

Instructions to Purchase Permits for Department Guests

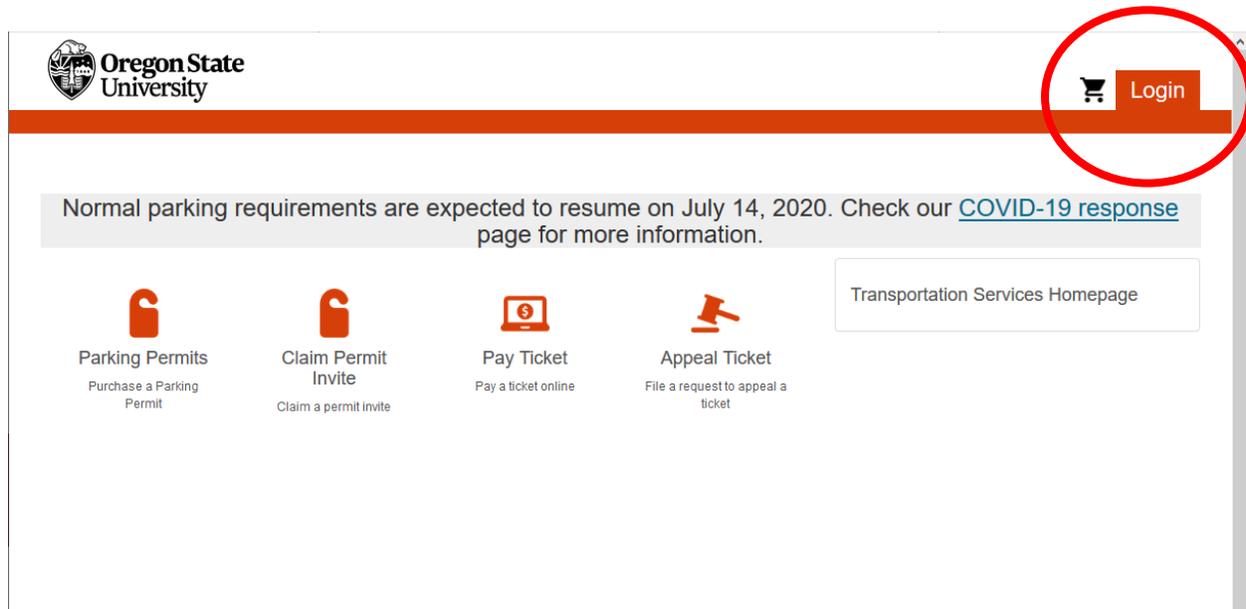
These instructions are for using Transportation Services' permit sales website, aims.parking.oregonstate.edu. This document outlines the process for sending permit invitations to guests, which can be paid for by the department or the guest. For more information about permits for departments, visit transportation.oregonstate.edu/parking/department-permits.

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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.

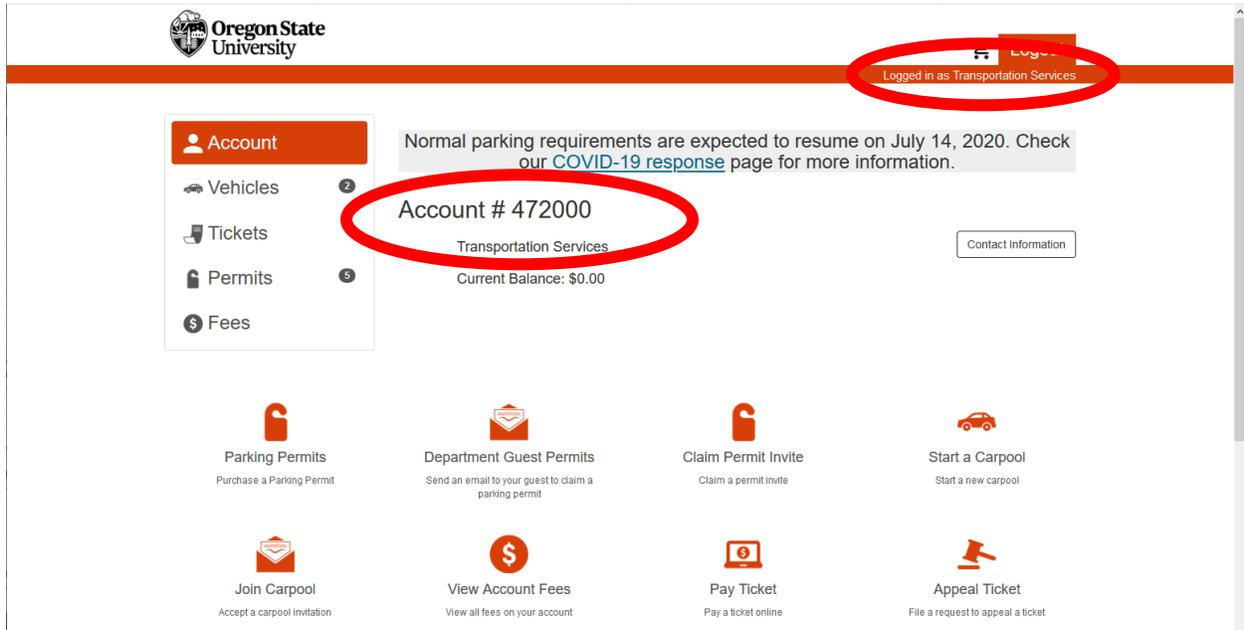


The screenshot shows the top of the website. On the left is the Oregon State University logo. On the right, a red 'Login' button with a shopping cart icon is circled in red. Below the header is a grey banner with the text: 'Normal parking requirements are expected to resume on July 14, 2020. Check our [COVID-19 response](#) page for more information.' Below the banner are four service tiles: 'Parking Permits' (Purchase a Parking Permit), 'Claim Permit Invite' (Claim a permit invite), 'Pay Ticket' (Pay a ticket online), and 'Appeal Ticket' (File a request to appeal a ticket). To the right of these tiles is a button labeled 'Transportation Services Homepage'.

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.

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, it says "Logged in as Transportation Services" and "Logout". A notification banner at the top reads: "Normal parking requirements are expected to resume on July 14, 2020. Check our [COVID-19 response](#) page for more information." Below the notification, the account information is displayed: "Account # 472000", "Transportation Services", and "Current Balance: \$0.00". A "Contact Information" button is visible. On the left side, there is a navigation menu with "Account", "Vehicles (3)", "Tickets", "Permits (17)", and "Fees". The main content area features eight action tiles: "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" tile is circled in red. At the bottom, there are links for "Terms and Conditions", "Privacy Policy", and "Appeals Policy", and a footer for "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:

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

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.

The screenshot shows the 'Send Guest Invite' form with the following elements:

- 4a.** A text area for email addresses containing:
parking@oregonstate.edu
transportation@oregonstate.edu
mark.zandonella@oregonstate.edu
- 4b.** A checkbox labeled "Send me an email when an invite is claimed:" which is currently unchecked.
- 4c.** A "Confirm" button in the bottom right corner.

Other visible text includes: "Invite Name: Summer Celebration 07/14/2020", "Emails for all invitees:", and "Place one email address per line for each invite you wish to send".

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.

The screenshot shows a web interface for Oregon State University. 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'. Below the header, the page title is 'Zone A - Daily Dept. Guest'. The main content area has a section titled 'Dates' with a red bar containing '07/14/2020 - 07/14/2020'. Below this is a section titled 'Instructions for your Guest' with a text box containing 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:'. A bulleted list follows: '• Department Name', '• Department Event', '• Date of event', '• Time', '• Location', and '• Other helpful information'. At the bottom right of the main content area is a 'Confirm' button. 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 Oregon State University. 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'. Below the header, the page title is 'Zone A - Daily Dept. Guest'. The main content area has a section titled 'Permit Type' with a red bar containing 'Zone A - Daily Dept. Guest'. Below this is a section titled 'Dates' with a red bar containing '07/14/2020 - 07/14/2020'. Below this is a section titled 'Message' with a red bar containing 'Welcome to the the OSU Summer Celebration, hosted ...'. Below this is a section titled 'Email Attachments' with the text 'You may upload any attachments you wish to have included in the invite email'. Below the text is a red button labeled '+ Add Attachment'. Below the button is the text 'Acceptable filetypes: .jpg, .gif, .png, .bmp, .pdf, Max filesize: 8Mb'. At the bottom right of the main content area is a 'Confirm' button. 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 web interface. 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 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. 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'.

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 web interface as the previous one, but with the 'Please Select a Billing Option' section now containing only the 'Bill the permit to an Index' button. The 'Message' and 'Attachments' sections remain the same. A 'Continue' button is now visible in the bottom right corner of the form area.

- 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

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.

Invitation Summary: Summer Celebration 07/14/2020

Invitation Information	Cost Information
Invitation Name: Summer Celebration 07/14/2020	Per-invite Cost: \$12.00
Creation Date: 07/07/2020	Current Total Batch Cost: \$0.00
Permit Type: Zone A - Daily Dept. Guest	Maximum Total Batch Cost: \$36.00
Active Date: 07/14/2020	Billed To: Journal Voucher
Expiration Date: 07/14/2020	Index: 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				Resend	Cancel
transportation@oregonstate.edu	00A1FGA7CG	Unclaimed				Resend	Cancel
mark.zandonella@oregonstate.edu	00B1FGA7CR	Unclaimed				Resend	Cancel

[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
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>