Purchasing Your Parking Permit (Students)

Visit the parking portal at <u>https://tennesseetech.aimsparking.com/</u>

Click "Login" in the top right corner of the screen.



When the AIMS Authentication Login screen appears, you will need to click "login" again. This will direct you to the Tennessee Tech IDme login page.

| ect a login method: | AIMS Authentication Login |
|---------------------|---------------------------|
| AIMS Authentication | |
| Department Authent | Login |

| IDme | e |
|--|--|
| Username (Username only no @tntech.edu) Password | ASUNESSON INCLUSION INTERININ INTERININ INTERININ INTERININ INTERININ INTERININ INTERI |
| New Student? Log in to TechExpress for the first time. New Employee? Follow these instructions. | |
| Login | |

Once logged in, you will click, "Order Permits".



In order to proceed with your purchase, you will need to agree with the terms of service.

| N D. Parking & | | |
|----------------------------------|--|----------------------------|
| Transportation TENNESSEE TECH | Parking Terms of Service | 📜 Logout |
| Account | By clicking this box, I agree to follow Tennessee Tech Parking & Transportation's parking rules and regulations, which can be viewed online at https://www.tntech.edu/parking. I also hereby authorize Tennessee Tech to charge my account (students) for the selected parking permit or deduct from my paycheck (employees) for the selected parking permit. | Logged in as Awesome Eagle |
| le Vehicles | I agree with the terms of service Cancel | |

Select the permit you would like to purchase. The pricing will be dependent on which permit you choose and may be different than the sample below.

If you need a campus disabled permit and one is not listed as an option for you, please email <u>parking@tntech.edu</u>.

| Order Permit | | |
|--------------|--------------------------------|--|
| | Please Select a Permit Type | |
| | 2022 Purple Student (\$138.00) | |
| | 2022 Red Student (\$230.00) | |

Once you select the permit type you'd like to purchase, you will be prompted to select vehicles. If you need to add a new vehicle or edit any vehicles currently on your account, you may do so on this screen.

| | Please Sel | lect 1 or More Vehicles | |
|-------------|---|-------------------------------|---------------|
| | TN TESTPLA | ATE123 (Green Subaru Outback) | ß |
| | TN TESTT | EST123 (Purple Honda Civic) | ß |
| | TN TESTTI | TU123 (Purple Jeep Wrangler) | |
| Add Vehicle | Add Vehicle Click here to add a new vehicle | | ting vehicles |
| | | | Confirm |

Once you have completed all vehicle changes, click "Confirm".

| Order Permit | | |
|--------------|--|---------|
| | Permit Type | |
| | 2022 Red Student (\$230.00) | √ |
| | Dates | |
| | 08/01/2021 - 08/15/2022 | √ |
| | Please Select 1 or More Vehicles | |
| | TN TESTPLATE123 (Green Subaru Outback) | Z |
| | TN TESTTEST123 (Purple Honda Civic) | Ø |
| | TN TESTTTU123 (Purple Jeep Wrangler) | R |
| Add Vehicle | | Confirm |

Select how you wish to receive your parking permit. All permits that are mailed are sent the next business day.

| Delivery Option | |
|-----------------|--|
| Mail Permit | |
| Pick Up Permit | |
| | |

If you choose to have your permit mailed, please fill out all information and check to make sure that you made no errors. Errors in address information can result in your permit being delayed.

| First Name: | Awesome | <u></u> |
|-------------------------|--------------------|---------|
| Middle Name: | | |
| Last Name: * | Eagle | |
| Phone:* | 931-555-1234 | |
| Email:* | parking@tntech.edu | |
| Your Street Address* | 123 Main Street | |
| Your City* | Cookeville | |
| Your State/Prov.* | Tennessee | ~ |
| Your Zip/Postal* | 38506 | |
| | | Confirm |

After you have selected your delivery method, click "Add Permit to Cart".

| Order Permit |
|---|
| Permit Type |
| 2022 Red Student (\$230.00) ✓ |
| Dates |
| 08/01/2021 - 08/15/2022 ✓ |
| Vehicle(s) |
| 2 vehicles selected 🗸 |
| Delivery Option |
| Mail Permit 🗸 |
| Shipping Contact |
| 931-555-1234 parking@tntech.edu 123 Main Street 🗸 |
| Add Permit to Cart |

Review the information on the final screen and select "Checkout".

| Your Shopping Cart | Add Another Permit |
|---|--------------------|
| □ Item | Price View |
| Permit - 2022 Red Student Start Date: 08/01/2021 End Date: 08/15/2022 Vehicles: TN TESTPLATE123 (Green Subaru Outback) TN TESTTTU123 (Purple Jeep Wrangler) | \$230.00 |
| Remove Total Checkout | \$230.00 |
| Contact Information | |
| Email* parking@tntech.edu | Checkout |

If you need a temporary permit until your permit arrives, you may print one from the receipt that is emailed to you. The emailed receipt usually arrives within 5 minutes, but if for some reason you do not receive an email, please follow these instructions to print your temporary permit:

When your receipt displays on the screen, click "View".

| Receipt # W2E407204551 | |
|--|--|
| Payment Information: | |
| Account Number: TTU1915 | |
| Payment Type: Bill Account | |
| Payment Date: 07/30/2021 03:15 PM | |
| | |
| A copy of this receipt will be sent to parking@tntech.edu when your permit is ready to print. | |
| A copy of this receipt will be sent to parking@tntech.edu when your permit is ready to print. Receipt Items: | |
| A copy of this receipt will be sent to parking@tntech.edu when your permit is ready to print. Receipt Items: Item | Price View |
| A copy of this receipt will be sent to parking@tntech.edu when your permit is ready to print. Receipt Items: Item Permit - 2022 Red Student | Price View \$230.00 |
| A copy of this receipt will be sent to parking@tntech.edu when your permit is ready to print. Receipt Items: Item Permit - 2022 Red Student Start Date: 08/01/2021 End Date: 08/01/2021 | Price View \$230.00 |
| A copy of this receipt will be sent to parking@tntech.edu when your permit is ready to print. Receipt Items: Item Permit - 2022 Red Student Start Date: 08/01/2021 End Date: 08/15/2022 Vehicles: | Price View \$230.00 |
| A copy of this receipt will be sent to parking@tntech.edu when your permit is ready to print. Receipt Items: Item Permit - 2022 Red Student Start Date: 08/01/2021 End Date: 08/15/2022 Vehicles: TN TESTPLATE123 (Green Subaru Outback) TN TESTTTU123 (Purple Jeep Wrangler) | Price View \$230.00 View |
| A copy of this receipt will be sent to parking@tntech.edu when your permit is ready to print. Receipt Items: Item Permit - 2022 Red Student Start Date: 08/01/2021 End Date: 08/01/2022 Vehicles: • TN TESTPLATE123 (Green Subaru Outback) • TN TESTTTU123 (Purple Jeep Wrangler) Total | Price View \$230.00 View \$230.00 |
| A copy of this receipt will be sent to parking@tntech.edu when your permit is ready to print. Receipt Items: Item Permit - 2022 Red Student Start Date: 08/01/2021 End Date: 08/01/2022 Vehicles: • TN TESTPLATE123 (Green Subaru Outback) • TN TESTTTU123 (Purple Jeep Wrangler) Total | Price View \$230.00 View \$230.00 |

If you click "View" and it says printing unavailable, wait a few seconds and refresh the page. There is a short delay as your permit is processed in the system.

| Permit #Pending | | |
|--|---|---|
| Permit Information Account Number: TTU1915 Status: Issued Permit Type: 2022 Red Student Active Date: 08/01/2021 Expiration Date: 08/15/2022 Delivery Option: Mail Permit | Associated Veh Tennessee TESTPLATE12 Subaru Outback Green Change Vehicle | Add a new vehicle Add a new vehicle TESTTTU123 Jeep Wrangler Purple Change Vehicle |
| | Balance: \$0.00 | |
| | Printing unavailable An email will be sent when printing is available | |

This is what the screen will look like when your temporary permit is ready to print. Click "Print This Permit".

| Permit #Unassigned | | |
|--|--|---|
| Permit Information Account Number: TTU1915 Status: Issued Permit Type: 2022 Red Student Active Date: 08/01/2021 Expiration Date: 08/15/2022 Delivery Option: Mail Permit | Associated Vehicle Tennessee TESTPLATE123 Subaru Outback Green Change Vehicle | Add a new vehicle Tennessee TESTTTU123 Jeep Wrangler Purple Change Vehicle |
| Balance: \$0.00 | | |
| | Print This Permit | |

Please note, this is not your actual parking permit. This is a temporary permit, valid for two weeks from the date of purchase, to allow time for you to receive your permit in campus mail.

