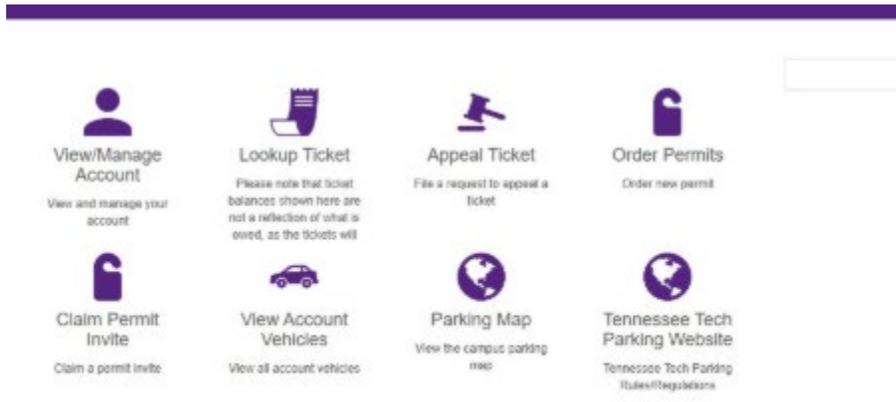
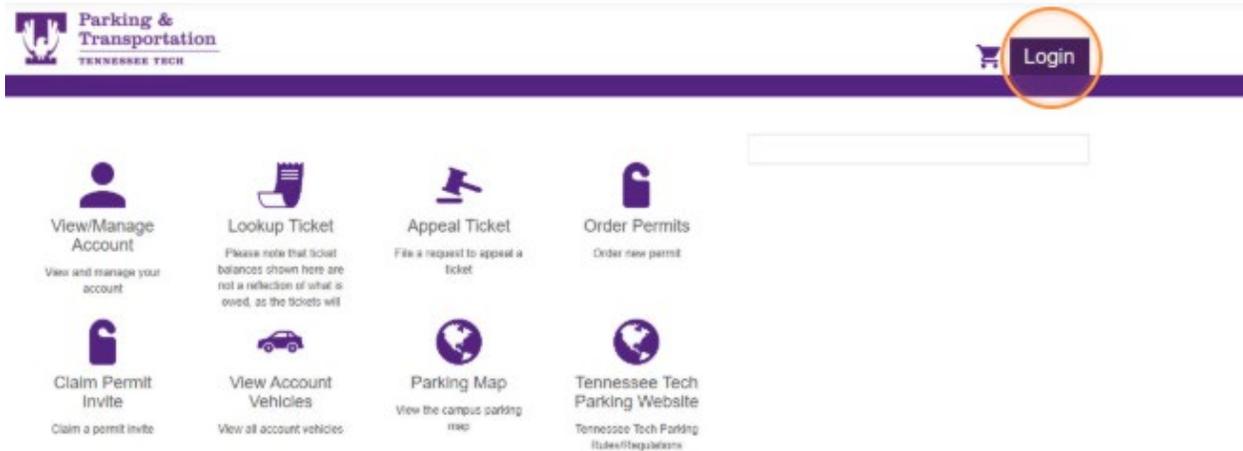


How to Order a Virtual Visitor Permit

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



Step 2: Click “Login.”



Step 3: Click "Visitor Login: Not for Faculty, Staff, or Students"

The screenshot shows the top navigation bar with the "Parking & Transportation" logo and a "Login" button. Below the navigation bar, there is a "Select a login method:" section with three options: "TTU Login For Faculty, Staff, and Students", "Departmental Login", and "Visitor Login Not for Faculty, Staff, or Students". The "Visitor Login" option is circled in orange. To the right, the "TTU Login" section contains a text box explaining that this login option is for all Tennessee Tech faculty, staff, and students, and a "Login" button.

Step 4: Type in your email address, password, and click "Login."

The screenshot shows the "Visitor Login" page. On the left, under "Select a login method:", the "Visitor Login Not for Faculty, Staff, or Students" option is highlighted with a purple arrow. The main content area contains a text box explaining that this login is for visitors only and that faculty, staff, or students should not use it. Below the text box are two input fields: "Email Address*" and "Password*". At the bottom, there are three buttons: "Register", "Login" (circled in orange), and "Forgot password?".

Step 5: Click "Order Permits"

The screenshot shows a user account dashboard for Account # TTU1915. The account name is 'Awesome Eagle' and the current balance is \$0.00. A 'Contact Information' button is located in the top right. On the left, there is a navigation menu with options: Account, Vehicles (1), Tickets, Permits (2), and Bulk Permits. The main area contains several service tiles: 'View/Manage Account', 'Lookup Ticket' (with a note about ticket balances), 'Appeal Ticket', 'View Account Vehicles', 'Parking Map', and 'Tennessee Tech Parking Website'. The 'Order Permits' tile is highlighted with an orange circle and the text 'Order new permit'.

Step 6: 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.' At the bottom of the dialog, there are two buttons: 'I agree with the terms of service' (circled in orange) and 'Cancel'. The background shows the account dashboard with the 'Virtual Visitor (\$0.00)' option selected.

Step 7: Click "Virtual Visitor (\$0.00)"

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 has a notification icon. The main content area is titled 'Order Permit' and contains a message: '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@tntech.edu and we get this corrected as soon as possible.' Below this message is a purple button labeled 'Virtual Visitor (\$0.00)', which is circled in orange. The top header includes the 'Parking & Transportation' logo and 'TENNESSEE TECH' on the left, and a shopping cart icon with 'Logout' and 'Logged in as Awesome Eagle' on the right.

Step 8: Click the date field.

The screenshot shows the 'Order Permit' page at a later stage. The 'Virtual Visitor (\$0.00)' option is now selected in a dropdown menu, indicated by a checkmark. Below this is the 'Date Selection' section, which includes the instruction 'Please select a start and end date for this permit.' and a date input field with a 'to' separator. The start date field is circled in orange. A 'Confirm' button is located at the bottom right of the date selection area. The top header now includes a yellow bar with '14.58 remaining to complete order' and the 'Logout' button.

Step 9: Click the start date and end date for the permit.

The screenshot shows the 'Parking & Transportation' website header with the Tennessee Tech logo and a 'Logout' button. A yellow banner at the top right indicates '14.57 remaining to complete order'. On the left is a navigation menu with 'Account', 'Vehicles', 'Tickets', 'Permits', and 'Bulk Permits'. The main content area features a 'Permit Type' section with 'Virtual Visitor (\$0.00)' selected. Below it is a 'Date Selection' section with a calendar for July 2025. The date '31' is circled in orange. Below the calendar is a date range input field with a 'to' separator and a 'Confirm' button.

Step 10: Select the end date for the permit and click “confirm.”

This screenshot shows the same interface as the previous one, but with the date range input field populated with '07/31/2025 to 07/31/2025'. The 'Confirm' button is now circled in orange. The yellow banner at the top right now shows '14.54 remaining to complete order'.

Step 11: Click "Add Vehicle"

The screenshot shows the 'Order Permit' interface. On the left is a navigation menu with 'Account', 'Vehicles', 'Tickets', 'Permits', and 'Bulk Permits'. The main content area displays the '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 message reads 'Please Select 1 or More Vehicles'. An 'Add Vehicle' button is circled in orange. A 'Confirm' button is located at the bottom right.

Step 12: Select "plate number" and type the plate number.

This screenshot shows the 'Add Vehicle' form. The 'Permit Type' is 'Virtual Visitor (\$0.00)' and the 'Dates' are '07/31/2025 - 07/31/2025'. The 'Add Vehicle' button is circled in orange. The form fields include 'Plate #', 'State/Prov.', 'Make', 'Model', and 'Color'. The 'Plate #' field is highlighted with a blue border and is circled in orange. At the bottom right, there are 'Add' and 'Cancel' buttons, and a magnifying glass icon.

Step 13: Click the "State/Prov." dropdown and select the state.

The screenshot shows a web interface for adding a vehicle. On the left, there is a sidebar with three options: 'Tickets', 'Permits', and 'Bulk Permits'. The main content area is titled 'Permit type' and shows 'Virtual Visitor (\$0.00)' with a checkmark. Below this, the 'Dates' section shows '07/31/2025 - 07/31/2025' with a checkmark. A message reads 'Please Select 1 or More Vehicles'. There are 'Add Vehicle' and 'Confirm' buttons. The 'Add Vehicle' form has several fields: 'Plate #' (containing '1234'), 'State/Prov.' (highlighted with an orange circle), 'Make', 'Model', and 'Color'. At the bottom right, there are 'Add', 'Cancel', and a search icon.

Step 14: Choose the "Make" option and select the manufacturer of the vehicle.

This screenshot is identical to the one in Step 13, but the 'Make' dropdown menu is now highlighted with an orange circle, indicating the next step in the process. The 'State/Prov.' dropdown is no longer highlighted. The rest of the form and interface elements remain the same.

Step 15: Select the "model" option and select the model of the vehicle.

The screenshot shows a web interface for adding a vehicle. On the left, there is a sidebar with three options: 'Tickets', 'Permits', and 'Bulk Permits'. The main area displays the following information:

- Permit type:** Virtual Visitor (\$0.00) ✓
- Dates:** 07/31/2025 - 07/31/2025 ✓
- Instruction:** Please Select 1 or More Vehicles
- Buttons:** Add Vehicle (left), Confirm (right)

The 'Add Vehicle' form contains the following fields:

- Plate #:** 1234
- State/Prov.:** Tennessee
- Make:** Acura
- Model:** ILX (highlighted with an orange circle)
- Color:** (dropdown menu open, showing 'Maroon' as an option)

At the bottom right of the form, there are 'Add' and 'Cancel' buttons.

Step 16: Select the "color" option and select the color of the vehicle.

This screenshot shows the same web interface as in Step 15, but with the 'Color' dropdown menu now selected. The 'Model' dropdown remains open.

The 'Add Vehicle' form contains the following fields:

- Plate #:** 1234
- State/Prov.:** Tennessee
- Make:** Acura
- Model:** ILX
- Color:** Maroon (highlighted with an orange circle)

At the bottom right of the form, there are 'Add' and 'Cancel' buttons.

Step 17: Click "Add"

The screenshot shows a web interface for ordering a permit. On the left is a navigation menu with 'Tickets', 'Permits', and 'Bulk Permits'. The main area is titled 'Order Permit' and contains a 'Permit Type' dropdown set to 'Virtual Visitor (\$0.00)', a 'Dates' dropdown set to '07/31/2025 - 07/31/2025', and a section titled 'Please Select 1 or More Vehicles'. Below this is an 'Add Vehicle' form with the following fields: 'Plate #' (1234), 'State/Prov.' (Tennessee), 'Make' (Dodge), 'Model' (Durango), and 'Color' (Maroon). At the bottom right of the form are 'Add' and 'Cancel' buttons. The 'Add' button is circled in orange.

Step 18: Click "Confirm" if vehicle information is correct.

The screenshot shows the 'Order Permit' page after a vehicle has been added. The 'Please Select 1 or More Vehicles' section now displays a purple bar with the text 'TN 1234 (Maroon Dodge Durango)' and a checkmark. The 'Add Vehicle' button is still present. The 'Confirm' button at the bottom right is circled in orange.

Step 19: Click "Purpose of Visit" and select the dropdown menu for the reason of your visit.

The screenshot shows the 'Order Permit' form with a sidebar on the left containing 'Account', 'Vehicles' (with a 5 notification), 'Tickets', 'Permits' (with a 7 notification), and 'Bulk Permits'. The main form has four sections: 'Permit Type' (Virtual Visitor (\$0.00) ✓), 'Dates' (07/31/2025 - 07/31/2025 ✓), 'Vehicle(s)' (TN 1234 (Maroon Dodge Durango) ✓), and 'Attributes'. The 'Attributes' section has a 'Purpose of Visit' dropdown menu with 'Campus Tour' selected. An orange circle highlights the dropdown arrow. A 'Confirm' button is located to the right of the dropdown.

Step 20: Click "Confirm"

This screenshot is identical to the previous one, showing the 'Order Permit' form. In this step, an orange circle highlights the 'Confirm' button located at the bottom right of the 'Attributes' section.

Step 21: Click "Add Permit to Cart."

The screenshot shows the 'Order Permit' form with a sidebar on the left containing navigation links: Account, Vehicles (3), Tickets, Permits (7), and Bulk Permits. The main form has four sections, each with a purple bar and a checkmark: 'Permit Type' (Virtual Visitor (\$0.00)), 'Dates' (07/31/2025 - 07/31/2025), 'Vehicle(s)' (TN 1234 (Maroon Dodge Durango)), and 'Attributes' (Attributes collected). A red 'Add Permit to Cart' button is circled in orange at the bottom right.

Step 22: Click "Checkout."

The screenshot shows the 'Your Shopping Cart' and 'Checkout' page. The sidebar on the left is the same as in Step 21. The 'Your Shopping Cart' section has a table with one item: 'Permit - Virtual Visitor' with a price of \$0.00. Below the table is a 'Remove' button and a 'Total' of \$0.00. An 'Add Another Permit' button is in the top right. The 'Checkout' section has a 'Contact Information' field with an 'Email' input containing 'perking@tritech.edu'. A dark blue 'Checkout' button is circled in orange at the bottom right.

Step 23: You will receive a receipt when the permit is purchased.

The screenshot shows the user interface of the Parking & Transportation system. At the top left is the logo for Tennessee Tech. The top right features a 'Logout' button and the text 'Logged in as Awesome Eagle'. A left-hand navigation menu includes options for Account, Vehicles (with a notification badge), Tickets, Permits (with a notification badge), and Bulk Permits. The main content area displays 'Receipt # W46512Z25633' in a purple circle. Below this, the 'Payment Information' section lists the account number (TTU1915), payment date (07/31/2025, 12:23 PM), and the email address (parking@tttech.edu) where the receipt will be sent. The 'Receipt Items' section contains a table with one item: 'Permit - Visual Visitor' with a price of \$0.00. The table also shows the start and end dates (04/01/2025 to 07/31/2025) and the vehicle information (TH 1234 (Marion Dodge Durango)). A 'Total' row at the bottom of the table shows a price of \$0.00.

Parking & Transportation
TENNESSEE TECH

Logout
Logged in as Awesome Eagle

Account
Vehicles 5
Tickets
Permits 8
Bulk Permits

Receipt # W46512Z25633

Payment Information:
Account Number: TTU1915
Payment Date: 07/31/2025, 12:23 PM
A copy of this receipt will be sent to parking@tttech.edu

Receipt Items:

Item	Price
Permit - Visual Visitor Start Date: 04/01/2025 End Date: 07/31/2025 Vehicles • TH 1234 (Marion Dodge Durango)	\$0.00
Total	\$0.00