

DEPARTMENT PARKING PORTAL

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

Updated: 04/05/2023



University of Missouri



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”


 **Parking & Transportation**
University of Missouri


 **Login**


**View/Manage Account**
View and manage your account

**Lookup Citation**
Search for a citation


**Pay Citation**
Pay a citation online

**Appeal Citation**
Appeal Citation




**Claim Permit Invite**
Claim a permit invite


**Purchase Event Permit**
Lookup and Purchase a Parking Permit for an Event

Tweets from @MizzouParking

**Mizzou Parking**
@MizzouParking · Feb 22




ICYMI: With MSHSAA on campus this week, there will be increased traffic around Hearnes and Mizzou Arena!


 1  1 




**Mizzou Parking**
@MizzouParking · Jan 24

Replying to @MizzouParking

We'll update you with any changes or closures via email and this account so keep an eye out for incoming communications!

  1 

**Mizzou Parking**
@MizzouParking · Jan 24

Parking Cost Schedules

Permit Types

Violations

Description	Amount	Sales Begin	Active	Expires
-------------	--------	-------------	--------	---------

ACCESSING THE PORTAL

CHOOSE “DEPARTMENT AUTHENTICATION”



Parking & Transportation
University of Missouri



Login

Select a login method:

MU SSO

Student and Employee

Department Authent...

Non MU Log-in

For Visitor/Vendor/Service

Department Authentication

Account #*

Password*


Login




University of Missouri

ISSUING PERMITS

SELECT “SEND NEW PERMIT INVITES”

 Parking & Transportation
University of Missouri

 Logout

Logged in as ENERGY MANAGEMENT

Account

Vehicles 2

Tickets

Permits 2

Boots/Tows

Account # NPAID89299

ENERGY MANAGEMENT

Current Balance: \$28.00

Contact Information


Pay Now

⚠ Attention

Your account has 4 unpaid permits, with a total balance of \$28.00


Details

Pay Now




View/Manage Account

View and manage your account




Lookup Citation

Search for a citation




Pay Citation

Pay a citation online




Order Permit

Order a new permit




Send New Permit Invites

Send a new permit invite




Appeal Citation

Appeal Citation




Claim Permit Invite

Claim a permit invite




Purchase Event Permit


Lookup and Purchase a Parking Permit for an Event

 University of Missouri


ISSUING PERMITS


ENTER A NAME FOR
INVITE BATCH

-  Account


 Vehicles

2

 Tickets

 Permits

2

 Boots/Tows


Send Guest Invite

Enter a name for this invite batch:


Confirm

ISSUING PERMITS

ENTER UP TO FIVE
GUEST EMAILS
FOR INVITE

 Account

 Vehicles 2

 Tickets

 Permits 2

 Boots/Tows

Send Guest Invite

Invite Name

April 5, 2023 or guest name

Emails for all invitees:

Place one email address per line for each invite you wish to send

CC Email

☐ Send me an email when an invite is claimed:


Enter your email to send yourself a copy of the invite. Up to 1 email address is allowed.


Confirm

ISSUING PERMITS


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 [rates webpage](#).


 Parking & Transportation
University of Missouri


 Logout


Logged in as ENERGY MANAGEMENT

 Account

 Vehicles 2

 Tickets

 Permits 2

 Boots/Tows

Send Guest Invite

Invite Name

April 5, 2023 or guest name ✓

Invitees

Emails collected ✓

Please Select a Permit Type

Daily Dept. Visitor Lot (\$7.00 / day)


If purchasing more than 2 days, select the weekly permit option

Daily Dept. Visitor Structure (\$9.00 / day)

If purchasing more than 2 days, select the weekly permit option

Dept Visitor Week Lot (\$20.00)


Dept Visitor Week Structure (\$24.00)


 University of Missouri


ISSUING PERMITS


SELECT A START DATE


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

 Account

 Vehicles 2

 Tickets

 Permits 2

 Boots/Tows

Send Guest Invite

Invite Name

April 5, 2023 or guest name ✓

Invitees

Emails collected ✓

Permit Type

Daily Dept. Visitor Lot (\$7.00 / day) ✓

Date Selection

Please select a start date for this permit:

Start Date:

This permit will be valid for one day only

Confirm

ISSUING PERMITS

CHOOSE AN AVAILABLE LOCATION

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

Dates

04/05/2023 - 04/05/2023



Please Select a Suggested Location

(AV1) AV1 :

(AV11) AV11 :

(AV6) AV6 :

(CG1) CG1 :

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.

(L1) L1 :

(RC9) RC9 :

(RP10) RP10 :

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. Overnight parking is not permitted.

(SG2) SG2 :

(SG5) SG5 :


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. Overnight parking: Overnight parking is not permitted.



ISSUING PERMITS

ENTER PARKING INFORAMTION

- Add the required parking information in the “Additional Message” box.

 Parking & Transportation
University of Missouri

Account

Vehicles 2

Tickets

Permits 2

Boots/Tows

Send Guest Invite

Logout

Logged in as ENERGY MANAGEMENT

Invite Name

April 5, 2023 or guest name ✓

Invitees

Emails collected ✓

Permit Type

Daily Dept. Visitor Lot (\$7.00 / day) ✓

Dates

04/05/2023 - 04/05/2023 ✓

Location

(RC9) RC9 : ✓

Additional Message

Please Park in lot RC9 on April 5, 2023 for your visit

Enter any additional instructions you wish to include on the invites

Confirm




ISSUING PERMITS

**ADD ATTACHMENT
IF NEEDED**

 Tickets

 Permits ²

 Boots/Tows

April 5, 2023 or guest name ✓

Invitees

Emails collected ✓

Permit Type

Daily Dept. Visitor Lot (\$7.00 / day) ✓

Dates

04/05/2023 - 04/05/2023 ✓

Location

(RC9) RC9 : ✓

Message

Please Park in lot RC9 on April 5, 2023 for your v... ✓

Email Attachments

You may upload any attachments you wish to have included in the invite email

+ Add Attachment


Acceptable filetypes: .jpg, .gif, .png, .bmp, .pdf, Max filesize: 5Mb

Confirm




ISSUING PERMITS

SELECT A BILLING OPTION



Parking & Transportation
University of Missouri



Logout

Logged in as ENERGY MANAGEMENT

Permit Type

Daily Dept. Visitor Lot (\$7.00 / day) ✓

Dates

04/05/2023 - 04/05/2023 ✓

Location

(RC9) RC9 : ✓

Message

Please Park in lot RC9 for your visit ✓

Attachments

None collected ✓

Please Select a Billing Option

Bill the permit to this department account

Bill the permit to a journal voucher

Journal Voucher Code Must Be Provided Below

Confirm



University of Missouri

ISSUING PERMITS

REVIEW THE
BATCH SUMMARY



Account



Vehicles

2



Tickets



Permits

2



Boots/Tows

Batch Summary: April 5, 2023 or guest name

Batch Information

Batch Name: April 5, 2023 or guest name

Creation Date: 04/05/2023

Permit Type: Daily Dept. Visitor Lot

Location: (RC9) RC9 :

Active Date: 04/05/2023

Expiration Date: 04/05/2023

Message:

Please Park in lot RC9 for your visit

Cost Information

Per-invite Cost: \$7.00

Current Total Batch Cost: \$0.00

Maximum Total Batch Cost: \$7.00

Billed To: Inviter Pays

Invitee Summary

Send New Invites

Refresh

Email	Access Key	Status	Permit #	Plate #	Receipt #	Name	Resend	Cancel
umcparking@missouri.edu	pending	Unclaimed					Sending	Cancel



GUEST EXPERIENCE

GUEST RECEIVES EMAIL INVITATION

MISSOURI PERMIT INVITE



noreply@parking-receipt.com

To: ○ 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.



Parking & Transportation

University of Missouri

4/5/2023 10:19:32 AM

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](#)




University of Missouri

GUEST EXPERIENCE

GUEST COMPLETES
INVITE REGISTRATION

 Parking & Transportation
University of Missouri

 Login

Guest Permit Invite Completion

Invite Summary

Access Key: 0031J2V4C4

Invite Sent: 04/05/2023

Permit Type: Daily Dept. Visitor Lot

Cost: Prepaid

Active Date: 04/05/2023

End Date: 04/05/2023

Message:

Please Park in lot RC9 for your visit

Additional Information

Contact

First Name

Last Name*

Email*

umcparking@missouri.edu

Street Address*

City*

State/Prov.*


Zip/Postal*


Location


(RC9) RC9 :


ISSUING PERMITS


VIEW INVITE STATUS
IN DEPT. PORTAL

 Account

 Vehicles 2

 Tickets

 Permits 2

 Boots/Tows

All Active Permits:

Order Permit

View All Permits


<input checked="" type="checkbox"/>	Permit #	Type	Plate #	Expires	Balance	View
	NP214074	EVENT	0ADG05	04/30/2023	\$0.00	<div>View</div>
	DDVL000001	Daily Dept. Visitor Lot	123456	04/11/2023	\$0.00	<div>View</div>

Total: \$0.00

Recent Group Permit Invite Batches:

Send new permit invites

Batch Name	Invite Date	Permit Type	# Sent	# Claimed	View
April 5, 2023 or guest name	04/05/2023	Daily Dept. Visitor Lot	1	0	<div>View</div>
April 5, 2023 or guest name	04/05/2023	Daily Dept. Visitor Lot	1	0	<div>View</div>
Test	04/04/2023	Daily Dept. Visitor Lot	1	1	<div>View</div>




View/Manage Account

View and manage your account




Lookup Citation

Search for a citation




Pay Citation

Pay a citation online



Order Permit

Order a new permit




Send New Permit Invites

Send a new permit invite




Appeal Citation

Appeal Citation



Claim Permit Invite

Claim a permit invite



Purchase Event Permit

Lookup and Purchase a Parking Permit for an Event



Parking & Transportation

University of Missouri

parking.missouri.edu

