

HOW TO ORDER AN EMPLOYEE PARKING PERMIT

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Navigating to the Parking Portal

Navigate to the AIMS Parking Portal using the following link: <https://tcnj.aimsparking.com/>

You may click the “Login” button or the “Order Faculty/Staff or Student Permit” button to sign into your profile (Highlighted by the Red Boxes) to begin the Permit Ordering process:



View/Manage Account

View and manage your account



View Account Fees

View all fees on your account



Pay Ticket

Pay a ticket online



Appeal Ticket

File a request to appeal a ticket

ANNOUNCEMENTS

7/25/2024 -TCNJ NEW PARKING PORTAL
OPENING AUGUST NOTE - Add announcement for
decal pickup & ticketing



Order Faculty/Staff or Student Permits

Order a TCNJ permit



Campus Map



Weekly Passes

Weekly Passes are applicable to TCNJ Students only.

TCNJ EMPLOYEES

Ordering a Permit

Once on the Payment Site, click "Login" at the top-right corner of the page:

The screenshot shows the top navigation bar of the TCNJ Payment Site. On the left is the TCNJ logo with the text "THE COLLEGE OF NEW JERSEY". On the right is a shopping cart icon and a "Login" button. Below the navigation bar is a grid of service icons: "View/Manage Account", "View Account Fees", "Pay Ticket", "Appeal Ticket", "Order Faculty/Staff or Student Permits", "Campus Map", and "Weekly Passes". To the right of this grid is an "ANNOUNCEMENTS" box containing a notice about the new parking portal opening in August.

You will need to enter your TCNJ Email and Password to sign in with the SSO prompt:

This screenshot shows the first step of the SSO prompt. It features the TCNJ logo at the top, followed by the heading "Single Sign-On". Below the heading is a label "Email Address" and a text input field. At the bottom of the form is a large "Next" button. The text "Secured by Duo" is located at the bottom right of the form area.

This screenshot shows the second step of the SSO prompt. It features the TCNJ logo at the top, followed by the heading "Single Sign-On". Below the heading is a text input field for the email address, which is partially obscured by a black redaction box. To the right of the redaction is a blue "edit" link. Below the email field is a label "Password" and a text input field. At the bottom of the form is a large "Log in" button. The text "Secured by Duo" is located at the bottom right of the form area.

Once authorized, you will see your profile dashboard resembling the image below:

The screenshot shows the TCNJ user profile dashboard. At the top left is the TCNJ logo. At the top right, there is a shopping cart icon and a 'Logout' button. Below the logo, the text 'TCNJ THE COLLEGE OF NEW JERSEY' is visible. A dark blue header bar contains the text 'Logged in as' followed by a redacted name. The main content area features a left-hand navigation menu with 'Account' (selected), 'Vehicles' (3), 'Tickets', 'Permits' (2), and 'Fees'. To the right of the menu, the user's 'Account #' is redacted, and the 'Current Balance' is \$0.00. A 'Contact Information' button is located to the right of the account details. Below these elements are six action cards: 'Edit Contact Information' (Update or edit contact information), 'Pay Ticket' (Pay a ticket online), 'Appeal Ticket' (File a request to appeal a ticket), 'Order Permits' (Order a new permit), 'Modify Account Vehicles' (Modify vehicles on your account), and 'Campus Map'.

On the left menu panel, click the “Permits” button:

This image is a close-up of the left navigation menu. The 'Permits' button, which includes a permit icon and a notification badge with the number '2', is highlighted with a red rectangular border. Other menu items visible include 'Account', 'Vehicles' (3), 'Tickets', and 'Fees'.

On the Permits screen, you'll see a chart of "All Active Permits" which would **display all permits associated with your profile (including expired and current permits)**:

The screenshot shows the TCNJ website header with the logo and "THE COLLEGE OF NEW JERSEY". A navigation bar includes a shopping cart icon and a "Logout" button. Below the header, a sidebar on the left contains menu items: Account, Vehicles (with a notification icon), Tickets, Permits (highlighted in blue with a notification icon), and Fees. The main content area is titled "All Active Permits:" and features two buttons: "Order Permit" (red) and "View All Permits" (white). Below this is a table with the following data:

<input checked="" type="checkbox"/>	Permit #	Type	Plate #	Expires	Balance	View
	GC240063	23-24 Graduate Commuter Permit	M11CPX	05/31/2024	\$0.00	View
	25RA00001	24-25 Apartment Residential Permit	M11CPX	08/25/2025	\$0.00	View
					Total: \$0.00	

***** NOTE: If the current date is past the Expiry date, and you do not have an active permit, then you are subject to being ticketed *****

Employees are permitted two (2) vehicles and one (1) motorcycle permits to be active at any given time. If you have never had a permit before, then your screen will resemble the image below:

The screenshot shows the TCNJ website header with the logo and "THE COLLEGE OF NEW JERSEY". A navigation bar includes a shopping cart icon and a "Logout" button. Below the header, a sidebar on the left contains menu items: Account, Vehicles, Tickets, Permits (highlighted in blue), and Fees. The main content area displays the message "Your account currently has no active permits" and features two buttons: "View All Permits" (white) and "Order Permit" (red).

Upon clicking the "Order Permit" button, you will see the **Parking Terms of Service** window appear. Please read through the Regulations and additional information in the window, then click the "I agree with the terms of service" button towards the bottom:

The screenshot shows a window titled "Parking Terms of Service". Under the heading "Regulations", the text reads: "Students, faculty, and staff who use motor vehicles on campus are responsible for complying with TCNJ's parking regulations which include the proper registration, use, and operation of vehicles in accordance with the traffic and parking regulations promulgated by the Board of Trustees pursuant to N.J.S.A. 39:4-208."

The full Terms of Service verbiage is longer – the verbiage has been cut for this guide

permits) must be paid in full.

In order to obtain a permit or decal from the Office of Student Accounts, the vehicles state registration card (the original, a copy, or a photo) must be presented the first time

Clicking "Cancel" will redirect you back to the Permits screen.

After clicking the “I agree” button for the Terms of Service, you will be brought to the Order Permit screen shown below:

- Account
- Vehicles
- Tickets
- Permits
- Fees

Order Permit

Please Select a Permit Type

***PRICES ARE SUBJECT TO CHANGE – THIS GUIDE IS NOT A CONFIRMATION OF PARKING COSTS ***

After selecting one of the permit options, you will need to Select or Add a vehicle. Any vehicle registered to your profile would appear as an option to select from:

Order Permit

Permit Type

Dates

Please Select 1 Vehicle

If you have no vehicles registered to your profile, then click “Add Vehicle”:

TCNJ THE COLLEGE OF NEW JERSEY

Logout

Logged in as

14:19 remaining to complete order

Account

Vehicles

Tickets

Permits

Fees

Order Permit

Permit Type

Faculty/Staff Permit (\$0.00) ✓

Dates

08/06/2024 - ∞ ✓

Please Select 1 Vehicle

Add Vehicle

Confirm

Once you click “Add Vehicle”, you will be prompted to enter the vehicle’s Plate Number, State, Year, Make, Model and Color. After these fields are populated, click “Add”:

Please Select 1 Vehicle

Add Vehicle

Confirm

Add Vehicle

Plate #*

State/Prov.*

Year*

Make*

Model*

Color*

Add Cancel

Next, you will need to select the Delivery Option:

Delivery Option

Mail Delivery

Pick Up in Office

Once one is selected, it will turn blue:

Delivery Option

Pick Up in Office ✓

Add Permit to Cart

Review all of the information of the Permit you are ordering, then click “Add to Shopping Cart”:



Logout

Logged in as [redacted]
06:21 remaining to complete order

- Account
- Vehicles
- Tickets
- Permits
- Fees

Order Permit

Permit Type

Faculty/Staff Permit (\$0.00) ✓

Dates

08/06/2024 - ∞ ✓

Vehicle

NJ [redacted] ✓

Delivery Option


Pick Up in Office ✓

Add Permit to Cart

You may see a Human Verification screen appear – click the checkbox to proceed to the Shopping Cart screen:

tcnj.aimsparking.com

Verify you are human by completing the action below.

Verify you are human  [Privacy](#) + [Terms](#)

tcnj.aimsparking.com needs to review the security of your connection before proceeding.

Reviewing the Shopping Cart

The Shopping Cart screen will resemble the image below:

The screenshot shows the TCNJ website header with the logo and navigation menu. The user is logged in, and the cart contains one item: a Faculty/Staff Permit. The total price is \$0.00. The checkout section is visible, with a contact information field for email.

TCNJ THE COLLEGE OF NEW JERSEY Logout

Logged in as [redacted] 14:55 remaining to complete order

Account
Vehicles
Tickets
Permits
Fees

Your Shopping Cart

<input type="checkbox"/>	Item	Price	View
<input type="checkbox"/>	Permit - Faculty/Staff Permit Start Date: 08/06/2024 End Date: ∞ Vehicles: • NJ [redacted]	\$0.00	
Remove	Total	\$0.00	

Checkout

Contact Information

Email* [redacted]@tcnj.edu

Checkout

On Your Shopping Cart page, you may remove the Permit by clicking the checkbox next to the Permit item, then clicking “Remove” shown by the **BLUE** arrows:

This screenshot is identical to the previous one but includes blue arrows pointing to the checkboxes and the 'Remove' button, and an orange arrow pointing to the email field. A text box explains the purpose of the email field.

TCNJ THE COLLEGE OF NEW JERSEY Logout

Logged in as [redacted] 14:55 remaining to complete order

Account
Vehicles
Tickets
Permits
Fees

Your Shopping Cart

<input type="checkbox"/>	Item	Price	View
<input type="checkbox"/>	Permit - Faculty/Staff Permit Start Date: 08/06/2024 End Date: ∞ Vehicles: • NJ [redacted]	\$0.00	
Remove	Total	\$0.00	

Checkout

Contact Information

Email* [redacted]@tcnj.edu

Checkout

Enter the Email that will receive the digital **items paid receipt** from the Parking site stating the item has been paid.

Since the Faculty/Staff Permits are free, clicking Checkout will completed the transaction:

The screenshot shows the TCNJ website interface. At the top left is the TCNJ logo with the text "THE COLLEGE OF NEW JERSEY". At the top right is a "Logout" button and the text "Logged in as [redacted]". On the left side, there is a navigation menu with icons and labels: "Account", "Vehicles" (with a "1" notification), "Tickets", "Permits" (with a "1" notification), and "Fees". The main content area displays a receipt for a Faculty/Staff Permit. The receipt number is redacted. The payment information shows the account number is redacted, the payment type is "None", and the payment date is "08/06/2024, 11:13 AM". A note states: "A copy of this receipt will be sent to [redacted]@tcnj.edu when your permit is ready to print." The receipt items table shows one item: "Permit - Faculty/Staff Permit" with a price of "\$0.00". The item details include "Start Date: 08/06/2024", "End Date: ∞", and "Vehicles: N. [redacted]". The total amount is "\$0.00".

TCNJ THE COLLEGE OF NEW JERSEY

Logout

Logged in as [redacted]

Account

Vehicles 1

Tickets

Permits 1

Fees

Receipt # [redacted]

Payment Information:

Account Number: [redacted]

Payment Type: None

Payment Date: 08/06/2024, 11:13 AM

A copy of this receipt will be sent to [redacted]@tcnj.edu when your permit is ready to print.

Receipt Items:

Item	Price
Permit - Faculty/Staff Permit Start Date: 08/06/2024 End Date: ∞ Vehicles: • N. [redacted]	\$0.00
Total	\$0.00

A copy of this receipt will also be emailed to you.

Reviewing the Receipt Email

The email you will receive upon ordering a Parking Permit will resemble the image below:

Payment Receipt Inbox x Print Share

parking@mm.tcnj.edu 11:15 AM (2 minutes ago) Star Reply More
to me ▾

The College of New Jersey

Printed On: 8/6/2024 11:15 AM
Account #: [REDACTED] The Account Number will display your TCNJ PAWS Number
Receipt #: [REDACTED]
Transaction: 8/6/2024 11:14 AM
Posted On: 8/6/2024

Items
Paid (via Internet)

Faculty/Staff Permit	[REDACTED]	None	Faculty/Staff Permit	\$0.00	View Permit
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Grand Total: \$0.00
Amount Tendered:
Change Due:

This field will display your Permit Number

You may click "View Permit" to see the permit details in the Parking Portal

Service charge is not reflected on this receipt.
THANK YOU

2 Attachments • Scanned by Gmail Download Refresh

PDF attachment.pdf

PDF Employee Tempor...

The first attachment is a copy of the Receipt Email, the second attachment is the Temporary Parking Permit for the student to use while the parking permit order is being processed – shown on the next page.

Permit Issued to:

Your Name will be displayed here

The Yellow arrows are pointing to fields that display your Permit Barcode



The Blue arrows are pointing to fields that display your Permit Number

Faculty/Staff Permit

Below you will find your temporary parking permit which is valid for the dates printed on the permit. Please detach the permit and display this face-up on your dash.

Failure to properly display this temporary permit will result in your vehicle being ticketed and/or towed. Displaying this permit on a vehicle other than the plate provided will result in your vehicle being ticketed and/or towed and may be deemed as fraudulent activity.

If you have not received your permanent parking permit, please contact our office:
609-771-3144
parking@tcnj.edu
Green Hall Room 119

Temporary Parking Permit



The Blue arrows are pointing to fields that display your Permit Number



The Yellow arrows are pointing to fields that display your Permit Barcode

Faculty/Staff Permit

valid from
August 06, 2024 **August 27, 2024**

valid on license plate



The Red arrow is pointing to field that display your Vehicle Plate Number

Generated 8/6/2024 11:14:52 AM

DO NOT COPY, ALTER, OR MISUSE THIS PERMIT IN ANY WAY

Any duplication or alteration of this permit may result in severe penalties, including but not limited to ticketing, towing and suspension of parking privileges.