

Student Reference Guide

This guide is to help new students register for parking on AIMS

For more information feel free to contact us:

✉ parking@rice.edu

☎ (713) 348-7277 or 7275

Office Hours: Monday - Friday; 7am - 3pm

STEP 1:

- Go to - <https://riceuniversity.aimsparking.com>
- Click **Login**. This will take you to Rice portal to login to your Netid.
- Click **Order Permits**

The screenshot shows the Rice University Parking portal. At the top left is the Rice University Parking logo. At the top right is a shopping cart icon and a 'Logout' button. Below the header, it says 'Logged in as Rice Parking Owls'. On the left is a navigation menu with 'Account', 'Vehicles', 'Tickets', and 'Permits'. The main content area shows 'Account # RPO1', 'Rice Parking Owls', and 'Current Balance: \$0.00'. There is a 'Contact Information' button. Below this are four main action buttons: 'Order Permits' (Order a new permit), 'Appeal Ticket' (File a request to appeal a ticket), 'Campus Tow Form' (Complete this form if you prefer towing to Rice vs towing to the City. Right click this button and select "Open link in a new tab"), and 'Update existing vehicle plate only' (Update existing vehicle plate only. Right click this button and select "Open link in a new tab").

STEP 2:

- **Select a Permit Type**

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>

The screenshot shows the 'Order Permit' page. On the left is the same navigation menu as in the previous screenshot. The main content area is titled 'Order Permit' and says 'Please Select a Permit Type'. There are six dropdown menus for selecting a permit type: 'Greenbriar Lot', 'Greenbriar Lot AY23', 'Motorcycle Student', 'South Stadium Lot', 'West Lot Commuter' (highlighted in yellow), and 'West Lot Resident'.

STEP 3:

- Once you have selected a permit type, you may **Add Vehicle** then click **Confirm**

The screenshot shows the 'Order Permit' page with the 'West Lot Commuter' permit type selected. Below the permit type, there are two date selection fields: 'Dates' with the value '07/01/2022 - 07/31/2023'. Below the dates, there is a 'Please Select 1 Vehicle' section with a dropdown menu showing 'TX DMN123 (Black BMW 325)'. At the bottom left is an 'Add Vehicle' button, and at the bottom right is a 'Confirm' button.

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**

Rice University Parking

Logout

Logged in as Rice Parking Owls

Account

Vehicles 2

Tickets

Permits 4

Order Permit

Permit Type

West Lot Commuter ✓

Dates

07/01/2022 - 07/31/2023 ✓

Vehicle

TX DMN123 (Black BMW 325) ✓

Terms of Service

- I agree to read and abide by the Rice Parking Regulations. (See Parking website www.parking.rice.edu)
- Employees: I hereby authorize Rice University to deduct from my paycheck or any other monies owed by me to Rice in order to pay any parking charges, including (without limitation) the posted fee for my parking permit, traffic or parking fines, and unpaid damages to University property (including parking system equipment, signage, landscaping, etc.)
- Students: I authorize my parking fee and/or unpaid or unresolved parking fines be added to my University account.

I have read and agree to the terms of service above

Add Permit to Cart

STEP 5:

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

Rice University Parking

Logout

Logged in as Rice Parking Owls

Account

Vehicles 2

Tickets

Permits 4

Your Shopping Cart

Item	Price	View
<input type="checkbox"/> Permit - West Lot Commuter Start Date: 07/01/2022 End Date: 07/31/2023 Vehicles: • TX DMN123 (Black BMW 325)	\$00.00 Once	
<input type="button" value="Remove"/> Total	\$00.00	

Checkout

Contact Information

Email:

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.

Rice University Parking

Logout

Logged in as Rice Parking Owls

Account

Vehicles 2

Tickets

Permits 4

Receipt # W2J786N20721

Payment Information:

Account Number: RPO1

Payment Type: Pay at Cashiers

Payment Date: 07/01/2022 01:32 PM

A copy of this receipt will be sent to rpo1@rice.edu when your permit is ready to print.

Receipt Items:

Item	Price	View
Permit - West Lot Commuter Start Date: 07/01/2022 End Date: 07/31/2023 Vehicles: • TX DMN123 (Black BMW 325)	\$00.00 Once	<input type="button" value="View"/>
Total	\$00.00	