

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: <trnspecevent@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.aimsparking.com/api/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.aimsparking.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.

Guest Permit Invite Completion

Invite Summary

Access Key: 11F1HNR24N	Message:
Invite Sent: 10/28/2022	No back-in or pull-through parking allowed. Your license plate will be scanned so there is no need to print a permit.
Permit Type: 23TGST Temporary Guest Permit	
Cost: \$10.00	
Active Date: 11/14/2022	
End Date: 11/14/2022	

Additional Information

Contact

First Name	<input type="text" value="Sally"/>
Last Name*	<input type="text" value="Test"/>
Email*	<input type="text" value="trnspecevent@ncsu.edu"/>
Phone #*	<input type="text" value="000 000 0000"/>

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.

The screenshot shows the 'Transportation' section of the NC State permit system. At the top, there is a red header with the NC State logo and 'Transportation' text, and a 'Login' button. Below the header, there are several permit options listed in a scrollable area:

- (GST029) Guest: Ferndell Lot : General
- (GST040) Guest: North Hall - B : General
- (GST042) Guest: Brooks Ave. Lot : General (highlighted with a red banner)
- (GST222) Guest: Partners Way Deck - Centennial 'CC' Deck : General

Below the permit list, there is a section titled 'Please Select 1 Vehicle' with an 'Add Vehicle' button. Underneath, there is an 'Add Vehicle' form with the following fields:

- Plate #: TEST3456 (circled in red)
- State/Prov.: North Carolina
- Year: |
- Make:
- Model:

At the bottom right of the form, there are 'Add' and 'Cancel' buttons.

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.

This screenshot shows the same vehicle information form as in Step 5. The 'Add' button is highlighted with a red border. Below the form, there is a red banner that reads 'Complete guest permit invite'.

STEP 7

Click on Complete guest permit invite

Verify the location and plate information prior to clicking **Complete**.

Last Name* Test

Email* tmspecevent@ncsu.edu

Phone #* 919-555-5555

Location

(GST038) Guest: Ferndell Lot : General
Click here to view our interactive parking map.

(GST040) Guest: North Hall - B : General
Click here to view our interactive parking map.
Corner of Hillsborough and Logan Ct.

(GST042) Guest: Brooks Ave. Lot : General
Click here to view our interactive parking map.
Corner of Hillsborough and Brooks Ave. across from State Employee's Credit Union

(GST222) Guest: Partners Way Deck - Centennial 'CC' Deck : General
Permits only allowed in OCC section of this deck.

Please Select 1 Vehicle

NC TEST3466 (2022 Eagle Other)

Add Vehicle

Complete guest permit invite

AMS Web 5.0.32.150 ©2017 EDC Corporation

STEP 8

Payment

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

Billing Information

Billing Address

First Name*

Last Name*

Street Address*

City*

State/Prov.*

Zip/Postal*

Credit Card Information

Credit Card #*

Expiration Date* Month Year

Security Code*

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.