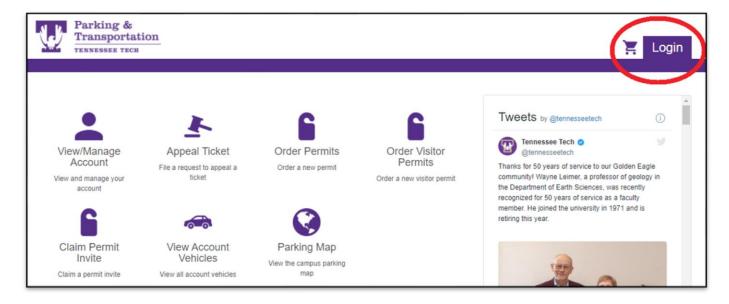
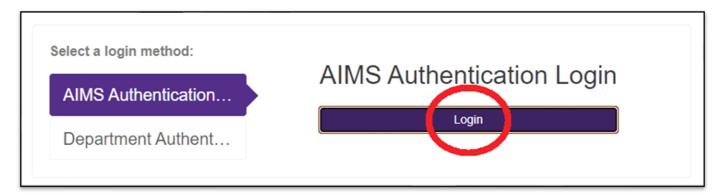
## Purchasing Your Parking Permit (Employees)

Visit the parking portal at <a href="https://tennesseetech.aimsparking.com/">https://tennesseetech.aimsparking.com/</a>

Click "Login" in the top right corner of the screen.

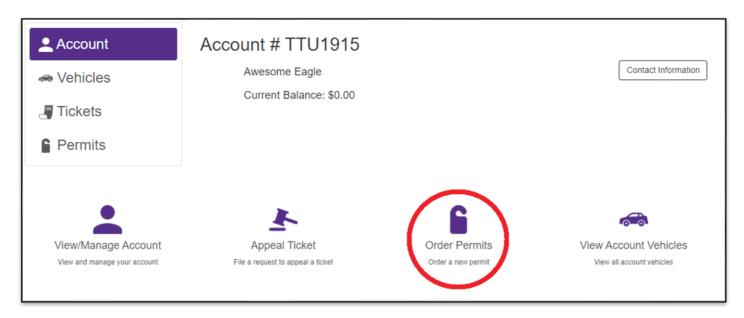


When the AIMS Authentication Login screen appears, you will need to click "login" again. This will direct you to the Tennessee Tech IDme login page.

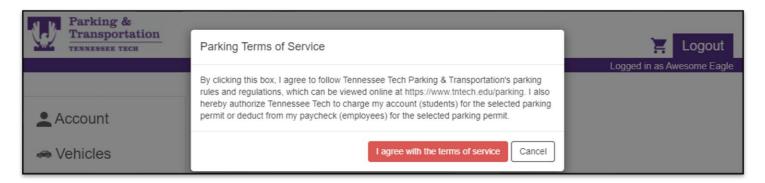




Once logged in, you will click, "Order Permits".



In order to proceed with your purchase, you will need to agree with the terms of service.

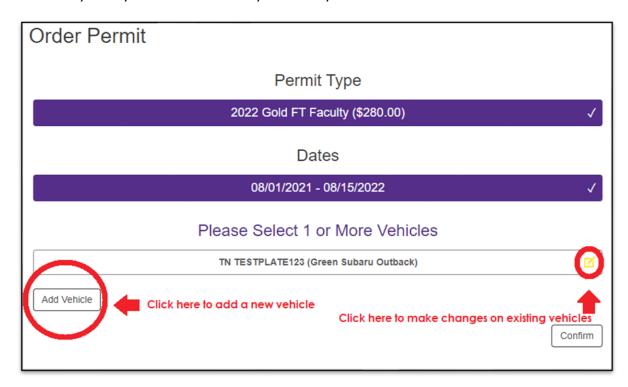


Select the permit you would like to purchase. The pricing will be dependent on your classification (faculty vs. staff) and may be different than the sample below.

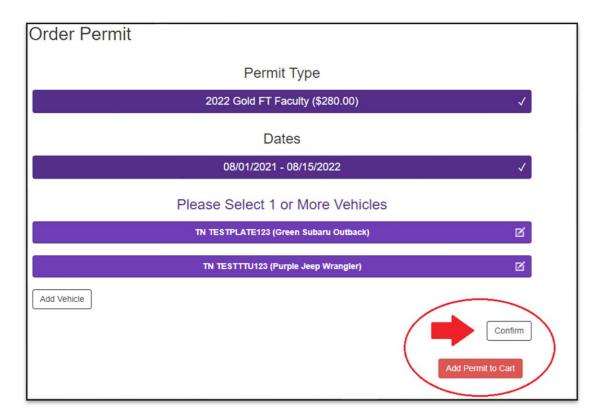
If you need a campus disabled permit and one is not listed as an option for you, please email <u>parking@tntech.edu</u>.



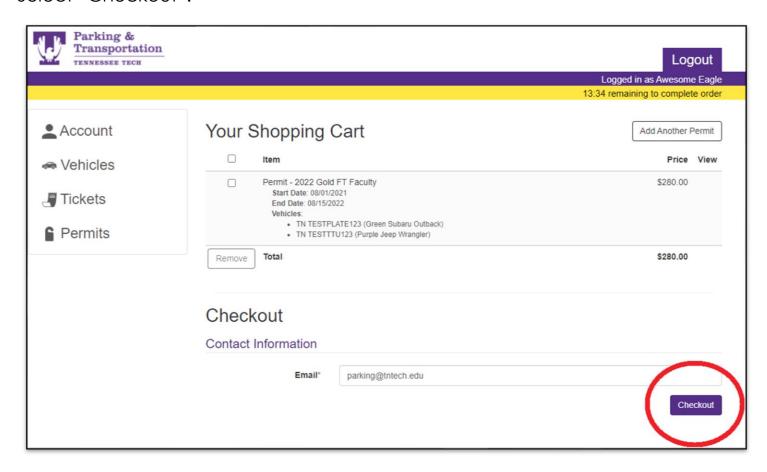
Once you select the permit type you'd like to purchase, you will be prompted to select vehicles. If you need to add a new vehicle or edit any vehicles currently on your account, you may do so on this screen.



Once you have completed all vehicle changes, click "Confirm" and then "Add Permit to Cart"

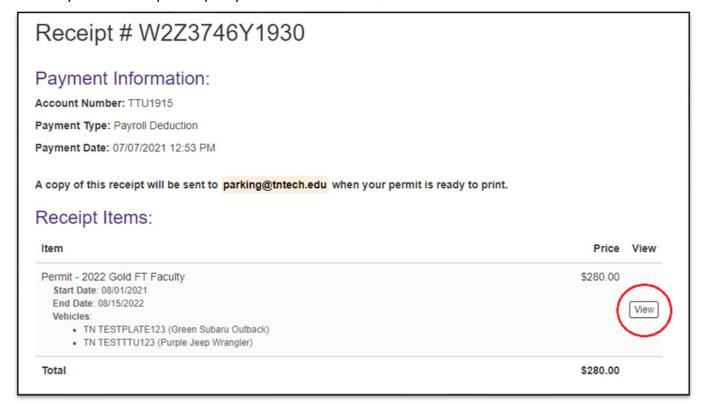


Select "Checkout".

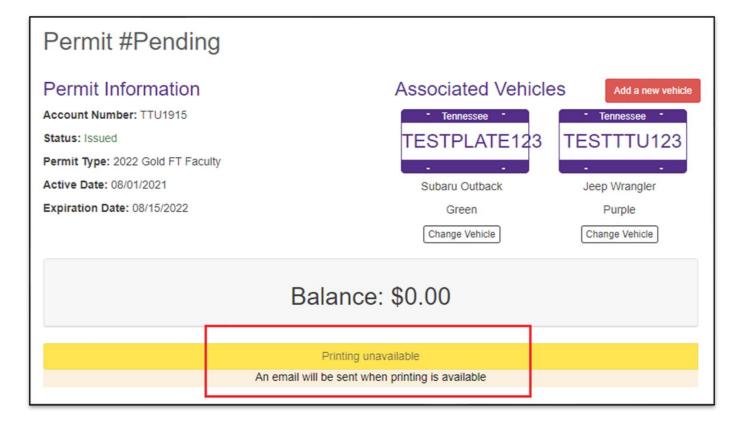


All permits purchased through the parking portal will be sent via campus mail. If you need a temporary permit until your permit arrives, you may print one from the receipt that is emailed to you. If you do not receive an emailed receipt, please follow these instructions to print your temporary permit:

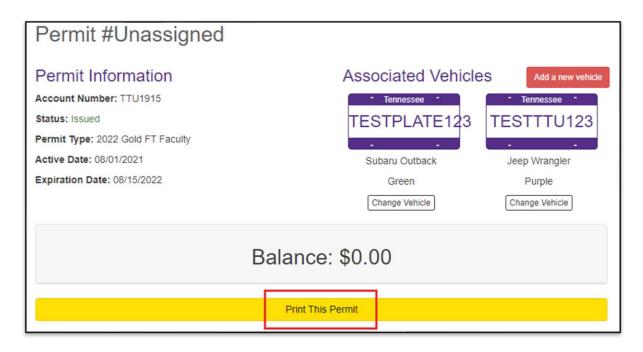
When your receipt displays on the screen, click "View".



If you click "View" and it says printing unavailable, wait a few seconds and refresh the page. There is a short delay as your permit is processed in the system.



This is what the screen will look like when your temporary permit is ready to print. Click "Print This Permit".



Please note, this is not your actual parking permit. This is a temporary permit, valid for two weeks from the date of purchase, to allow time for you to receive your permit in campus mail.

