Employees Reference Guide

This guide is to help **current employees register for parking** on AIMS

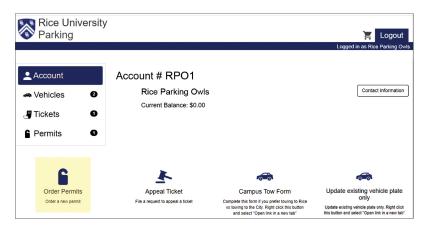For more information feel free to contact us:

✉ parking@rice.edu   📞 (713) 348-7277 or 7275   Office Hours: Monday - Friday; 7am - 3pm
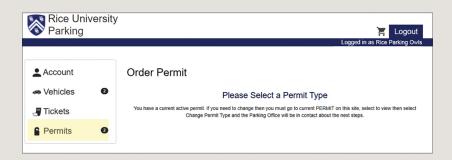
STEP 1:
- Go to - https://riceuniversity.aimsparking.com
- Click **Login.** This will take you to Rice portal to login to your Netid.
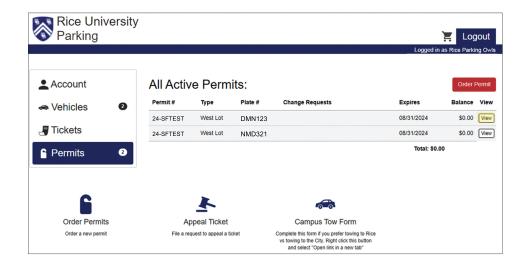- Click **Order Permits**

STEP 2:
- If you need to remove vehicle(s), change vehicle(s) or switch lot.
- Click **Permits**

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.

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

STEP 5:
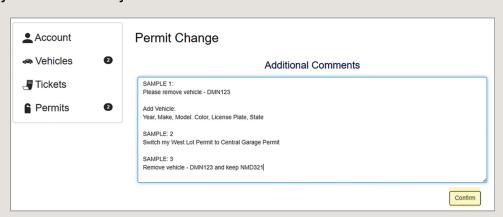- See Sample situations below. Once you have added your comments then click **Confirm.**

Parking Rates:
http//parking.rice.edu/registration/
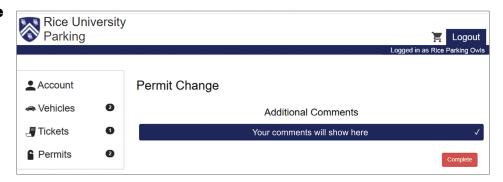rate-information/parking-rates

Permit and Their Rights:
http//parking.rice.edu/registration/
rate-information/permits-and-their-rights

STEP 6:
- Click **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 conctact us at
parking@rice.edu or (713) 348.7277/7275