DEPARTMENT PARKING PORTAL

Instructions for portal admins in accessing and using the department parking portal

Updated: 04/05/2023

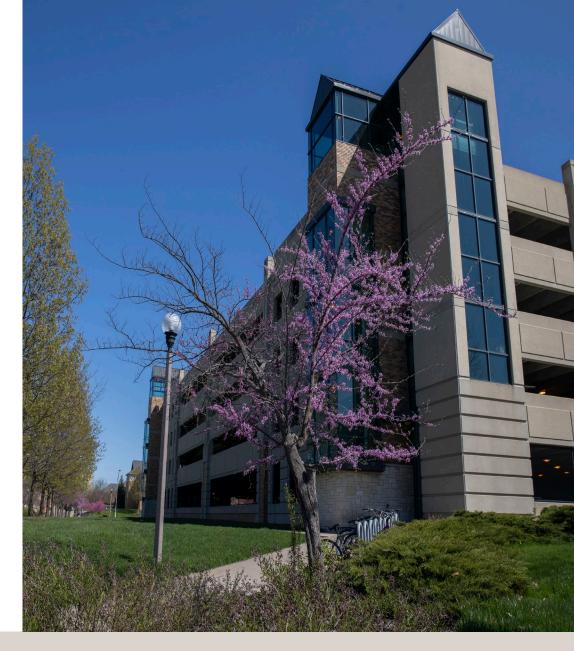




ACCESSING THE PORTAL

LOGGING IN

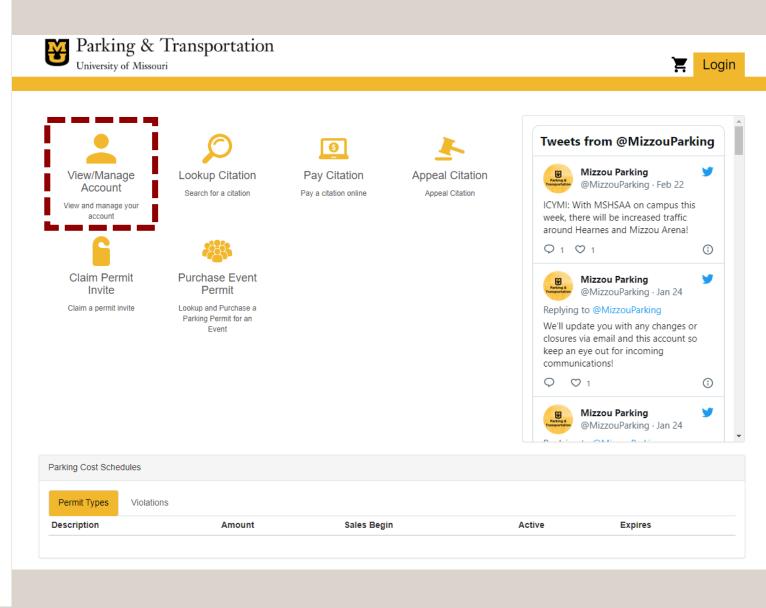
- Navigate to the parking portal in your web browser at missouri.aimsparking.com.
- Log in using the credentials provided by MU Parking and Transportation.
 - Account numbers and passwords are managed by the parking portal admins working in MU Parking and Transportation.





ACCESSING THE PORTAL

CLICK ON "VIEW/MANAGE ACCOUNT"





ACCESSING THE PORTAL

CHOOSE "DEPARTMENT AUTHENTICATION"

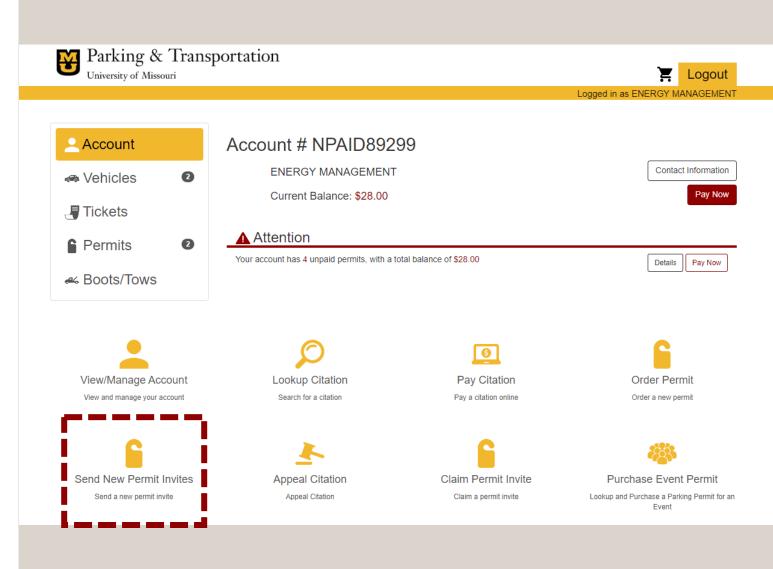


ect a login method:	Department Authentication
MU SSO Student and Employee	Account #*
epartment Authent	Password*
Non MU Log-in For Visitor/Vendor/Service	
	Login



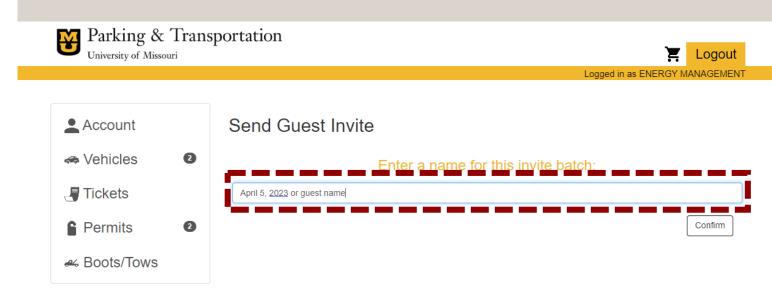
E Login

SELECT "SEND NEW PERMIT INVITES"



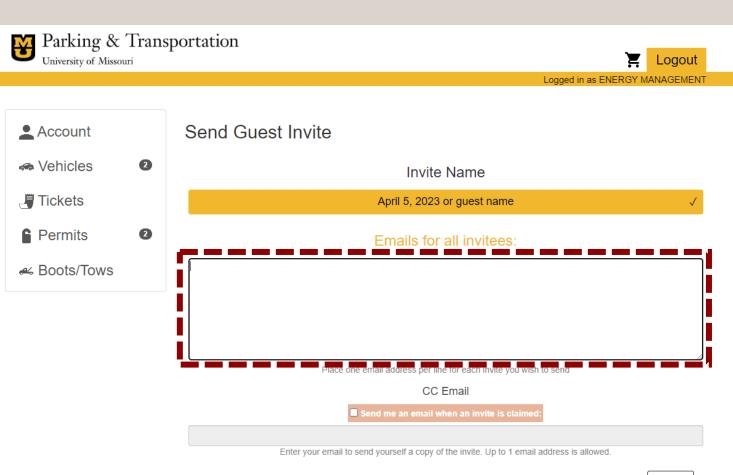


ENTER A NAME FOR INVITE BATCH





ENTER UP TO FIVE GUEST EMAILS FOR INVITE

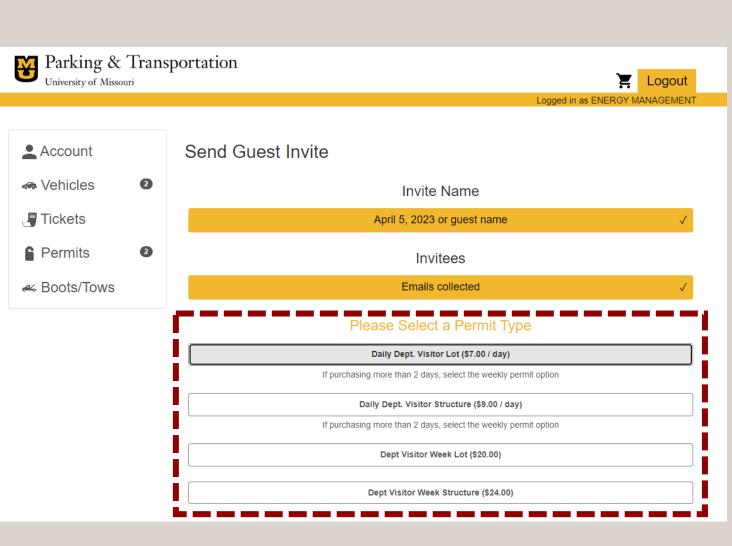


Confirm



SELECT A PERMIT TYPE

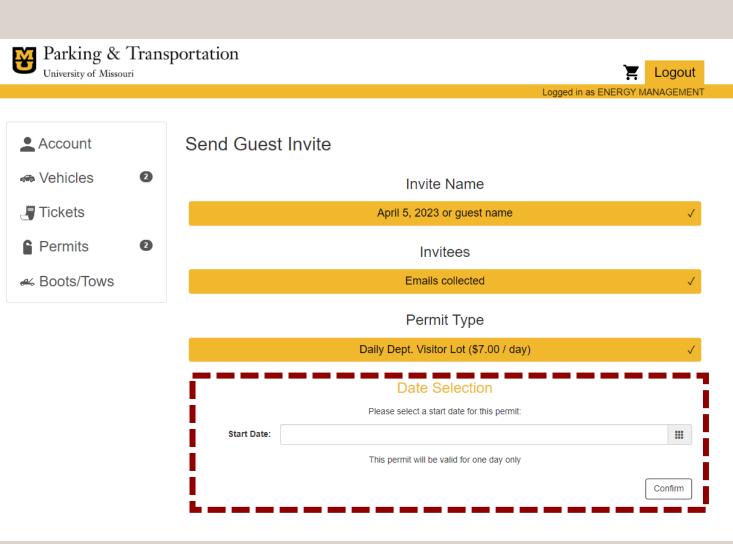
- Available guest/visitor parking location options will be shown in a later step based on lot/structure.
- Current costs are listed within portal; also available on <u>rates</u> <u>webpage</u>.





SELECT A START DATE

• Dates can be selected up to seven days in advance.





CHOOSE AN AVAILABLE LOCATION

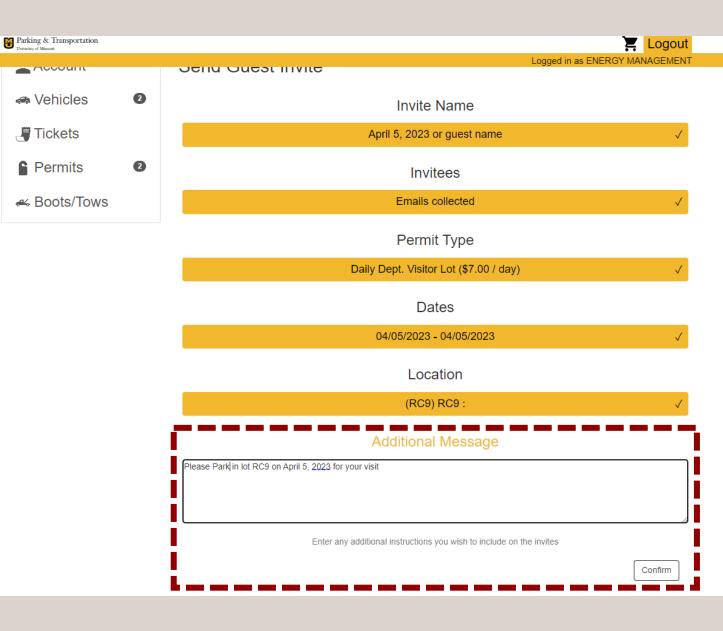
• The only options for guest/visitor parking will be what you see available.

ation	Ender Frankrike State St
	Logged in as ENERGY MANAGEMEN
	Dates
	04/05/2023 - 04/05/2023 √
ſ	Please Select a Suggested Location
- I.	(AV1) AV1 :
	(AV11) AV11 :
- 1	(AV6) AV6 :
- 1	(CG1) CG1 :
1	Game Day Parking Restrictions: Your parking permission is not valid during home football games. Permitholders will be sent emails the week of home football games as a reminder to move their vehicle.
- i	(L1) L1 :
İ	(L1) L1 : (RC9) RC9 :
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	(RC9) RC9 :
	(RC9) RC9 : (RP10) RP10 : Game Day Parking Restrictions: Your parking permission is not valid during home football games. Permitholders will be sent emails the



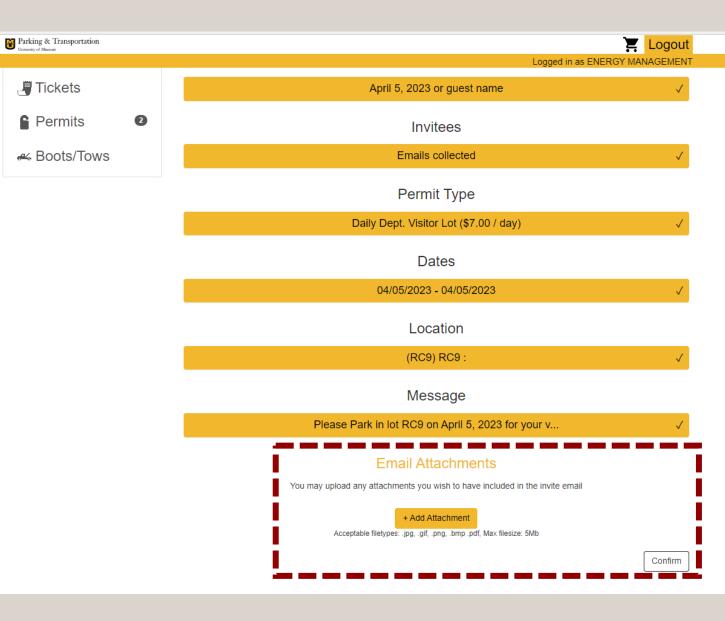
ENTER PARKING INFORAMTION

 Add the required parking information in the "Additional Message" box.



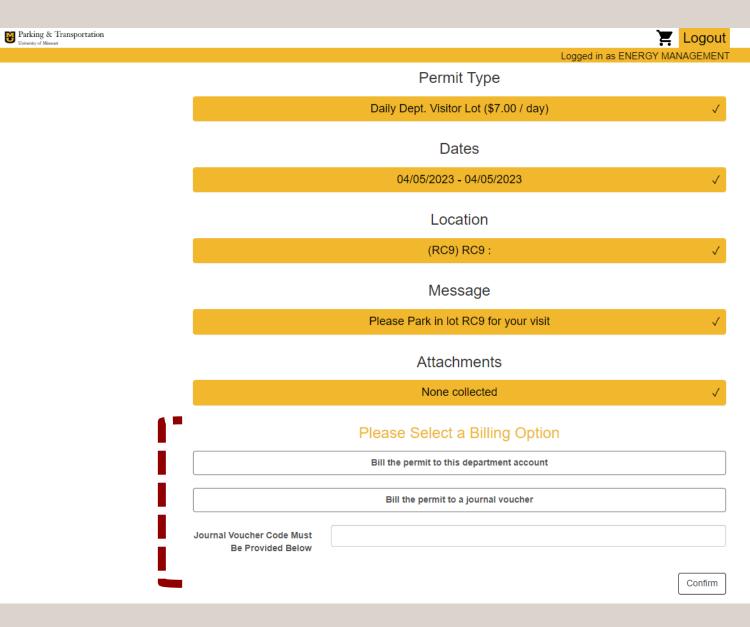


ADD ATTACHMENT IF NEEDED





SELECT A BILLING OPTION



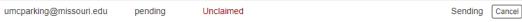


REVIEW THE BATCH SUMMARY





Account	Batch Summary	: April 5,	2023 or	gues	t nam	е			
 Vehicles 2 	Batch Information Batch Name: April 5, 2023 or gu	lest name			Inform te Cost: \$7				
J Tickets	Creation Date: 04/05/2023	ate: 04/05/2023 Current Total Batch Cost: \$0.00 e: Daily Dept. Visitor Lot Maximum Total Batch Cost: \$7.00 RC9) RC9 : Billed To: Inviter Pays							
Permits 2	Permit Type: Daily Dept. Visitor	Lot		Maximu	m Total Bat	tch Cost: \$7	7.00		
	Location: (RC9) RC9 :			Billed Te	o: Inviter Pa	iys			
🛩 Boots/Tows	Active Date: 04/05/2023								
	Expiration Date: 04/05/2023								
	Message:								
	Please Park in lot RC9 for your v	risit							
	Invitee Summa	ry					Send New	Invites	Refresh
	Email	Access Key	Status	Permit #	Plate #	Receipt #	Name	Resend	Cancel





GUEST EXPERIENCE

GUEST RECEIVES EMAIL INVITATION

MISSOURI PERMIT INVITE $\bigcirc \quad \square \quad \leftarrow \quad \leftarrow \quad \leftarrow \quad \leftarrow \quad \cdots$ noreply@parking-receipt.com To: O MU PARKING Wed 4/5/2023 10:19 AM WARNING: This message has originated from an External Source. This may be a phishing expedition that can result in unauthorized access to our IT System. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.



4/5/2023 10:19:32 AM

N

Event Registration Notice

We are pleased to inform you that your event has been setup for parking registration. Please use the provided link below which will take you through the necessary steps to register your license plate. License Plate, make, style, and color will be needed.

Permit Type: Daily Dept. Visitor Lot Suggested Location: RC9 Active Date: 04/05/2023 Expiration Date: 04/05/2023 Access Key: 0031J2V4C4 Paid By: Paid by sender

Message/Instructions from sender: Please Park in lot RC9 for your visit

Online Registration Link

Click here to register your vehicle for the event



GUEST EXPERIENCE

GUEST COMPLETES INVITE REGISTRATION

Parking & Transportation

Guest Permit Invite Completion

Invite Summary

Access Key: 0031J2V4C4 Invite Sent: 04/05/2023

- Message:
- Please Park in lot RC9 for your visit

- Permit Type: Daily Dept. Visitor Lot
- Cost: Prepaid
- Active Date: 04/05/2023
- End Date: 04/05/2023

Additional Information

Contact

First Name		
Last Name*		
Email*	umcparking@missouri.edu	
Street Address*		
City*		
State/Prov.*		~
Zip/Postal*		
ocation		
	(RC9) RC9 :	^



VIEW INVITE STATUS IN DEPT. PORTAL

University of Missouri				Logged in as E		
Account						
Account	All Active Permits:			Order Pe	View All P	ermit
Vehicles	Permit #	Туре	Plate #	Expires	Balance	Vie
1444	NP214074	EVENT	0ADG05	04/30/2023	\$0.00	Vie
Tickets	DDVL000001	Daily Dept. Visitor Lot	123456	04/11/2023	\$0.00	Vie
Permits 2				Total: \$0.00		
⊷ Boots/Tows	Recent Group	Permit Invite	e Batches:		Send new permit	invite
	Batch Name	Invite Date	Permit Type	# Sent	# Claimed	Vie
	April 5, 2023 or guest name	04/05/2023	Daily Dept. Visitor Lot	1	0	Vie
	April 5, 2023 or guest name	04/05/2023	Daily Dept. Visitor Lot	1	0	Vie
	Test	04/04/2023	Daily Dept. Visitor Lot	1	1	Vie
•	Ø		Ø		6	
View/Manage Account	Lookup Citation	n	Pay Citation	Order Permit		
View and manage your account	Search for a citation		Pay a citation online	Order a new permit		
6	<u>*</u>		6		*	
Send New Permit Invites	Appeal Citation		Claim Permit Invite	Purchase Event Permit		
	Appeal Citation		Claim a permit invite	Lookup and Du	rchase a Parking Per	mit for



Parking & Transportation University of Missouri

parking.missouri.edu

