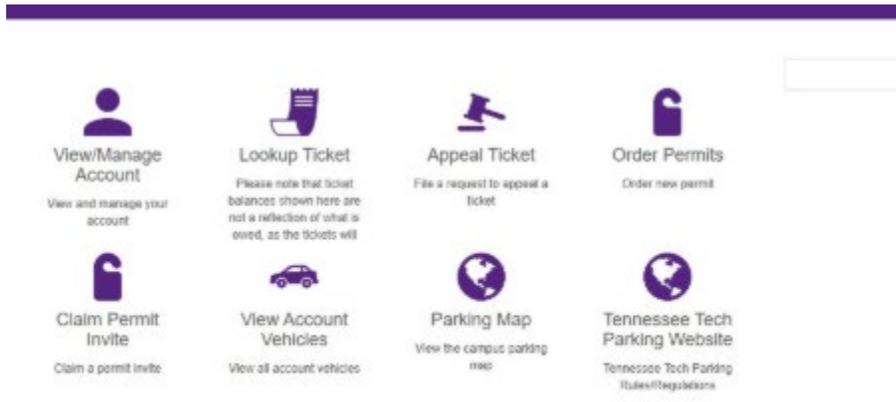
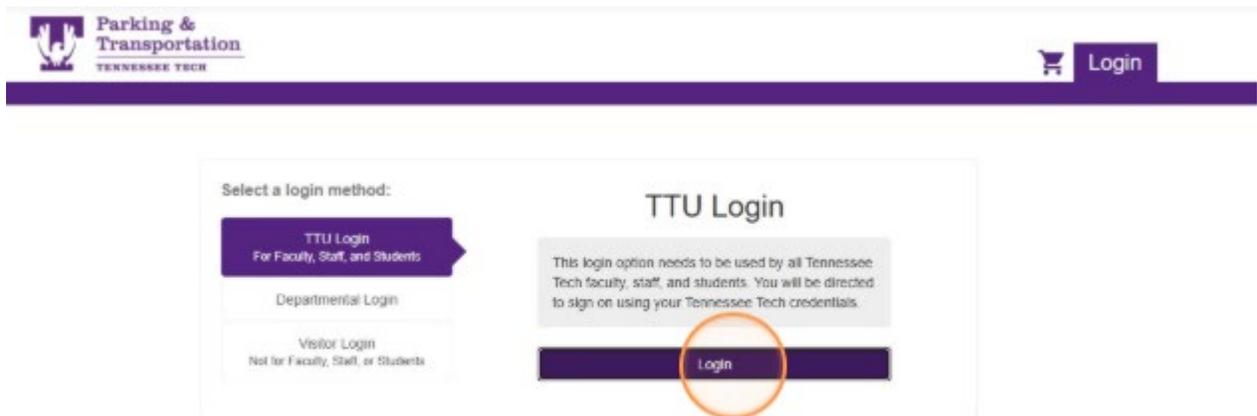


How to Order an Employee Permit

Step 1: Navigate to <https://tennesseetech.aimsparking.com/>.



Step 2: Click “Login.”



Step 3: Click "Order Permits."

The screenshot shows a user account dashboard for Account # TTU1915. The user is identified as 'Awesome Eagle' with a 'Current Balance: \$0.00'. A 'Contact Information' button is visible in the top right. On the left, a navigation menu includes 'Account', 'Vehicles', 'Tickets', 'Permits', and 'Bulk Permits'. The main area contains several service tiles: 'View/Manage Account', 'Lookup Ticket', 'Appeal Ticket', 'View Account Vehicles', 'Parking Map', and 'Tennessee Tech Parking Website'. The 'Order Permits' tile is highlighted with a grey background and an orange circle around its icon and text.

Step 4: Click "I agree with the terms of service."

The screenshot shows a 'Parking Terms of Service' modal dialog box overlaid on the account dashboard. The dialog contains the following text: 'By clicking this box, I agree to follow Tennessee Tech Parking & Transportation's parking rules and regulations, which can be viewed online at <https://www.tntech.edu/parking>. I also hereby authorize Tennessee Tech to charge my account (students) for the selected parking permit or deduct from my paycheck (employees) for the selected parking permit.' Below the text are two buttons: 'I agree with the terms of service' (highlighted with an orange circle) and 'Cancel'. The background shows the account dashboard with the 'Permits' menu item selected.

Step 5: Click the desired permit (different permits will be available for purchase depending on your category).

The screenshot shows the 'Order Permit' page. On the left is a navigation menu with 'Account', 'Vehicles', 'Tickets', 'Permits', and 'Bulk Permits'. The 'Permits' option is selected. The main content area is titled 'Order Permit' and contains the instruction: 'Please Select a Permit Type: If the permit options available to you do not match your classification, do not purchase a permit. Please email parking@ntech.edu and we get this corrected as soon as possible.' Below this are two permit options, each in a purple bar: '2025-2026 Virtual Gold Full-Time Faculty Permit (\$310.00)' and '2025-2026 Virtual Purple Full-Time Faculty Permit (\$206.00)'. Both bars have a small orange circle around the word 'this' in the text below them. A note below each bar states: 'The 2025-2026 parking permits are now digital! Your license plate serves as your permit, so keep it updated in the system.'

Step 6: Click "Add Vehicle"

The screenshot shows the 'Order Permit' page with the permit type and dates selected. The 'Permit Type' is '2025-2026 Virtual Gold Full-Time Faculty Permit (\$310.00)' and the 'Dates' are '08/01/2025 - 08/15/2026'. Below these selections is the instruction 'Please Select 1 or More Vehicles'. A button labeled 'Add Vehicle' is circled in orange. A 'Confirm' button is located at the bottom right of the page.

Step 7: Select "plate number" and type the plate number.

Step 8: Click the "State/Prov." dropdown and select the state.

The screenshot shows a web interface for adding a vehicle to a permit. On the left is a navigation menu with 'Tickets', 'Permits', and 'Bulk Permits'. The main area displays the permit details: '2025-2026 Virtual Gold Full-Time Faculty Permit (\$310.00)' and the dates '08/01/2025 - 08/15/2026'. Below this, a section titled 'Please Select 1 or More Vehicles' contains an 'Add Vehicle' button. The 'Add Vehicle' form has the following fields: 'Plate #' (text input with '1234'), 'State/Prov.' (dropdown menu, highlighted with an orange circle), 'Make' (dropdown menu), 'Model' (dropdown menu), and 'Color' (text input). At the bottom right of the form are 'Add', 'Cancel', and a magnifying glass icon.

Step 9: Choose the "Make" option and select the manufacturer of the vehicle.

This screenshot shows the same 'Add Vehicle' form as in Step 8, but with the 'Make' dropdown menu highlighted by an orange circle. The 'State/Prov.' dropdown now shows 'Tennessee' selected. The 'Make' dropdown shows 'Dodge' selected. The 'Model' dropdown shows 'Charger' and the 'Color' text input shows 'Gray'. The 'Add', 'Cancel', and magnifying glass icons are still present at the bottom right.

Step 10: Select the "model" option and select the model of the vehicle.

The screenshot shows a web interface for selecting a permit. On the left is a sidebar with 'Tickets', 'Permits' (with a notification icon), and 'Bulk Permits'. The main area displays 'Permit type' as '2025-2026 Virtual Gold Full-Time Faculty Permit (\$310.00)' and 'Dates' as '08/01/2025 - 08/15/2026'. Below this, a prompt says 'Please Select 1 or More Vehicles' with an 'Add Vehicle' button. The 'Add Vehicle' form includes fields for 'Plate #*' (1234), 'State/Prov.*' (Tennessee), 'Make*' (Dodge), 'Model*' (Dodge), and 'Color*' (Gold). The 'Model*' dropdown is highlighted with an orange circle, and the 'Color*' dropdown is also highlighted with an orange circle. 'Add' and 'Cancel' buttons are at the bottom right, along with a search icon.

Step 11: Select the "color" option and select the color of the vehicle.

This screenshot is similar to the previous one, showing the same permit selection interface. In this step, the 'Color*' dropdown menu is open, and 'Maroon' is selected. The 'Model*' dropdown is also open, showing 'Dodge' as the selected option. The 'Color*' dropdown is highlighted with an orange circle. The 'Add' and 'Cancel' buttons and search icon are visible at the bottom right.

Step 12: Click "Add"

The screenshot shows a web interface for ordering permits. On the left is a navigation menu with 'Tickets', 'Permits' (with a notification badge), and 'Bulk Permits'. The main content area is titled 'Permit type' and shows a selected permit: '2025-2026 Virtual Gold Full-Time Faculty Permit (\$310.00)'. Below this, the 'Dates' are set to '08/01/2025 - 08/15/2026'. A message says 'Please Select 1 or More Vehicles'. There is an 'Add Vehicle' button and a 'Confirm' button. The 'Add Vehicle' form contains the following fields: 'Plate #' (1234), 'State/Prov.' (Tennessee), 'Make' (Dodge), 'Model' (Durango), and 'Color' (Maroon). The 'Add' button is circled in orange.

Step 13: Click "Confirm" if vehicle information is correct.

The screenshot shows the 'Order Permit' page. The navigation menu now includes 'Account', 'Vehicles' (with a notification badge), 'Tickets', 'Permits' (with a notification badge), and 'Bulk Permits'. The permit type and dates remain the same. The 'Please Select 1 or More Vehicles' section now shows a single vehicle: 'TN 1234 (Maroon Dodge Durango)'. There is an 'Add Vehicle' button and a 'Confirm' button, which is circled in orange.

Step 14: Click "Add Permit to Cart."

Account

Vehicles 3

Tickets

Permits 5

Bulk Permits

Order Permit

Permit Type

2025-2026 Virtual Gold Full-Time Faculty Permit (\$310.00) ✓

Dates

08/01/2025 - 08/15/2026 ✓

Vehicle(s)

TN 1234 (Maroon Dodge Durango) ✓

Add Permit To Cart

Step 15: Click "Checkout."

Account

Vehicles 3

Tickets

Permits 5

Bulk Permits

Your Shopping Cart

Add Another Permit

<input type="checkbox"/>	Item	Price	View
<input type="checkbox"/>	Permit - 2025-2026 Virtual Gold Full-Time Faculty Permit Start Date: 08/01/2025 End Date: 08/15/2025 Vehicles: • TN 1234 (Maroon Dodge Durango)	\$310.00	
<input type="button" value="Remove"/>	Total	\$310.00	

Checkout

Contact Information

Email* parking@ntech.edu

Checkout

Step 16: You will receive a receipt when the permit is purchased.