**Employees Reference Guide**

This guide is to help **employees 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

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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**

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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 (s)** 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 Order 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 Screen]

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 department mailbox 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]