

# How to Order a Visitor Permit

Visit the parking portal at <https://tennesseetech.aimsparking.com/>

Click “Login” in the top right corner of the screen.

**Parking & Transportation**  
TENNESSEE TECH

**Login**

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

**Appeal Ticket**  
File a request to appeal a ticket

**Order Permits**  
Order a new permit

**Claim Permit Invite**  
Claim a permit invite

**View Account Vehicles**  
View all account vehicles

**Parking Map**  
View the campus parking map

**Tennessee Tech Parking Website**  
Tennessee Tech Parking Rules/Regulations

**Tweets by @tennesseetech**

**Tennessee Tech** @tennesseetech  
Only 15 days until the fall semester starts! #TNTech25 is setting class schedules for their first semester as Golden Eagles. What classes are you most excited for this fall?  
Aug 4, 2021

**Tennessee Tech** @tennesseetech  
You've seen them on our social media all summer, now get to know the interns who've been exploring Cookeville with you!  
Want to know more? They are taking over our IG

When the login options display, click “Visitor Login”.

**Select a login method:**

**TTU Login**  
For Faculty, Staff, and Students

**Departmental Login**

**Visitor Login**  
Not for Faculty, Staff, or Students

**TTU Login**

This login option needs to be used by all Tennessee Tech faculty, staff, and students. You will be directed to sign on using your Tennessee Tech credentials.

**Login**

Fill in your email address and password and then click "Login".

Select a login method:

**TTU Login**  
For Faculty, Staff, and Students

**Departmental Login**

**Visitor Login**  
Not for Faculty, Staff, or Students

## Visitor Login

This login should be used for visitors only. Any faculty, staff, or students (including temporary, contracted, adjunct, and remote employees) should not use this login. If you are a faculty, staff, or student, please click "TTU Login" as your login method. Visitors: If you are having any issues logging in or creating an account, please call Parking & Transportation at 931-372-6428 and we can assist you.

**Email Address\***

**Password\***

Register **Login**

[Forgot password?](#)

When the main account page comes up, select "Order Permits".

**Parking & Transportation**  
TENNESSEE TECH

Logout

Logged in as Awesome Eagle

Account

Vehicles 1

Tickets

Permits 1

Awesome Eagle

Contact Information

Current Balance: \$0.00

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You must agree to the terms of service before proceeding to select a permit.

### Parking Terms of Service

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.

Click "Virtual Visitor" under permit type so that it highlights in purple, then you will need to select the dates. You can request a parking permit up to one day in advance of your visit. Permits are valid for up to two days. Click "Confirm" to proceed to the next step.

### Order Permit

Permit Type

Virtual Visitor (\$0.00)  ✓

Date Selection

Please select a start and end date for this permit:

to

After confirming the dates, you will need to add a vehicle. If your vehicle is already displayed, click it on the list. It will highlight in purple and then you can click “confirm”.

If you need to add a new vehicle, click “Add Vehicle”.

**Order Permit**

Permit Type

Virtual Visitor (\$0.00) ✓

Dates

08/10/2021 - 08/11/2021 ✓

Please Select 1 or More Vehicles

TN TEST1234 (BLK Chevrolet Tahoe) ✓

**Add Vehicle** **Confirm**

Please Select 1 or More Vehicles

TN TEST1234 (BLK Chevrolet Tahoe) ✓

**Add Vehicle** **Confirm**

**Add Vehicle**

Plate #\*

State/Prov.\*

Make\*

Model\*

Color\*

**Add** **Cancel**

After you have added a vehicle, click "Add Permit to Cart".

### Order Permit

Permit Type

Virtual Visitor (\$0.00) ✓

Dates

08/10/2021 - 08/11/2021 ✓

Vehicle(s)

TN TEST1234 (BLK Chevrolet Tahoe) ✓

[Add Permit to Cart](#)

When your shopping cart appears, click "Checkout".

### Your Shopping Cart

[Add Another Permit](#)

<input type="checkbox"/>	Item	Price	View
<input type="checkbox"/>	Permit - Virtual Visitor Start Date: 08/10/2021 End Date: 08/11/2021 Vehicles: <ul style="list-style-type: none"><li>TN TEST1234 (BLK Chevrolet Tahoe)</li></ul>	\$0.00	
<input type="button" value="Remove"/>	<b>Total</b>	<b>\$0.00</b>	

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### Checkout

Contact Information

Email\*

[Checkout](#)

You have successfully created a visitor permit!

### Some important things to remember:

- Visitor permits cannot be used by anyone who is a Tennessee Tech student. This includes online, remote, and 2+2 students.
- Visitor permits cannot be used by anyone who is a Tennessee Tech employee. This includes full-time, part-time, temporary, contracted (SSC, Chartwells, etc.), adjunct, and remote employees.
- It is important that you enter your license plate number in correctly when obtaining a visitor permit. Your license plate number is what will notify our parking assistants that you have a valid permit. Failure to enter your license plate number correctly may result in a parking citation for not having a valid permit.
  - Specialty plates:

If you have a specialty license plate, it may look like this:



In the above example, your license plate number would be entered in as FA0000. In the below example, your license plate number would be entered as 00AL00.

