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

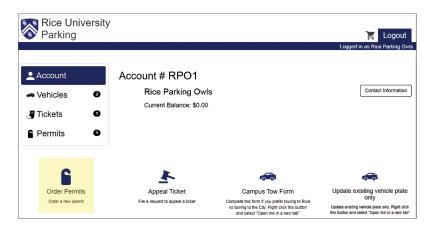


(713) 348-7277 or 7275

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

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



STEP 2:

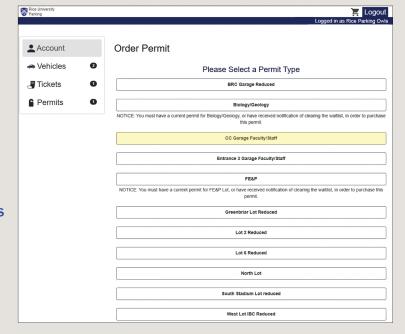
- Select a Permit Type

Parking Rates:

https://parking.rice.edu/registration/ rates-information/parking-rates

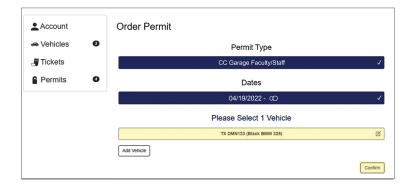
Permit and Their Rights:

https://parking.rice.edu/registration/ rates-information/permits-and-their-rights



STEP 3:

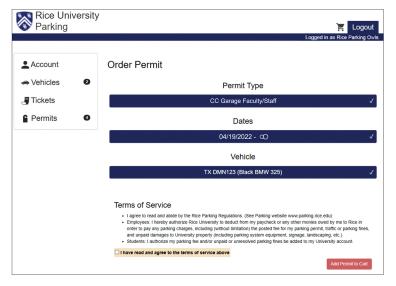
- Once you have selected a permit type, you may Add Vehicle (s) then click Confirm



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

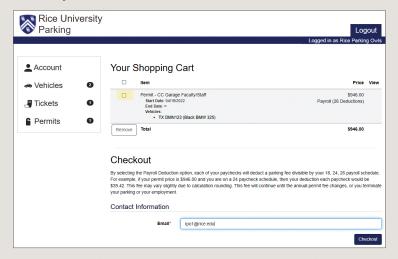


STEP 5:

- Make sure to check on the Permit item and you have read the **Checkout** terms.

Verify your Contact Information

- Click Checkout



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.

