

Employees Reference Guide

This guide is to help current 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**

Rice University Parking

Logout

Logged in as Rice Parking Owls

Account # RPO1

Rice Parking Owls

Current Balance: \$0.00

Contact Information

Account

- Vehicles 2
- Tickets 1
- Permits 1

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"

Update existing vehicle plate only

Update existing vehicle plate only. Right click this button and select "Open link in a new tab"

STEP 2:

- If you need to remove vehicle(s), change vehicle(s) or switch lot.
- Click **Permits**

Rice University Parking

Logout

Logged in as Rice Parking Owls

Order Permit

Please Select a Permit Type

You have a current active permit. If you need to change then you must go to current PERMIT on this site, select to view then select Change Permit Type and the Parking Office will be in contact about the next steps.

Account

- Vehicles 2
- Tickets
- Permits 2

STEP 3:

- Click **View** - next to your vehicle.
- This will give you access to request(s): remove vehicle(s), change vehicle(s) or switch lot.

Rice University Parking

Logout

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Order Permit

All Active Permits:

Permit #	Type	Plate #	Change Requests	Expires	Balance	View
24-SFTEST	West Lot	DMN123		08/31/2024	\$0.00	View
24-SFTEST	West Lot	NMD321		08/31/2024	\$0.00	View
Total: \$0.00						

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"

STEP 4:

- Click **Request Expiration** - to request remove a vehicle, add a vehicle or switch lot.

NOTE:

Switch lot may occur between
May 15 - June 15

Rice University Parking

Logout

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Account

Vehicles 2

Tickets

Permits 2

Permit #24-SFTEST

Permit Information

Account Number: RPO1

Status: Active

Permit Type: West Lot

Active Date: 08/07/2021

Expiration Date: 08/31/2024

Associated Vehicles

DMN123

2022 MAKE MODEL

Black

Change Permit Type

Request Expiration

STEP 5:

- See Sample situations below. Once you have added your comments then click **Confirm**.

Parking Rates:

<http://parking.rice.edu/registration/rate-information/parking-rates>

Permit and Their Rights:

<http://parking.rice.edu/registration/rate-information/permits-and-their-rights>

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Logout

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Account

Vehicles 2

Tickets

Permits 2

Permit Change

Additional Comments

SAMPLE 1:
Please remove vehicle - DMN123

Add Vehicle:
Year, Make, Model, Color, License Plate, State

SAMPLE 2:
Switch my West Lot Permit to Central Garage Permit

SAMPLE 3:
Remove vehicle - DMN123 and keep NMD321

Confirm

STEP 6:

- Click **Complete**

Rice University Parking

Logout

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Account

Vehicles 2

Tickets 1

Permits 2

Permit Change

Additional Comments

Your comments will show here

Complete

STEP 7:

- Click **Print This Permit** and display the temporary pass on your dashboard. Click **Info** to see your request and once we received your request, we will process it on our end and your permit will be delivered to you 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

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Account

Vehicles 2

Tickets

Permits 2

Permit #24-SFTEST

Permit Information

Account Number: RPO1

Status: Active

Permit Type: West Lot

Active Date: 08/07/2021

Expiration Date: 08/31/2024

Associated Vehicles

DMN123

2022 MAKE MODEL

Black

Change Permit Type

Request Expiration

Balance: \$0.00

Print This Permit

Change Requests

Request Date	Action	Status
04/21/2022	EXPIRE	NEW

Info