

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**

The screenshot shows the Rice University Parking portal dashboard. At the top, it says "Rice University Parking" and "Logout". Below the header, it says "Logged in as Rice Parking Owls". On the left, there is a sidebar with "Account", "Vehicles" (2), "Tickets" (1), and "Permits" (1). The main content area shows "Account # RPO1", "Rice Parking Owls", and "Current Balance: \$0.00". There is a "Contact Information" button. Below this, there are four main sections: "Order Permits" (with a sub-link "Order a new permit"), "Appeal Ticket" (with a sub-link "File a request to appeal a ticket"), "Campus Tow Form" (with a sub-link "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" (with a sub-link "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. It has a sidebar with "Account", "Vehicles" (2), "Tickets" (1), and "Permits" (1). The main content area is titled "Order Permit" and "Please Select a Permit Type". It lists several permit types: "BRC Garage Reduced", "Biology/Geology", "CC Garage Faculty/Staff", "Entrance 3 Garage Faculty/Staff", "FE&P", "Greenbriar Lot Reduced", "Lot 2 Reduced", "Lot 6 Reduced", "North Lot", "South Stadium Lot reduced", and "West Lot IBC Reduced". There are two notices: "NOTICE: You must have a current permit for Biology/Geology, or have received notification of clearing the waitlist, in order to purchase this permit." and "NOTICE: You must have a current permit for FE&P Lot, or have received notification of clearing the waitlist, in order to purchase this permit."

STEP 3:

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

The screenshot shows the "Order Permit" page with the "Add Vehicle" step. It has a sidebar with "Account", "Vehicles" (2), "Tickets" (1), and "Permits" (1). The main content area is titled "Order Permit" and "Permit Type". It shows "CC Garage Faculty/Staff" selected. Below that, it says "Dates" and "04/19/2022 - ∞" is selected. Then it says "Please Select 1 Vehicle" and "TX DMN123 (Black BMW 325)" is selected. There is an "Add Vehicle" button and 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

Tickets

Permits

Order Permit

Permit Type

CC Garage Faculty/Staff

Dates

04/19/2022 - 04/19/2022

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

Tickets

Permits

Your Shopping Cart

Item	Price	View
Permit - CC Garage Faculty/Staff Start Date: 04/19/2022 End Date: = Vehicles: • TX DMN123 (Black BMW 325)	\$946.00 Payroll (26 Deductions)	

Remove Total \$946.00

Checkout

By selecting the Payroll Deduction option, each of your paychecks will deduct a parking fee divisible by your 16, 24, 26 payroll schedule. For example, if your permit price is \$946.00 and you are on a 24 paycheck schedule, then your deduction each paycheck would be \$39.42. This fee may vary slightly due to calculation rounding. This fee will continue until the annual permit fee changes, or you terminate your parking or your employment.

Contact Information

Email

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.

Rice University Parking

Logout

Logged in as Rice Parking Owls

Account

Vehicles

Tickets

Permits

Receipt # W2Y786Z21611

Payment Information:

Account Number: RPO1

Payment Type: Payroll Deduction

Payment Date: 04/19/2022 03:01 PM

A copy of this receipt will be sent to rp01@rice.edu when your permit is ready to print.

Receipt Items:

Item	Price	View
Permit - CC Garage Faculty/Staff Start Date: 04/19/2022 End Date: = Vehicles: • TX BP3Y957 (Beige 2007 TOYOTA OTHER)	\$946.00 Payroll (26 Deductions)	View

Total \$946.00