

## Instructions to Purchase Permits for Department Guests

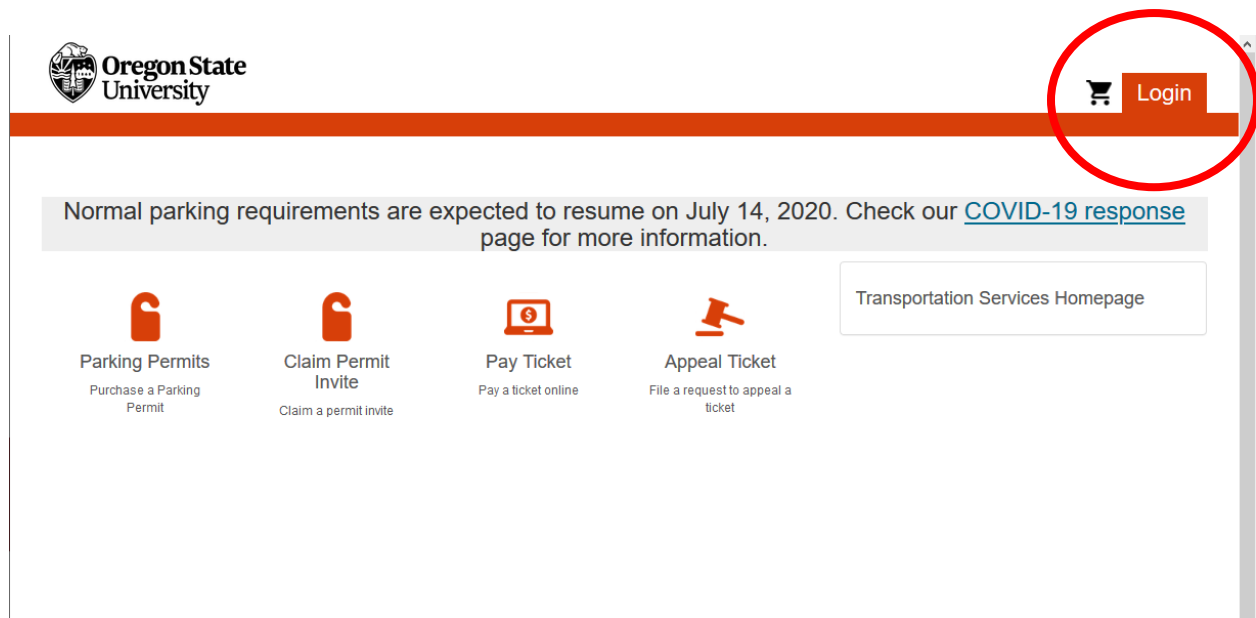
These instructions are for using Transportation Services' permit sales website, [aims.parking.oregonstate.edu](https://aims.parking.oregonstate.edu). This document outlines the process for sending permit invitations to guests, which can be paid for by the department or the guest. For more information about permits for departments, visit [transportation.oregonstate.edu/parking/department-permits](https://transportation.oregonstate.edu/parking/department-permits).

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### 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.



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

Contact Information

Current Balance: \$0.00

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

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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.**

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

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.

Oregon State University

Logged in as Transportation Services

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 # 472000

Transportation Services

Current Balance: \$0.00

Contact Information

Parking Permits  
Purchase a Parking Permit

Department Guest Permits  
Send an email to your guest to claim a parking permit

Claim Permit Invite  
Claim a permit invite

Start a Carpool  
Start a new carpool

Join Carpool  
Accept a carpool invitation

View Account Fees  
View all fees on your account

Pay Ticket  
Pay a ticket online

Appeal Ticket  
File a request to appeal a ticket

## 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.

The screenshot shows the Oregon State University Transportation Services account dashboard. At the top left is the Oregon State University logo. At the top right, there is a shopping cart icon and a 'Logout' button. Below the logo, it says 'Logged in as Transportation Services'. On the left side, there is a navigation menu with 'Account' selected, and options for 'Vehicles' (3), 'Tickets', 'Permits' (17), and 'Fees'. In the center, there is a notification banner: 'Normal parking requirements are expected to resume on July 14, 2020. Check our [COVID-19 response](#) page for more information.' Below the banner, the account information is displayed: 'Account # 472000', 'Transportation Services', and 'Current Balance: \$0.00'. There is a 'Contact Information' button. The main area contains eight action buttons: 'Parking Permits' (Purchase a Parking Permit), 'Department Guest Permits' (Send an email to your guest to claim a parking permit), 'Claim Permit Invite' (Claim a permit invite), 'Start a Carpool' (Start a new carpool), 'Join Carpool' (Accept a carpool invitation), 'View Account Fees' (View all fees on your account), 'Pay Ticket' (Pay a ticket online), and 'Appeal Ticket' (File a request to appeal a ticket). The 'Department Guest Permits' button is circled in red. At the bottom, there are links for 'Terms and Conditions', 'Privacy Policy', and 'Appeals Policy', and a footer with 'AIMS Web 9.0.22.40b ©2017 EDC Corporation'.

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."

- 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

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.

### Send Guest Invite

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 'Permits' section of the website. The 'Invite Name' field is filled with 'Summer Celebration 07/14/2020'. The 'Invitees' field is filled with 'Emails collected'. Below this, there is a section titled 'Please Select a Permit Type' with four options:

- Daily Service Permit**: This is a virtual permit assigned to the license plate of the vehicle(s)
- Monthly Service**: This is a virtual permit assigned to the license plate of the vehicle(s)
- Zone A - Daily Dept. Guest**: This is a virtual permit assigned to the license plate of the vehicle(s)
- Zone B & C - Daily Dept. Guest**: This is a virtual permit assigned to the license plate of the vehicle(s)

The 'Zone A - Daily Dept. Guest' option is highlighted in orange. The website header includes the Oregon State University logo and a 'Logout' button. The footer contains links for 'Terms and Conditions', 'Privacy Policy', and 'Appeals Policy', along with the text 'AIMS Web 9.0.22.40b ©2017 EDC Corporation'.

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

The screenshot shows the 'Send Guest Invite' section of the website. The 'Invite Name' field is filled with 'Summer Celebration 07/14/2020'. The 'Invitees' field is filled with 'Emails collected'. Below this, there is a section titled 'Permit Type' with one option:

- Zone A - Daily Dept. Guest**

Below the permit type selection, there is a section titled 'Date Selection' with the text 'Please select a start and end date for this permit:'. A calendar for July 2020 is displayed, with the date '14' highlighted. Below the calendar, there are two input fields: the first contains '07/14/2020' and the second contains '07/14/2020'. A 'Confirm' button is located in the bottom right corner of the date selection area. The website header includes the Oregon State University logo and a 'Logout' button. The footer contains links for 'Terms and Conditions', 'Privacy Policy', and 'Appeals Policy', along with the text 'AIMS Web 9.0.22.40b ©2017 EDC Corporation'.

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 adding guest instructions. At the top, the Oregon State University logo is on the left, and a shopping cart icon with 'Logout' and 'Logged in as Transportation Services' is on the right. The main content area has a header 'Zone A - Daily Dept. Guest'. Below this is a 'Dates' section with a blue bar containing '07/14/2020 - 07/14/2020'. The 'Instructions for your Guest' section contains a text box with the following text: '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!'. Below the text box is a note: '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:' followed by a bulleted list: 'Department Name', 'Department Event', 'Date of event', 'Time', 'Location', and 'Other helpful information'. A 'Confirm' button is located at the bottom right of the main content area. The footer contains 'Terms and Conditions | Privacy Policy | Appeals Policy' on the left and 'AIMS Web 9.0.22.40b ©2017 EDC Corporation' on the right.

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

The screenshot shows a web interface for adding email attachments. At the top, the Oregon State University logo is on the left, and a shopping cart icon with 'Logout' and 'Logged in as Transportation Services' is on the right. The main content area has a header 'Zone A - Daily Dept. Guest'. Below this is a 'Permit Type' section with a blue bar containing 'Zone A - Daily Dept. Guest'. The 'Dates' section has a blue bar containing '07/14/2020 - 07/14/2020'. The 'Message' section has a blue bar containing 'Welcome to the the OSU Summer Celebration, hosted ...'. The 'Email Attachments' section contains the text 'You may upload any attachments you wish to have included in the invite email' and a '+ Add Attachment' button. Below the button is the text 'Acceptable filetypes: .jpg, .gif, .png, .bmp, .pdf, Max filesize: 8Mb'. A 'Confirm' button is located at the bottom right of the main content area. The footer contains 'Terms and Conditions | Privacy Policy | Appeals Policy' on the left and 'AIMS Web 9.0.22.40b ©2017 EDC Corporation' on the right.

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 Oregon State University Transportation Services website. At the top left is the OSU logo. At the top right, there is a shopping cart icon, a 'Logout' button, and the text 'Logged in as Transportation Services'. The main content area is divided into several sections: 'Dates' with a bar showing '07/14/2020 - 07/14/2020'; 'Message' with a bar containing 'Welcome to the the OSU Summer Celebration, hosted ...'; 'Attachments' with a bar showing 'None Collected'; and 'Please Select a Billing Option'. Under this heading, there are two buttons: 'Bill the guest for the permit' (white) and 'Bill the permit to an Index' (orange). Below the orange button is a 'Funding Index' label and a text input field containing 'QTS120-QBBS'. A 'Confirm' button is located at the bottom right of the form area. At the very bottom of the page, there is a footer with links for 'Terms and Conditions', 'Privacy Policy', and 'Appeals Policy', and the text '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 a portion of the website interface. It features three sections: 'Message' with a bar containing 'Welcome to the the OSU Summer Celebration, hosted ...'; 'Attachments' with a bar showing 'None Collected'; and 'Billing' with a bar showing 'Bill the permit to an Index'. At the bottom right of the page, there is a red 'Continue' button.



- 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.

**Oregon State University** Logout  
 Logged in as Transportation Services

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

### Invitation Summary: Summer Celebration 07/14/2020

<b>Invitation Information</b>	<b>Cost Information</b>
<b>Invitation Name:</b> Summer Celebration 07/14/2020	<b>Per-invite Cost:</b> \$12.00
<b>Creation Date:</b> 07/07/2020	<b>Current Total Batch Cost:</b> \$0.00
<b>Permit Type:</b> Zone A - Daily Dept. Guest	<b>Maximum Total Batch Cost:</b> \$36.00
<b>Active Date:</b> 07/14/2020	<b>Billed To:</b> Journal Voucher
<b>Expiration Date:</b> 07/14/2020	<b>Index:</b> QTS120-QBBS

**Message:**  
 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 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				<a href="#">Resend</a>	<a href="#">Cancel</a>
transportation@oregonstate.edu	00A1FGA7CG	Unclaimed				<a href="#">Resend</a>	<a href="#">Cancel</a>
mark.zandonella@oregonstate.edu	00B1FGA7CR	Unclaimed				<a href="#">Resend</a>	<a href="#">Cancel</a>

[Terms and Conditions](#) | [Privacy Policy](#) | [Appeals Policy](#) AIMS Web 9.0.22.40b ©2017 EDC Corporation

- 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.
- Email invitation – this is an example of the email invitation your guest will receive:

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

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\*\*\* 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](https://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](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](https://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>