



Oregon State
University

Transportation Services

Oregon State University
850 SW 35th Street
Corvallis, Oregon 97333

P 541-737-2583

transportation.oregonstate.edu

Logging into your Department's Account

These instructions are for logging into your department's Transportation Services' account on, aims.parking.oregonstate.edu.

Log in to Your Department's Account

1. Contact Transportation Services at transportation@oregonstate.edu or visit <https://transportation.oregonstate.edu/parking/department-permits> to request access to your department's account.
2. Visit <https://aims.parking.oregonstate.edu/>
3. Login to your account by clicking the Login button in the upper-right corner of the page.
 - You will NOT be logged in automatically.
 - You will be taken through the ONID login process.
 - Once there, you will notice a new option – OSU Department Login.

The screenshot shows the Oregon State University Transportation Services homepage. At the top left is the OSU logo. In the top right corner, there is a shopping cart icon and a red 'Login' button, which is circled in red. Below the header is a grey banner with the text: 'Normal parking requirements are expected to resume on July 14, 2020. Check our [COVID-19 response](#) page for more information.' Below the banner are four service tiles: 'Parking Permits' (with a parking 'P' icon), 'Claim Permit Invite' (with a parking 'P' icon), 'Pay Ticket' (with a ticket icon), and 'Appeal Ticket' (with a gavel icon). Each tile has a brief description of the service. To the right of these tiles is a button labeled 'Transportation Services Homepage'.

Oregon State University

Logout

Logged in as Mark Zandonella

Account

- Vehicles
- Tickets
- Permits
- Fees

Normal parking requirements are expected to resume on July 14, 2020. Check our [COVID-19 response](#) page for more information.

Account # 932775536

Mark Zandonella

Current Balance: \$0.00

Contact Information

Parking Permits
Purchase a Parking Permit

OSU Department Login
Log into your department's account

Claim Permit Invite
Claim a permit invite

Start a Carpool
Start a new carpool

Join Carpool

View Account Fees

Pay Ticket

Appeal Ticket

Terms and Conditions | Privacy Policy | Appeals Policy

AIMS Web 9.0.22.40b ©2017 EDC Corporation

- Select OSU Department Login. On the login screen, use your department's ORG code to access the account. A few notes about the login process:
 - Only individuals who already have contacted Transportation Services can access the OSU Department Login.
 - Unit accounts are rolled up into their larger ORG codes for their department.
 - For example, the parking unit of Transportation Services has an ORG code of 472120, but our account to purchase permits is the main Transportation Services' ORG code 472000.
 - There are links on the OSU Department Login page to numeric and alphabetical listings of ORG Codes, and which account number (higher ORG code) they are associated.
 - Individuals must be connected to their department account in our database in order to access their department's account. You will not be able to access another department's

Oregon State University

Logout

Logged in as Mark Zandonella

Account

- Vehicles
- Tickets
- Permits
- Fees

Normal parking requirements are expected to resume on July 14, 2020. Check our [COVID-19 response](#) page for more information.

OSU Department Login

Enter your department's ORG Code*

472000

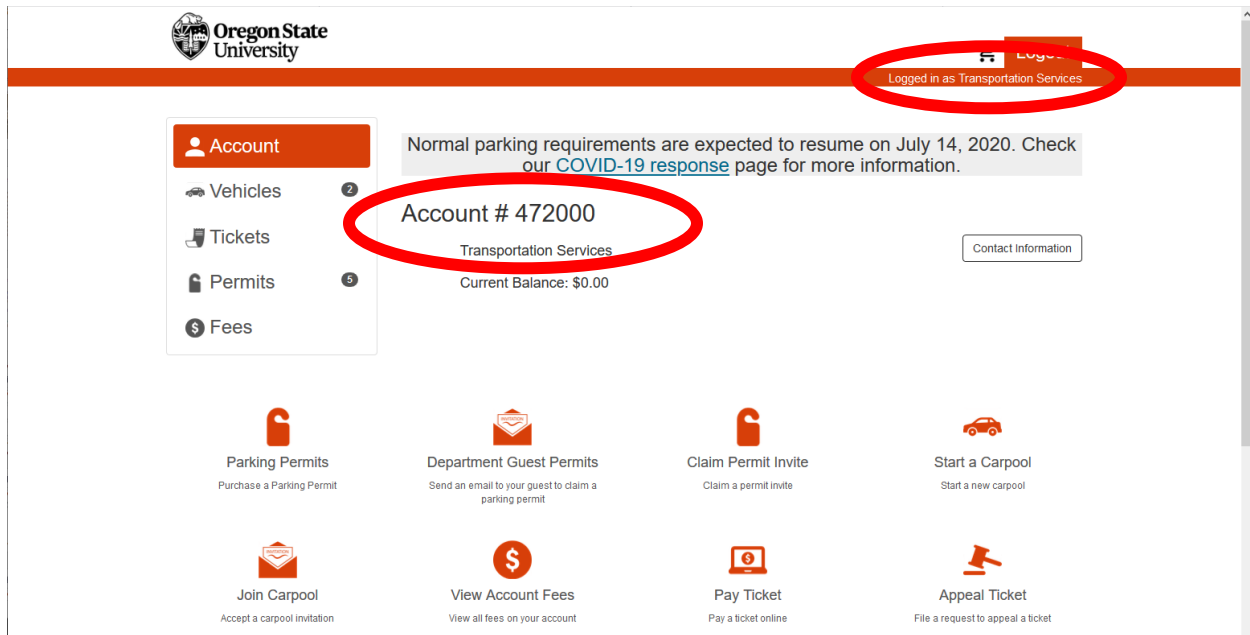
[List of OSU Department ORG Codes](#)

[Alphabetical List of OSU Department ORG Codes](#)

Login to your department's account

account. **If you are unable to access your department's account, contact us at 541-737-2583, and we can set up your access.**

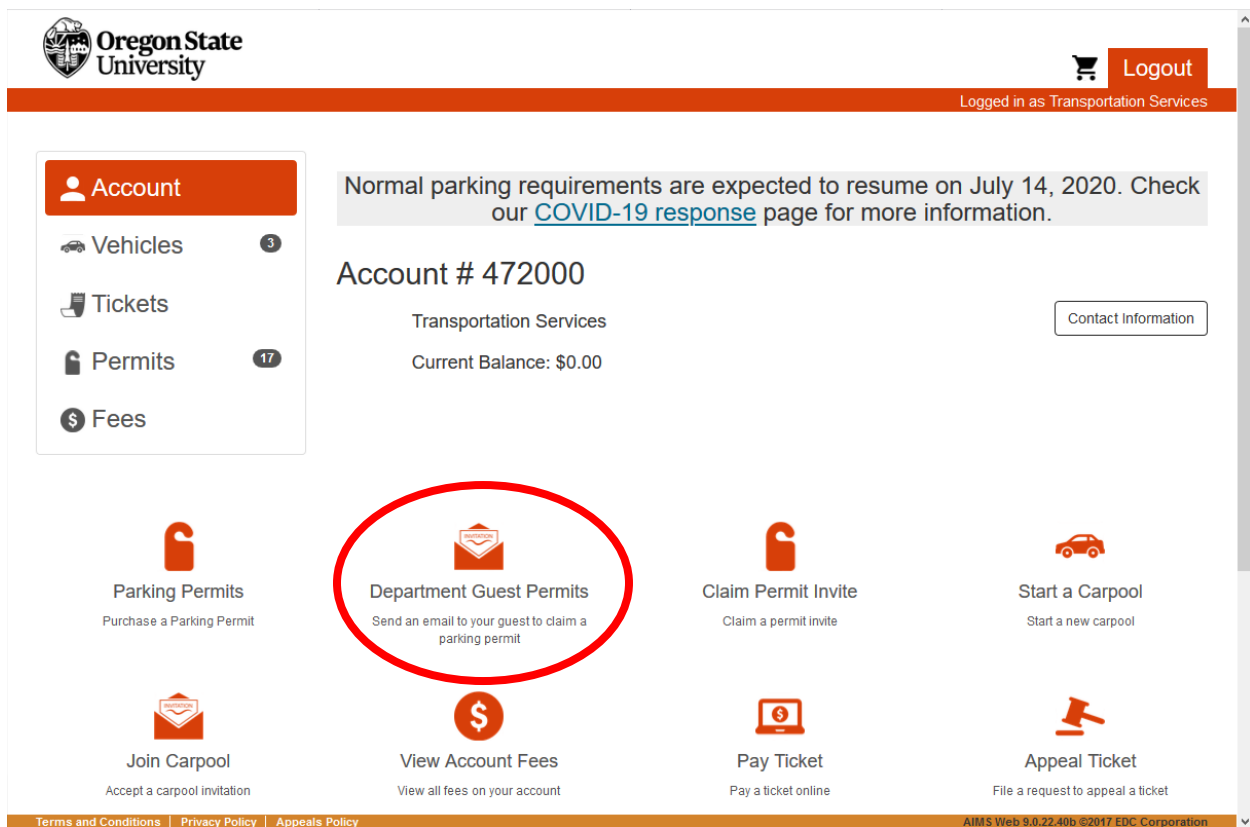
5. After successfully logging into the department account, you will notice that in the upper right corner of the page you are now Logged in as [your department], and the account number and name near the center of the home screen shows your department's account number and name.



Purchasing Permits for Department Guests – Invites and Claims

Our new process allows you to better manage the issuance of permits for guests, including allowing you to customize messaging and provide additional information through attachments. The process allows payment via index, or to have your guest pay for the permit.

1. Log in to your departments account (instructions above).
2. From the home screen of the department account, select the icon/button for Department Guest Invites in the top row.



3. Enter a name for the group of invitations to your guests and select Confirm in the lower right corner. A good name should include the name of the event and the date, for easy reference for you and your guests. For example, if you are hosting a Summer Celebration on July 14, 2020, a good name would be, "Summer Celebration 7/14/2020."

Oregon State University Logout

Logged in as Transportation Services

- Account
- Vehicles 3
- Tickets
- Permits 17
- Fees

Normal parking requirements are expected to resume on July 14, 2020. Check our [COVID-19 response](#) page for more information.

Send Guest Invite

Enter a name for this group of Department Guest invitations:

Summer Celebration 7/14/2020

Helpful hint: Name this group by the date and name of your event for easy reference later.

Confirm

Terms and Conditions | Privacy Policy | Appeals Policy
AIMS Web 9.0.22.40b ©2017 EDC Corporation

4. Add the email addresses of your attendees. Email addresses should be listed one address per line.
 - a. Note: if you press enter to the next line without entering an address, you will get an “invalid email address” message – backspace until the cursor is on the line of the last address listed.
 - b. Additionally, there is a checkbox under the “Emails for all invitees” box where you can add your email address to receive a notification each time an invitation is claimed by a guest.
 - c. Select Confirm in the lower right corner after entering the email addresses.

Oregon State University Logout

Logged in as Transportation Services

Send Guest Invite

- Tickets
- Permits 17
- Fees

Invite Name

Summer Celebration 07/14/2020

Emails for all invitees:

4a. parking@oregonstate.edu
 transportation@oregonstate.edu
 mark.zandonella@oregonstate.edu

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

4b. ☐ Send me an email when an invite is claimed:

Enter your email to receive notification when an invite is claimed. Up to 1 email address is allowed.

4c.

Confirm

5. Select the permit type for your guest.

- a. Service Permits for contractors - Note: Service permits should only be purchased when the use of the vehicle is necessary to provide the service. Otherwise, a zonal permit will meet most needs. Examples of vehicles needing access to a service space include power washing or vac-trucks, where it is essential that the vehicle is parked nearby to perform service.
- b. Daily Dept. Guest – These permits are virtual and based on your guests license plates.

The screenshot shows the Oregon State University Transportation Services portal. The user is logged in as "Transportation Services". The left sidebar has "Permits" (17) and "Fees". The main content area is titled "Invite Name" with a value of "Summer Celebration 07/14/2020". Below this is the "Invitees" section with "Emails collected". The "Please Select a Permit Type" section shows four options: "Daily Service Permit" (virtual permit assigned to the license plate of the vehicle(s)), "Monthly Service" (virtual permit assigned to the license plate of the vehicle(s)), "Zone A - Daily Dept. Guest" (virtual permit assigned to the license plate of the vehicle(s)), and "Zone B & C - Daily Dept. Guest" (virtual permit assigned to the license plate of the vehicle(s)). The footer includes "Terms and Conditions", "Privacy Policy", "Appeals Policy", and "AIMS Web 9.0.22.40b ©2017 EDC Corporation".

6. Select the dates, and click Confirm in the right corner.

The screenshot shows the Oregon State University Transportation Services portal with the "Send Guest Invite" form. The "Invite Name" is "Summer Celebration 07/14/2020". The "Invitees" section shows "Emails collected". The "Permit Type" is "Zone A - Daily Dept. Guest". The "Date Selection" section shows a calendar for July 2020 with the date 14 selected. Below the calendar, there is a "Please select a start and end date for this permit:" section with input fields for "07/14/2020" and "07/14/2020". A "Confirm" button is located in the bottom right corner.

7. Add any instructions for your guests. We provide helpful tips on this screen of information to include in your message. Select Confirm.

The screenshot shows a web interface for Oregon State University's Transportation Services. The header includes the OSU logo, a shopping cart icon, and a 'Logout' button. The user is logged in as 'Transportation Services'. The main content area is titled 'Zone A - Daily Dept. Guest' and 'Dates' (07/14/2020 - 07/14/2020). Below this is the 'Instructions for your Guest' section, which contains a text box with a welcome message and a list of helpful tips. A 'Confirm' button is at the bottom right.

Oregon State University

Logout

Logged in as Transportation Services

Zone A - Daily Dept. Guest

Dates

07/14/2020 - 07/14/2020

Instructions for your Guest

Welcome to the the OSU Summer Celebration, hosted by Transportation Services. We are excited for you to attend our event on Tuesday, July 14, 2020. The event starts at 12:00 p.m. sharp! The event is hosted at the LaSells Stewart Center on 26th Street, across from Reser Stadium. The best place to park is just south of Reser Stadium. Don't forget to bring a silent auction item. Hope to see you here!

A system-generated email will include instructions for your guests on how to claim the parking permit. Please including additional information about your event to your guest. Helpful tips include:

- Department Name
- Department Event
- Date of event
- Time
- Location
- Other helpful information

Confirm

Terms and Conditions | Privacy Policy | Appeals Policy

AIMS Web 9.0.22.40b ©2017 EDC Corporation

8. Add any attachments, such as the event flier, or a map. Select Confirm.

The screenshot shows a web interface for Oregon State University's Transportation Services. The header includes the OSU logo, a shopping cart icon, and a 'Logout' button. The user is logged in as 'Transportation Services'. The main content area is titled 'Zone A - Daily Dept. Guest' and 'Dates' (07/14/2020 - 07/14/2020). Below this is the 'Message' section, which contains a text box with a welcome message. The 'Email Attachments' section allows users to upload attachments, with a '+ Add Attachment' button and a list of acceptable filetypes. A 'Confirm' button is at the bottom right.

Oregon State University

Logout

Logged in as Transportation Services

Zone A - Daily Dept. Guest

Dates

07/14/2020 - 07/14/2020

Message

Welcome to the the OSU Summer Celebration, hosted ...

Email Attachments

You may upload any attachments you wish to have included in the invite email

+ Add Attachment

Acceptable filetypes: .jpg, .gif, .png, .bmp, .pdf, Max filesize: 8Mb

Confirm

Terms and Conditions | Privacy Policy | Appeals Policy

AIMS Web 9.0.22.40b ©2017 EDC Corporation

9. Select a billing option.

- a. Pay with an Index - you can choose to pay for the permit with your department's index.
 - i. Activity Codes - Separate the index and code with a dash.
- b. Guest is responsible for payment - You can choose to have the guest pay for the permit when they respond to the invitation.
- c. **Important Note: Fiscal Policy 03-110-206 prohibits the use of University funds for the purpose of providing parking to employees.** However, this restriction applies to OSU employees whose main office is located on the Corvallis Campus and surrounding vicinity. It will be up to each department to audit their permit purchases for any suspected abuse, and Transportation Services can work with any department to identify any improprieties.
- d. Enter the index and select Confirm.

The screenshot shows the OSU Transportation Services web interface. At the top, there is a header with the OSU logo, a shopping cart icon, and a 'Logout' button. Below the header, the user is logged in as 'Transportation Services'. The main content area is divided into sections: 'Dates' with a bar showing '07/14/2020 - 07/14/2020', 'Message' with a bar showing 'Welcome to the the OSU Summer Celebration, hosted ...', and 'Attachments' with a bar showing 'None Collected'. Below these is a section titled 'Please Select a Billing Option' with two buttons: 'Bill the guest for the permit' and 'Bill the permit to an Index'. The 'Bill the permit to an Index' button is selected. Below this is a 'Funding Index' field with the value 'QTS120-QBBS' and a 'Confirm' button. At the bottom, there is a footer with links for 'Terms and Conditions', 'Privacy Policy', and 'Appeals Policy', and a version string 'AIMS Web 9.0.22.40b ©2017 EDC Corporation'.

10. Before selecting Continue in the bottom right corner, review your selections. If everything looks okay, select Continue. Selecting Continue generates the invitations, and takes you to a summary.

This screenshot shows the same interface as the previous one, but with the 'Continue' button highlighted in red at the bottom right. The 'Billing' section now shows the 'Bill the permit to an Index' button as the selected option.

11. On the Invitation Summary page, you can view the invitation and cost information, and a list of invitees. You have the option to send additional invitations for this batch, and to view the status of individual invitations. You also have the option to resend the invitation if someone did not receive it.

The screenshot shows the Oregon State University website interface. At the top left is the OSU logo. At the top right, it says "Logged in as Transportation Services" with a "Logout" button. A left navigation menu includes links for Account, Vehicles (3), Tickets, Permits (17), and Fees. The main content area has a notice about COVID-19 requirements resuming on July 14, 2020. Below this is the "Invitation Summary: Summer Celebration 07/14/2020". It is divided into "Invitation Information" and "Cost Information". The invitation details include: Invitation Name: Summer Celebration 07/14/2020, Creation Date: 07/07/2020, Permit Type: Zone A - Daily Dept. Guest, Active Date: 07/14/2020, and Expiration Date: 07/14/2020. The cost details include: Per-invite Cost: \$12.00, Current Total Batch Cost: \$0.00, Maximum Total Batch Cost: \$36.00, Billed To: Journal Voucher, and Index: QTS120-QBBS. A "Message" section welcomes guests to the OSU Summer Celebration. Below the message is the "Invitee Summary" section, which includes a table of invitees and buttons to "Send Additional Invites" and "Refresh".

Invitation Summary: Summer Celebration 07/14/2020

Invitation Information

Invitation Name: Summer Celebration 07/14/2020
Creation Date: 07/07/2020
Permit Type: Zone A - Daily Dept. Guest
Active Date: 07/14/2020
Expiration Date: 07/14/2020

Cost Information

Per-invite Cost: \$12.00
Current Total Batch Cost: \$0.00
Maximum Total Batch Cost: \$36.00
Billed To: Journal Voucher
Index: QTS120-QBBS

Message:

Welcome to the the OSU Summer Celebration, hosted by Transportation Services. We are excited for you to attend our event on Tuesday, July 14, 2020. The event starts at 12:00 p.m. sharp! The event is hosted at the LaSells Stewart Center on 26th Street, across from Reser Stadium. The best place to park is just south of Reser Stadium. Don't forget to bring a silent auction item. Hope to see you here!

Invitee Summary

Send Additional Invites Refresh

Email	Access Key	Status	Permit #	Receipt #	Name	Resend	Cancel
parking@oregonstate.edu	0091FGA7C9	Unclaimed				Resend	Cancel
transportation@oregonstate.edu	00A1FGA7CG	Unclaimed				Resend	Cancel
mark.zandonella@oregonstate.edu	00B1FGA7CR	Unclaimed				Resend	Cancel

12. The guest will receive the invitation with a link to claim their virtual permit, and provide their vehicle information. If the option to bill the guest was chosen, they will have the opportunity to purchase the permit. You can come back to view the Invitation Summary by logging into your department's account and selecting Permits from the left navigation menu. You can also view all permits purchased for the department, or other invite batches through Permits on the left navigation menu.
13. Email invitation – this is an example of the email invitation your guest will receive:

From: parking@oregonstate.edu
To: [Parking](#)
Subject: Claim Your Oregon State University Parking Permit
Date: Thursday, June 25, 2020 7:39:05 AM

*** This is an automatically generated email from OSU Transportation Services, please do not reply.***

You have been sent an invitation for a parking permit at the Oregon State University Corvallis campus. To claim this permit, follow the instructions below:

If you do not know your vehicle information, please wait to claim this invitation.

1. Click the registration link below

OR

Visit aims.parking.oregonstate.edu, select Claim Permit Invite, and input the access code provided below

2. Enter your license plate. Your license plate is your permit to park on campus, so verify your information is accurate. This permit is good for one (1) vehicle on campus. Contact your event organizer for additional permits if necessary.

3. Enjoy your visit!

Message/Instructions from sender: Welcome to the OSU Summer Celebration hosted by Transportation Services. We are excited for you to attend our event on Tuesday, July 14, 2020. The event starts at 12:00 p.m. sharp! The event is hosted at the LaSells Stewart Center on 26th Street, across from Reser Stadium. The best place to park is just south of Reser Stadium. Don't forget to bring a silent action item. Hope to see you there!

Please click the link below to complete your parking permit registration:

https://aims-test.parking.oregonstate.edu/api/permits/index.php?cmd=claim_access_key&access_key=0011FF9DQH

Permit Type: Zone A - Daily Dept. Guest

OSU Parking Map: transportation.oregonstate.edu/parking/maps

Active Date: 07/06/2020

Expiration Date: 07/06/2020

Access Key: 0011FF9DQH

Paid By: Journal Voucher

Transportation Services | Oregon State University
850 SW 35th Street | Corvallis, OR 97333

Contact our office if you have additional questions. Thank you!

<https://transportation.oregonstate.edu/contact-transportation-services>