**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

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

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**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](http://parking.rice.edu/registration/rate-information/parking-rates)

Permit and Their Rights:
[http://parking.rice.edu/registration/rate-information/permits-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 contact us at parking@rice.edu or (713) 348.7277/7275