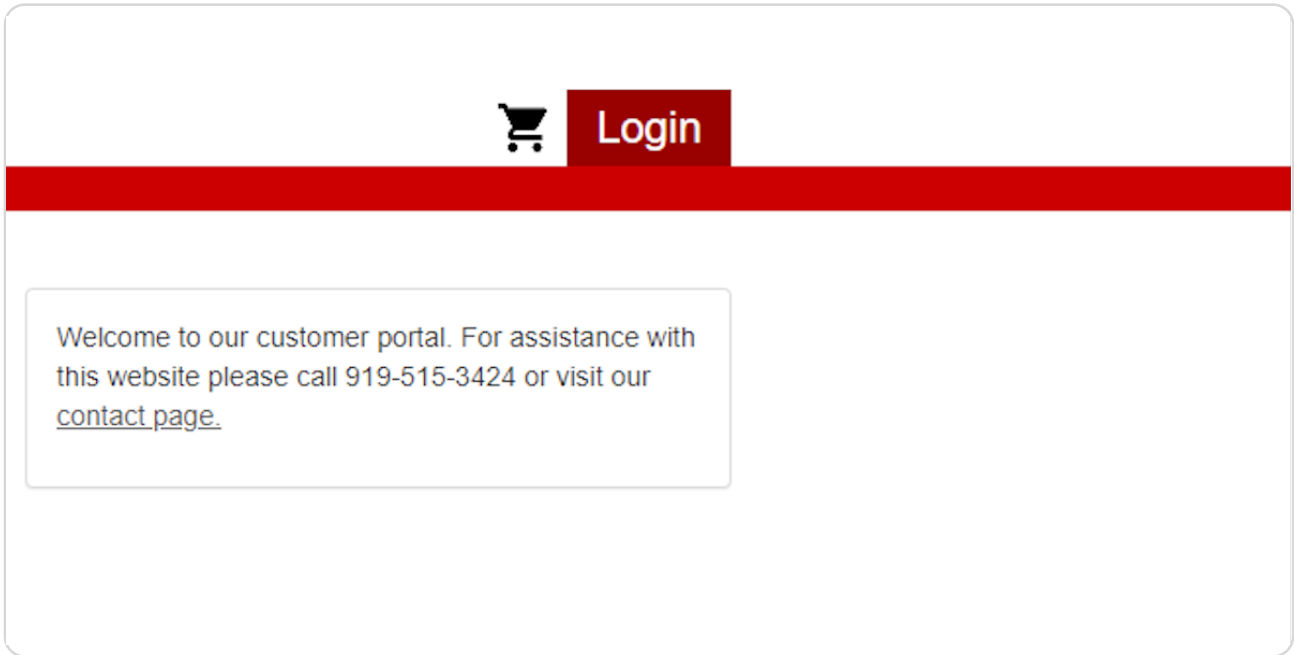
STEP 1

Go to NCSU AIMS Parking

ncsu.aimsparking.com

STEP 2

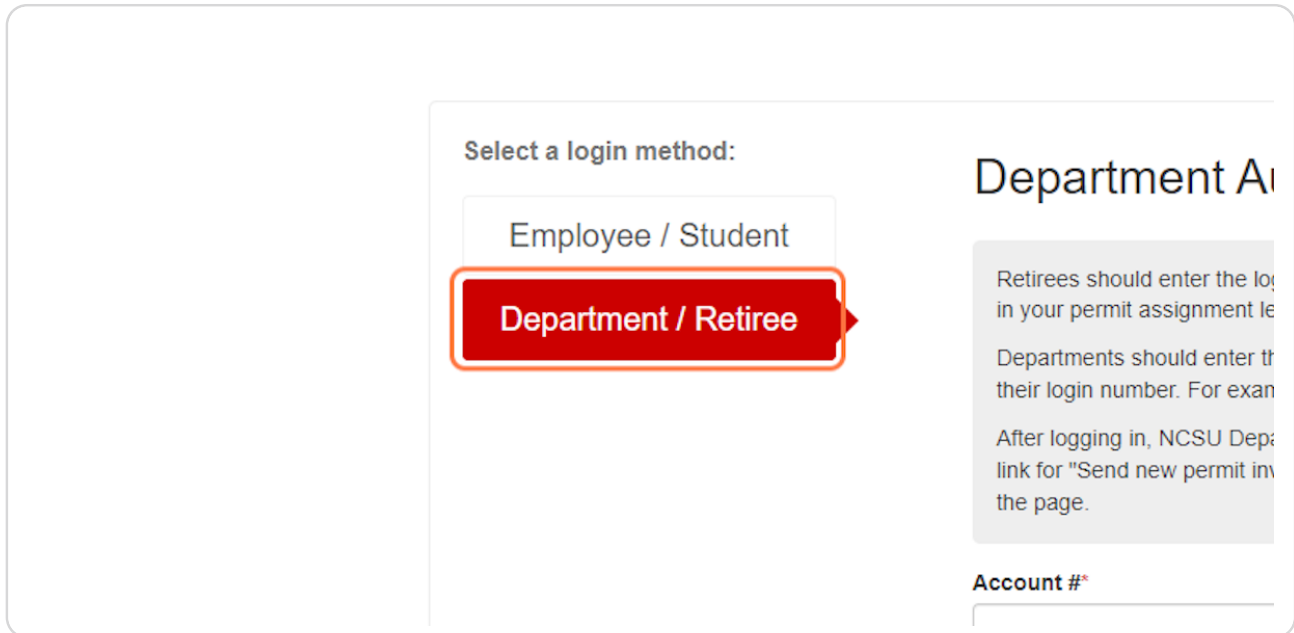
Click on Login



STEP 3

Click on Department/Retiree Tab

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



Select a login method:

Employee / Student

Department / Retiree

Department A

Retirees should enter the login number in your permit assignment letter.

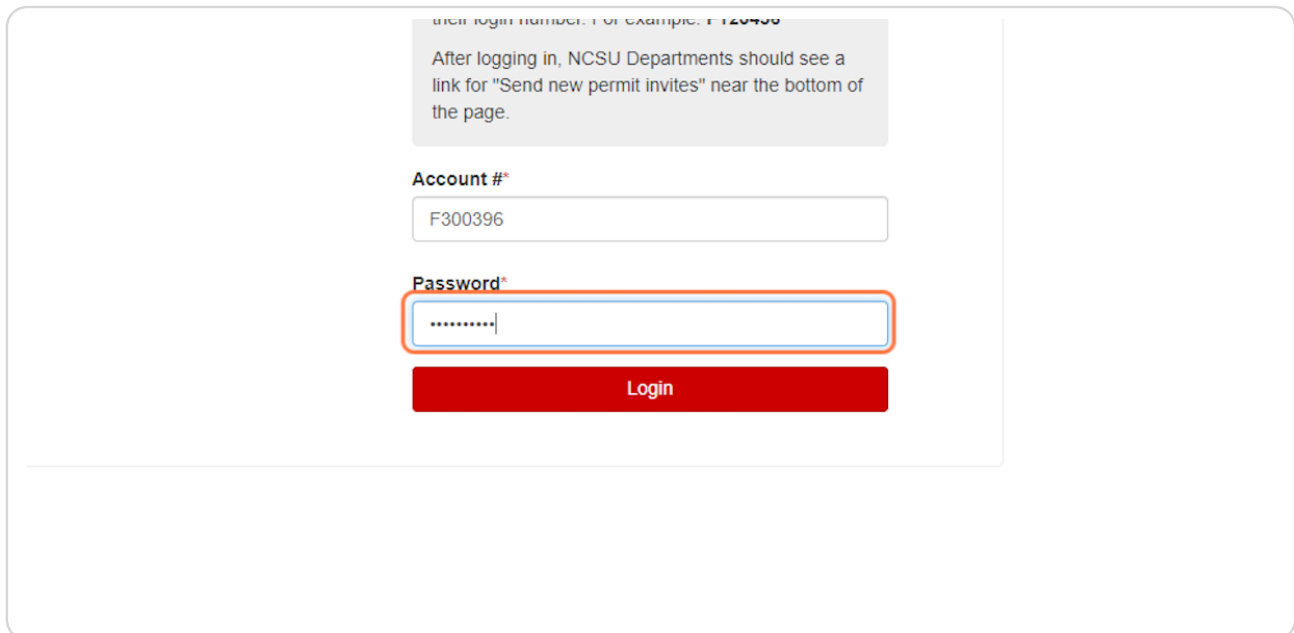
Departments should enter their login number. For example, F123456.

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

Account #*

STEP 4

Enter your department's guest account number and password



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

Account #*

Password*

Login

STEP 5

Click on Login

link for "Send new permit invites" near the bottom of the page.

Account #*
F300396


Password*
.....


Login


STEP 6

Click on Send New Permit Invites...

Wallet

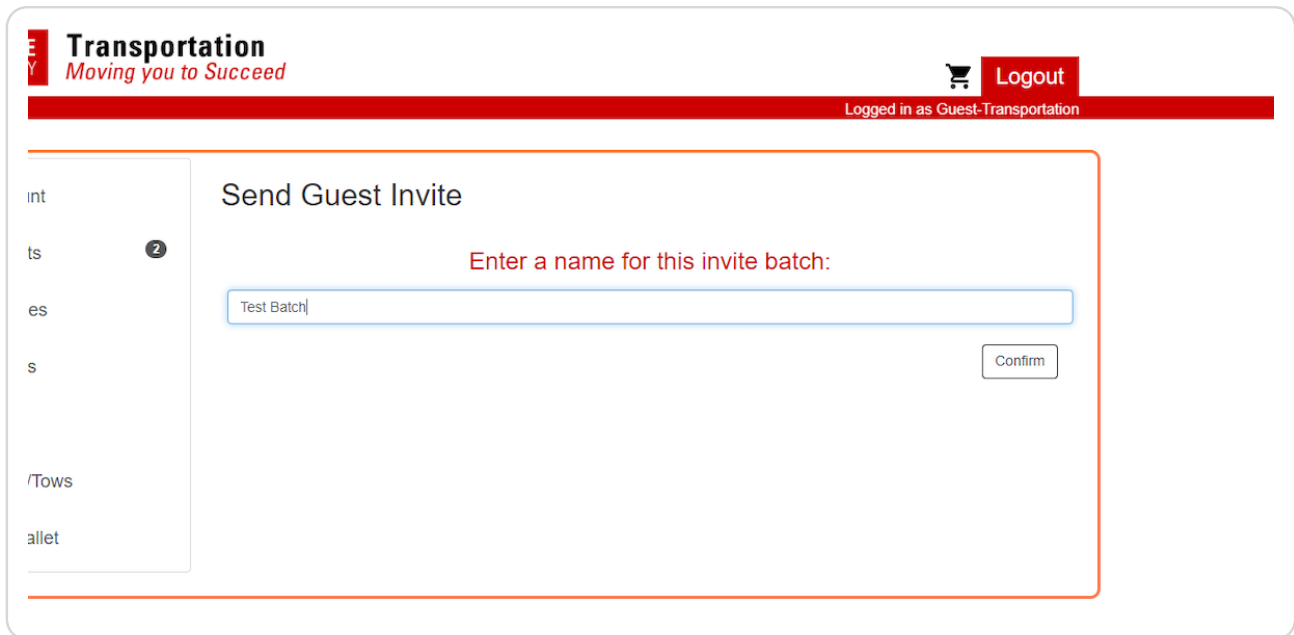

Pay Ticket
Pay a ticket online


Send New Permit Invites
Send a new permit invite


Claim Guest Perm
Claim a Guest permit

STEP 7

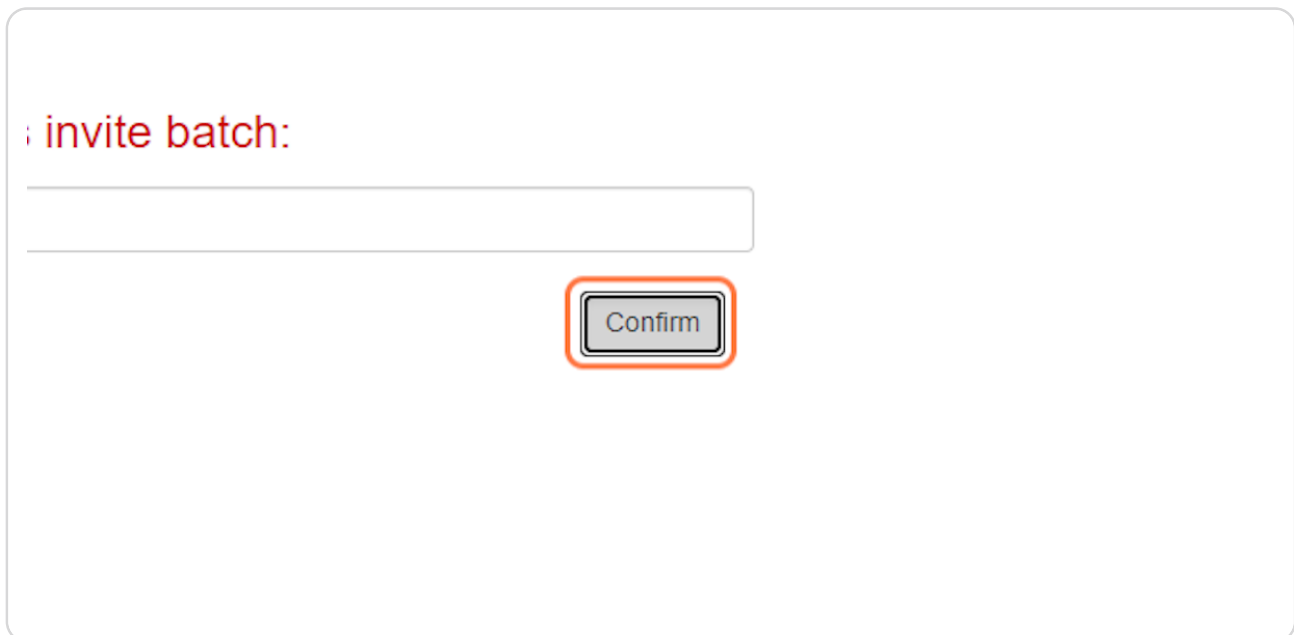
Enter Invite Batch Name



The screenshot shows a web interface for 'Transportation' with the tagline 'Moving you to Succeed'. The user is logged in as 'Guest-Transportation'. The main heading is 'Send Guest Invite'. Below this, there is a red instruction: 'Enter a name for this invite batch:'. A text input field contains the text 'Test Batch'. To the right of the input field is a 'Confirm' button. On the left side of the page, there is a vertical navigation menu with items: 'int', 'ts', 'es', 's', '/Tows', and 'allet'. A small circle with the number '2' is next to the 'ts' item.

STEP 8

Click on Confirm



This is a close-up view of the 'Confirm' button from the previous step. The text 'Enter a name for this invite batch:' is visible at the top left. Below it is an empty text input field. The 'Confirm' button is highlighted with a red rectangular border.

STEP 9

Enter Invitee Emails

Enter each email on a separate line

int

ts **2**

es

s

/Tows

allet

Send Guest Invite

Invite Name

Test Batch ✓

Emails for all invitees:

trnspecevent@ncsu.edu
ncsu-wolfrails@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:

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

Confirm

STEP 10

Check "Send me an email when an invite is claimed"

Place one email address per line for each invite you wish

CC Email

Send me an email when an invite is claimed

Enter your email to send yourself a copy of the invite. Up to 1 email :

STEP 11

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

The screenshot shows a web interface for creating an invite. At the top, there is a red heading "E-mails for all invitees:" above a text area containing two email addresses: "trnspecevent@ncsu.edu" and "ncsu-wolfrails@ncsu.edu". Below this is the instruction "Place one email address per line for each invite you wish to send". Underneath is the "CC Email" section, which includes a checked checkbox labeled "Send me an email when an invite is claimed:" and a text input field containing "ncsu-transportation@ncsu.edu". Below the input field is the instruction "Enter your email to send yourself a copy of the invite. Up to 1 email address is allowed." and a "Confirm" button. At the bottom right of the interface, the text "AIMS Web 9.0.32.15b ©2017 EDC Corporation" is visible.

STEP 12

Click on Confirm

This is a close-up screenshot of the "Confirm" button from the previous step. The button is a grey rounded rectangle with the word "Confirm" in the center, and it is highlighted with a thick orange border. Above the button, there is a text input field and the text "mail address is allowed.".

STEP 13

Click on Temporary Guest Permit to turn the banner red

The screenshot shows a web interface for sending a guest invite. On the left is a navigation menu with icons and labels for Account, Permits, Vehicles, Tickets, Fees, Boots/Tows, and My Wallet. The main area is titled 'Send Guest Invite' and contains several dropdown menus, each with a red background and a checkmark on the right: 'Invite Name' with the value 'm', 'Invitees' with 'Emails collected', and 'Permit Type' with '24TGST Temporary Guest Permit'. Below these is a 'Date Selection' section with the text 'Please select a start and end date for this permit.' and a date range input field with a 'to' separator. A 'Confirm' button is located at the bottom right.

STEP 14

Enter the Start and End dates

Then click Confirm

This screenshot is identical to the one in Step 13, but the two date input fields in the 'Date Selection' section are highlighted with an orange border, indicating where the user should enter the start and end dates. The 'Confirm' button remains at the bottom right.

STEP 15

Click on the preferred parking location for the invite

Use the scroll bar to see different options. Use the [Interactive Campus Map](#) to see each permit location.

The screenshot shows a web interface for selecting a permit. On the left, there is a navigation menu with 'Boots/Tows' and 'My Wallet'. The main content area is titled 'Permit Type' and shows a selection of '24TGST Temporary Guest Permit' with a checkmark. Below this is the 'Dates' section, showing '09/18/2023 - 09/18/2023' with a checkmark. The next section is 'Please Select a Suggested Location'. It lists three options: '(GST039) Guest: Ferndell Lot : General', '(GST040) Guest: North Hall - B : General' (which is highlighted with a red border and a checkmark), and '(GST042) Guest: Brooks Ave. Lot : General'. Each location option includes a link to view an interactive parking map and a brief description of the location.

STEP 16

Enter additional messages, if necessary

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.

The screenshot shows the final step of the permit creation process. The top navigation bar includes 'Transportation' and 'Logout'. The left sidebar has 'Permits' (with a notification badge), 'Vehicles', 'Tickets', 'Fees', 'Boots/Tows', and 'My Wallet'. The main content area shows the following details: 'Invite Name' (Test Batch), 'Invitees' (Emails collected), 'Permit Type' (23TGST Temporary Guest Permit), 'Location' ((GST042) Guest: Brooks Ave. Lot : General), and 'Dates' (11/14/2022 - 11/14/2022). The 'Additional Message' field is highlighted with a red border and contains the text: 'No back-in or pull-through parking allowed. Your license plate will be scanned so there is no need to print a permit.' A 'Confirm' button is located at the bottom right of the form.

STEP 17

Click on Confirm

on the invites

Confirm

AIMS Web 9.0.32.15b ©2017 EDC Corporation

STEP 18

Click on the Billing Method preferred by turning the correct banner red

Enter any additional instructions you wish to include on the invites

Confirm

Please Select a Billing Option

Bill the guest for the permit

Bill the permit to my account

STEP 19

Click Continue to Send the Invites to your guests

ved. Your I... ✓

✓

Continue

AIMS Web 9.0.32.15b ©2017 EDC Corporation

STEP 20

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	Cost Information
Batch Name: Test Batch	Per-invite Cost: \$10.00
Creation Date: 10/28/2022	Current Total Batch Cost: \$0.00
Permit Type: 23TGST Temporary Guest Permit	Maximum Total Batch Cost: \$20.00
Location: (GST042) Guest: Brooks Ave. Lot : General	Billed To: Invitee Pays
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.	

Invitee Summary

[Send Invite To Additional Guests](#) [Refresh](#)

Email	Access Key	Status	Permit #	Plate #	Receipt #	Name	Resend	Cancel
tmspecevent@ncsu.edu	pending	Unclaimed					Sending	Cancel
ncsu-wolfrails@ncsu.edu	pending	Unclaimed					Sending	Cancel