**Student Reference Guide**

This guide is to help [new students register for parking on AIMS](https://riceuniversity.aimsparking.com)

For more information feel free to contact us:

✉️ parking@rice.edu  
📞 (713) 348-7277 or 7275  
Office Hours: Monday - Friday; 7am - 3pm

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**STEP 1:**

- Go to - [https://riceuniversity.aimsparking.com](https://riceuniversity.aimsparking.com)
- Click Login. This will take you to Rice portal to login to your Netid.
- Click [Order Permits](https://riceuniversity.aimsparking.com)

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**STEP 2:**

- Select a Permit Type

Parking Rates:
[https://parking.rice.edu/registration/rates-information/parking-rates](https://parking.rice.edu/registration/rates-information/parking-rates)

Permit and Their Rights:
[https://parking.rice.edu/registration/rates-information/permits-and-their-rights](https://parking.rice.edu/registration/rates-information/permits-and-their-rights)

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**STEP 3:**

- Once you have selected a permit type, you may *Add Vehicle* then click *Confirm*
STEP 4:
- Make sure you have read the **Terms of Service** and check the agreement terms. Verify all information then click **Add Permit to Cart**

![Image of Permit Selection Screen]

STEP 5:
- Make sure to check on the Permit item and you have read the **Checkout** terms.
- Verify your **Contact Information**
- Click **Checkout**

![Image of Shopping Cart]

STEP 6:
- Click **View** to print your **Temporary Parking Permit** and display it on your dashboard. Once we received your request, we will process it on our end and your permit will be delivered to your College (undergraduate students) or department mailbox (graduate students) within 1-2 days. If you have any concerns or questions, don’t hesitate to contact us at parking@rice.edu or (713) 348.7277/7275.

![Image of Receipt Screen]