How to Send a Departmental Guest Permit Invite
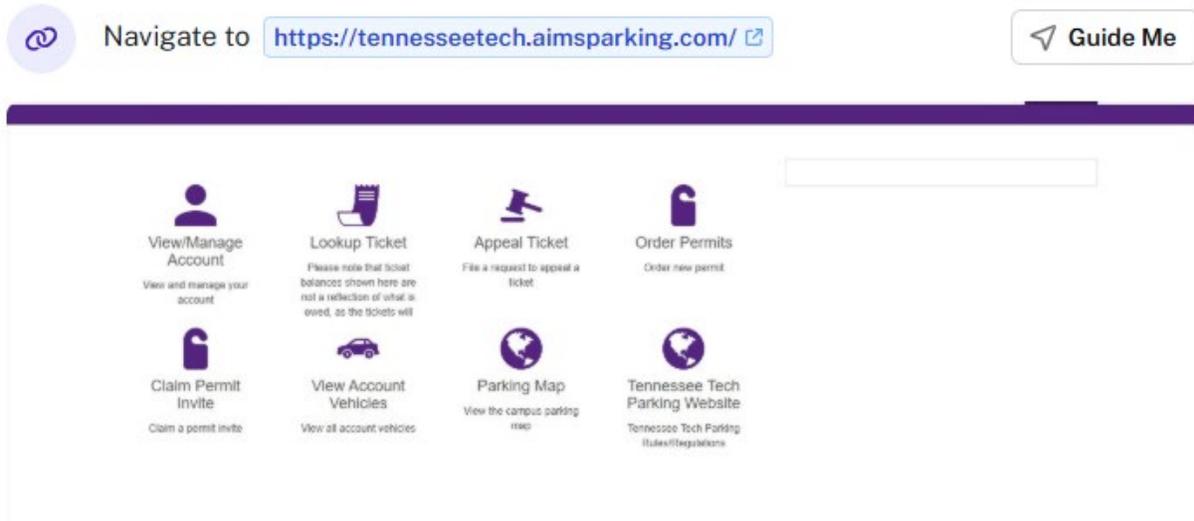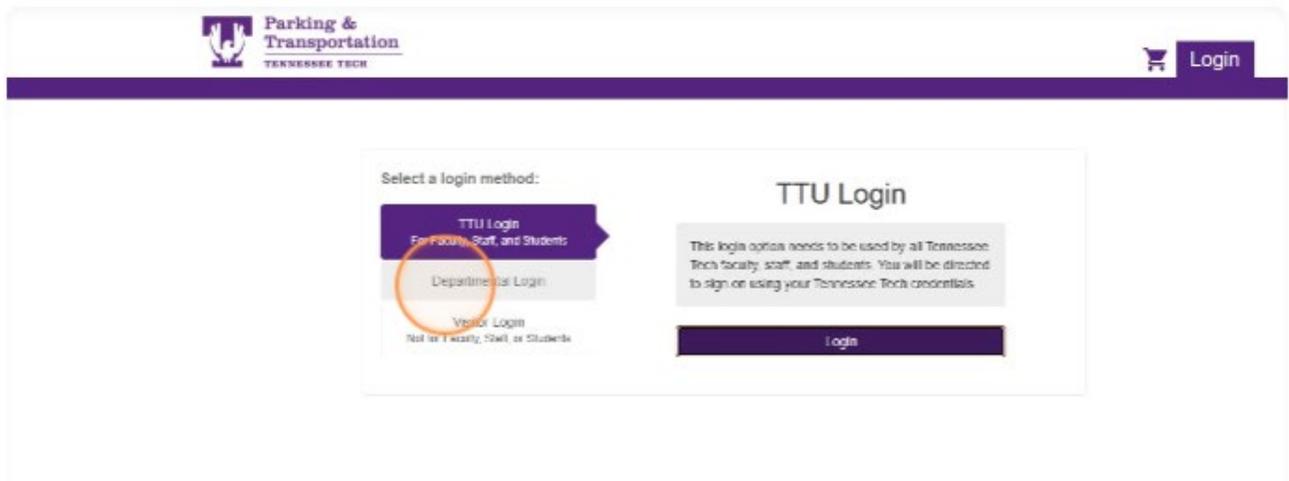
Step 1: Navigate to https://tennesseetech.aimsparking.com/.

Step 2: Click "Login."
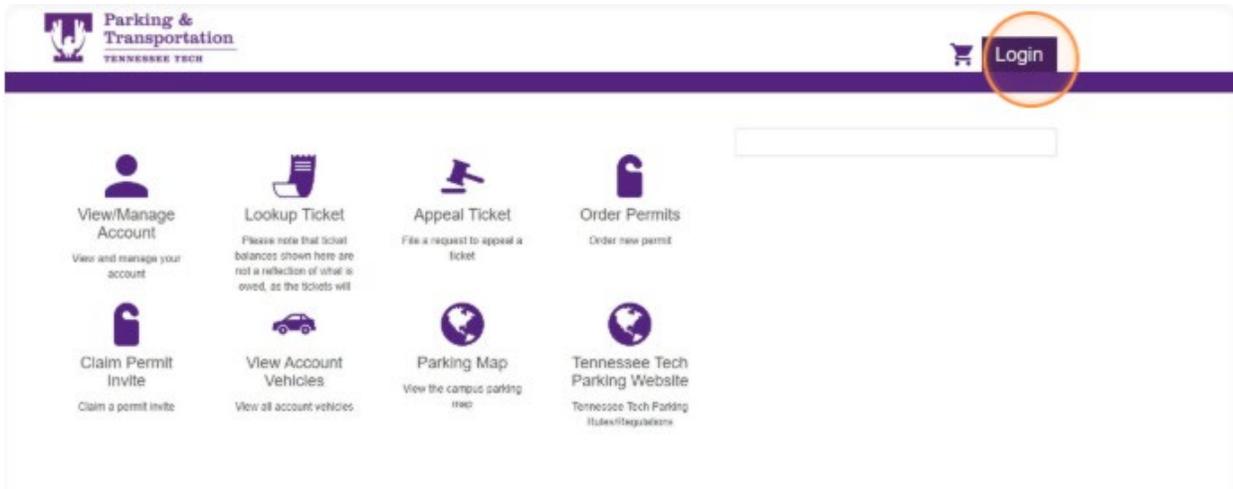
Step 3: Click "Departmental Login."

Step 4: Click the "Account #" field.
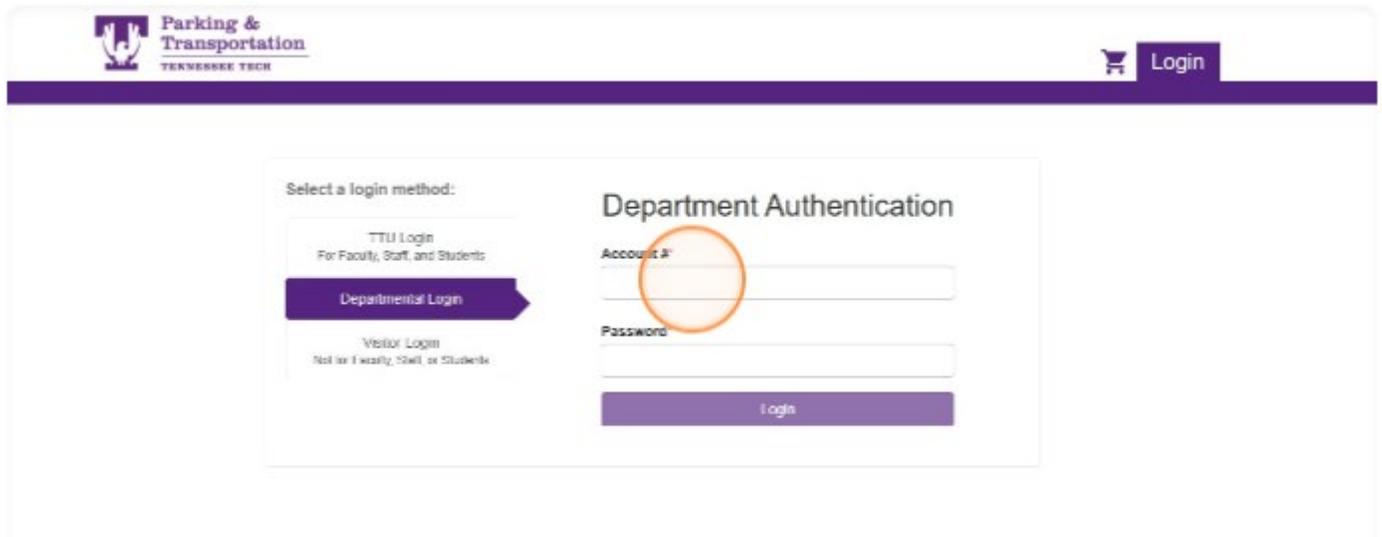
Step 5: Type your departmental account number in the Account # field.

Step 6: Double-click the "password" field.

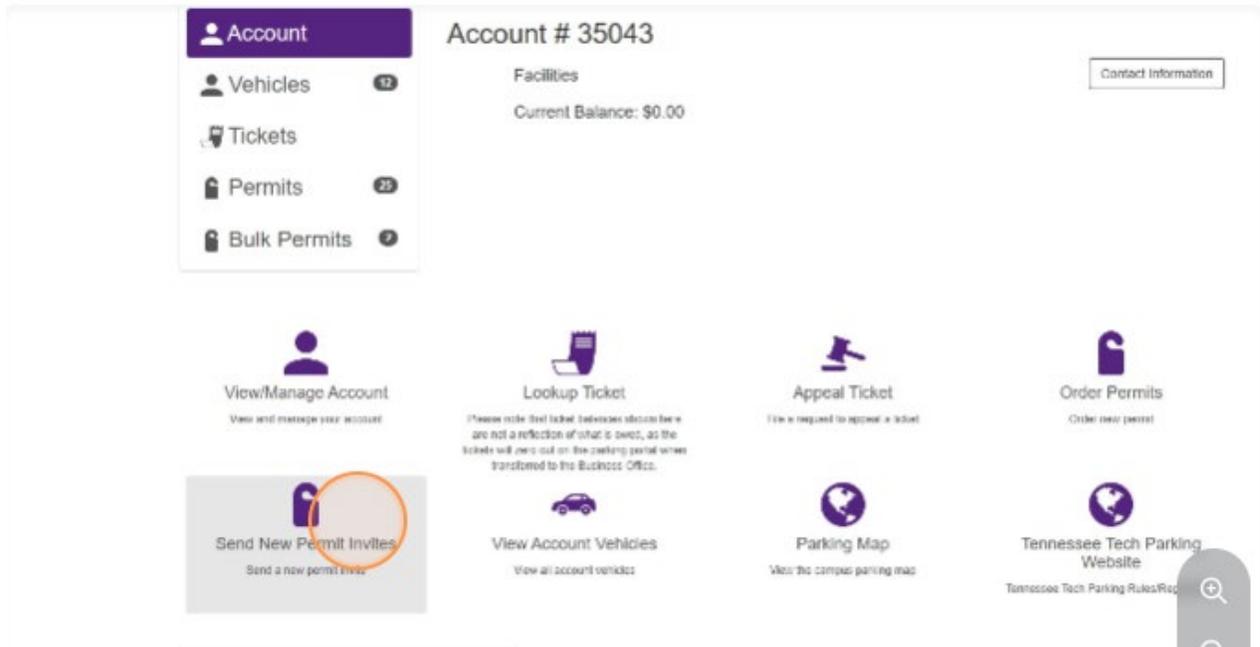Step 7: Type your departmental password in the password field.

Step 8: Click "login."

Step 9: Click "Send New Permit Invites."

Step 10: Type "Name of Guest" in the field box under "Enter a name for this invite batch."

Step 11: Click "Confirm."
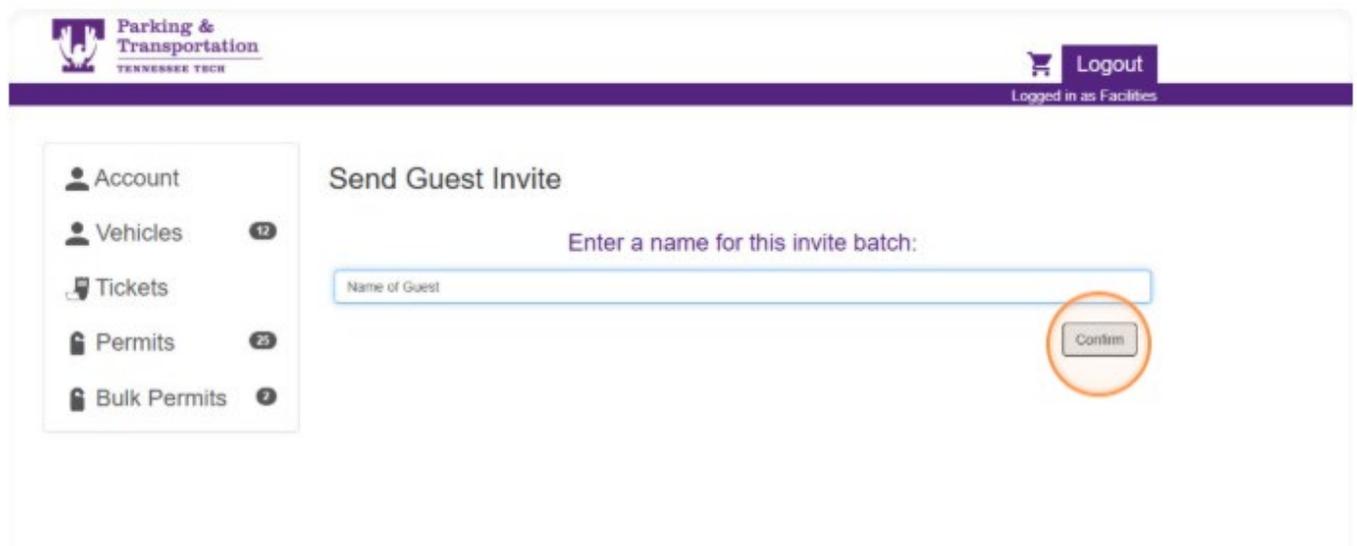
Step 12: Click the text field under "Emails for all invitees."

Step 13: Please list each guest's email address on a separate line.

Step 14: Once all guest email addresses are listed on separate lines, click "Confirm."

Step 15: Click "Departmental Guest ($0.00)."

Step 16: Click the text field located to the left under "Please select a start and end date for this permit."

Step 17: Click on the start date for the permit.

Step 18: Select the end date for the permit, keeping in mind that the maximum duration is 5 days.

Step 19: Click "confirm."

Step 20: Click the text field box under "Additional Message."

Step 21: Please send your guest the following message along with any additional information they may need for their visit:

"Upon your arrival on campus, kindly complete your invitation. The permit provides access to the Gold Parking Lot and designated visitor spaces, but does not allow parking in reserved spaces. For a campus map, please visit https://www.tntech.edu/maps/index.php."

Step 22: Click "confirm."

Step 23: Click "confirm" or attach a document you would like to include in your invite.

Permits 25

Bulk Permits 2

Name of Guest

Invitees

Emails collected ✓

Permit Type

Departmental Guest ($0.00) ✓

Dates

07/31/2025 - 07/31/2025 ✓

Message

Any message you would like to send to your guest. ✓

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

Step 24: Click "Create the permit with a balance owing."

Permits 25

Bulk Permits 2

Name of Guest ✓

Invitees

Emails collected ✓

Permit Type

Departmental Guest ($0.00) ✓

Dates

07/31/2025 - 07/31/2025 ✓

Message

Any message you would like to send to your guest. ✓

Attachments

None collected ✓

Please Select a Billing Option

Create the permit with a balance owing

Step 25: Click "Continue."

Step 26: You should see the "Batch Summary" window upon completion.