Instructions to Purchase for Permits Department-Owned Vehicles

These instructions are for using Transportation Services’ permit sales website, aims.parking.oregonstate.edu. These instructions will walk you through purchasing permits for internal use (annual service permits, Dept. 3-hr permits, etc.) for department vehicles. For more information about permits for departments visit https://transportation.oregonstate.edu/parking/department-permits.

Log in to Your Department’s Account

1. Visit https://aims.parking.oregonstate.edu/

2. 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.
3. 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 OSU Faculty and Staff 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.
4. 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-Owned Vehicles

1. Log in to your department’s account (instructions above).

2. Select Parking Permits from the home screen to purchase a permit for a department-owned vehicle. A number of permits are available for department vehicles.
3. The purchase flow is very similar to purchasing a permit on your individual account for a personally-owned vehicle. There are many permits available to departments. For this example, we will purchase a 2019-20 Annual Internal Service Permit. Start by selecting the permit type.
4. Select the dates. Some permit types, like annual permits (or other permits defined by active dates, like terms), have preset dates associated with the permit. Other permits, like monthly permits, allow the user to select the start date or end date for the permit type.

5. Select 1 vehicle to associate with the permit. Highlight the vehicle you want to associate with the permit and select Confirm in the lower right corner. If you do not see a vehicle listed, you can select Add Vehicle in the lower right corner, and then Confirm. **Note: A permit will need to be purchased for each vehicle. While a permit may be associated with more than one vehicle, both vehicles with the same permit may not be parked on campus at the same time (University Standard 07-025 5.2.6a). Do not select multiple vehicles for a department purchased permit, unless only one of those vehicles will be parked on campus at a time.**

6. Agree to the Terms and Conditions, and select Add Permit to Cart in the lower right corner.
7. In the Shopping Cart, enter your email address under Contact Information, and enter the index into the field labeled Index. If adding an activity code, use a dash between the index and activity code, and select Checkout.

8. The permit is now assigned to the vehicle and your department’s account, and the transaction is complete. After Checkout, you are taken to a receipt screen with a summary of your order, and a receipt will be emailed to the address provided at checkout.
9. If you need to purchase a permit for another vehicle, select Account from the navigation menu on the left and complete the process for another transaction. If you are done, select Logout in the top right corner of the page.