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.

4. 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.
  i. 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

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.
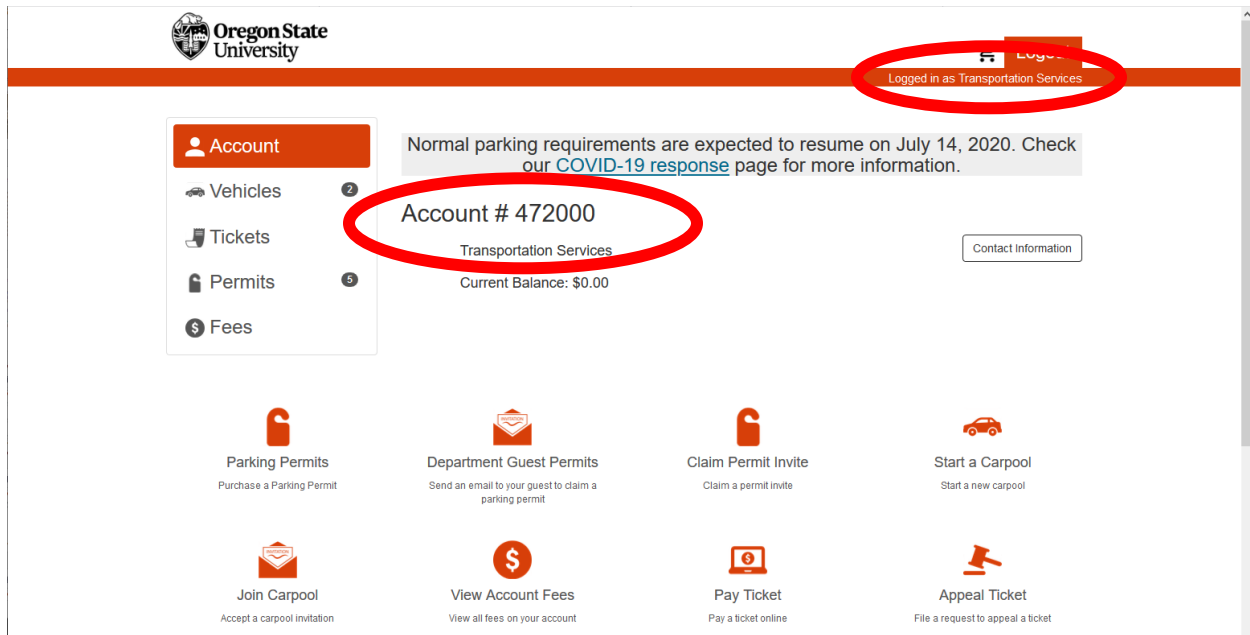
Purchasing Permits for Department Guests – Invites and Claims

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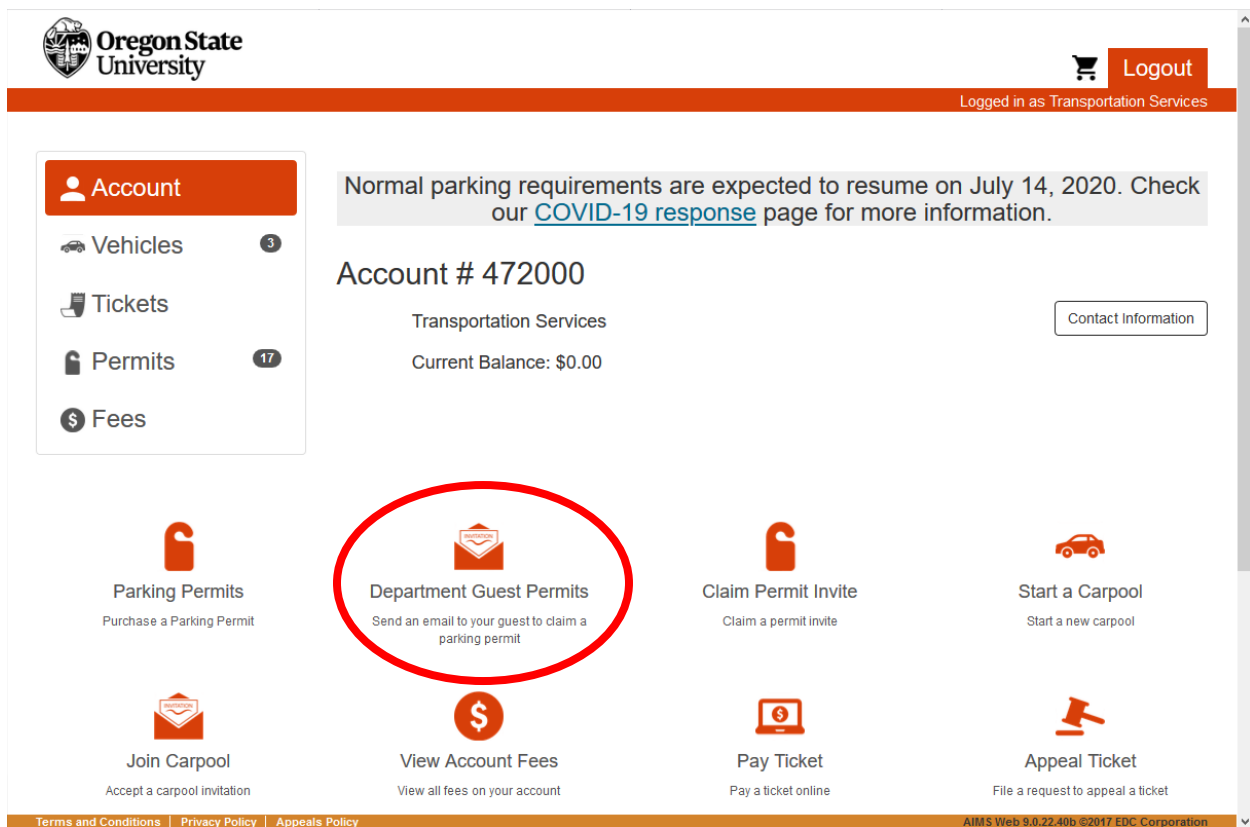
3. Enter a name for the group of invitations to your guests and select Confirm in the lower right corner. A good name should include the name of the event and the date, for easy reference for you and your guests. For example, if you are hosting a Summer Celebration on July 14, 2020, a good name would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

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.

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.

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

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

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.

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.

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.

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

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Contact our office if you have additional questions. Thank you!
https://transportation.oregonstate.edu/contact-transportation-services