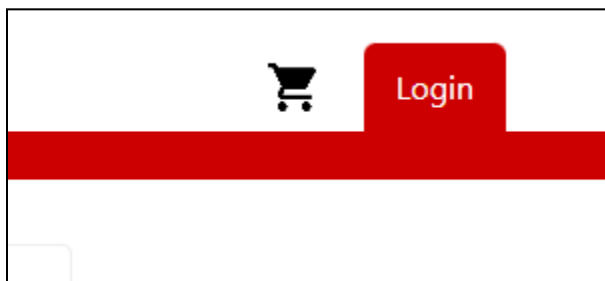


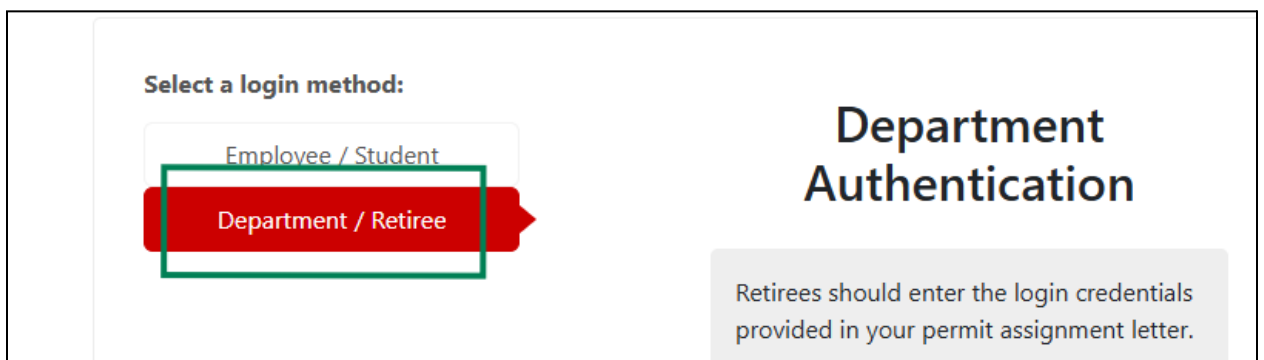
How to Issue Guest Parking Permits

1. Go to ncsu.aimsparking.com

2. Click 'login' in the top right



3. Click on Department/Retiree



4. Enter the department account number and password and click 'Login'

Department Authentication

Retirees should enter the login credentials provided in your permit assignment letter.

Departments should enter the letter F followed by 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 #*

F300396

Password*

.....

Login

5. Click on 'Send New Permit Invites'

Account

Permits

Vehicles

Tickets

Fees

Boots / Tows

Wallet

Account # F300396

Guest-Transportation

Current Balance: \$0.00

Retirees and Corporate Partners wishing to renew a permit [click here.](#)

Send New Permit Invites

Send a new permit invite

Transpor

6. Enter a batch name. This will be displayed in the email to your guest. Click 'Confirm'

Send Guest Invite

Enter a name for this invite batch:

Batch Name*

Interview June 25-29, 2026

Confirm

7. Enter the email addresses for each guest, one per line. Maximum of 20 allowed. Click the checkbox next to 'send me an email when an invite is claimed' to be informed when your guests secure their permits. Click 'Confirm'

Send Guest Invite

Invite Name

Interview on March 2, 2026 ✓

Emails for all invitees:

transportation@ncsu.edu
specialevents@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:

Transp_Business@ncsu.edu

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

Confirm

8. Click on the banner 'Temporary Guest Permit' to turn it red; red indicates selection.

Send Guest Invite

Invite Name

Interview on March 2, 2026 ✓

Invitees

Emails collected ✓

Please Select a Permit Type

26TGST Temporary Guest Permit

9. Enter the start date and end date of the permit and click 'Confirm'

Send Guest Invite

Invite Name

Interview on March 2, 2026 ✓

Invitees

Emails collected ✓

Permit Type

26TGST Temporary Guest Permit ✓

Date Selection

Please select a start and end date for this permit:

Start Date

06/25/2026

✓

End Date

06/29/2026

✓

Confirm

10. Choose the permit location from the list of zone options. Click the banner to turn it red; red indicates selection

Dates

06/25/2026 - 06/29/2026 ✓

Please Select a Suggested Location

(GST039) Guest: Ferndell Lot :

[Click here to view our interactive parking map.](#)
4 Maiden Ln, Raleigh, NC 27607

(GST222) Guest: Partners Way Deck - Centennial 'CC' Deck :

[Click here to view our interactive parking map.](#)
Partners Way Deck Address: 851 Partners Way, Raleigh, NC 27606

(GSTAFC) Guest: Avent Ferry Complex :

[Click here to view our interactive parking map.](#)

11. Enter additional information in the box. Click 'Confirm'

Location

(GST222) Guest: Partners Way Deck - Centennial 'CC' Deck : ✓

Additional Message

This permit is for your interview weekend.
Do not back-in or pull-through park.
Contact our office with questions. |

Enter any additional instructions you wish to include on the invites

Confirm

12. Choose if your department is paying for the permit or if the guest will. Click the banner to turn it red; red indicates selection

Message

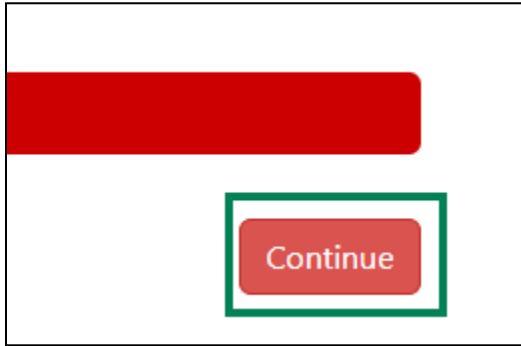
This permit is for your interview weekend. Do not ... ✓

Please Select a Billing Option

Bill the guest for the permit

Bill the permit to my account

13. Click 'Continue'



14. The email is sent *immediately*. The Summary Page shows the permit information and allows the department to send invites to more guests or cancel unclaimed permits.

Batch Summary: Interview June 25-29, 2026

Batch Information

Batch Name: Interview June 25-29, 2026

Creation Date: 06/24/2026

Permit Type: 26TGST Temporary Guest Permit

Location: (GST222) Guest: Partners Way Deck - Centennial 'CC'
Deck :

Active Date: 06/25/2026

Expiration Date: 06/29/2026

Message:

This permit is for your interview weekend. Do not back-in or pull-through park. Contact our office with questions.

Cost Information

Per-invite Cost: \$30.00

Current Total Batch Cost: \$0.00

Maximum Total Batch Cost: \$30.00

Billed To: Inviter Pays

Invitee Summary

Send Invite To Additional Guests

Refresh

Email	Access Key	Status	Permit #	Plate #	Receipt #	Name	Resend	Cancel
[REDACTED]	Pending	Unclaimed					Sending	Cancel