

TCNJ's CARS Parking Portal User Guide for Employees

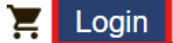
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Navigating to the Parking Portal

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 website. 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 2024.

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

This is 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 is 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:

-  **Account**
-  Vehicles 3
-  Tickets
-  Permits 2
-  Fees

Account # 

Current Balance: \$0.00

[Contact Information](#)[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](#)

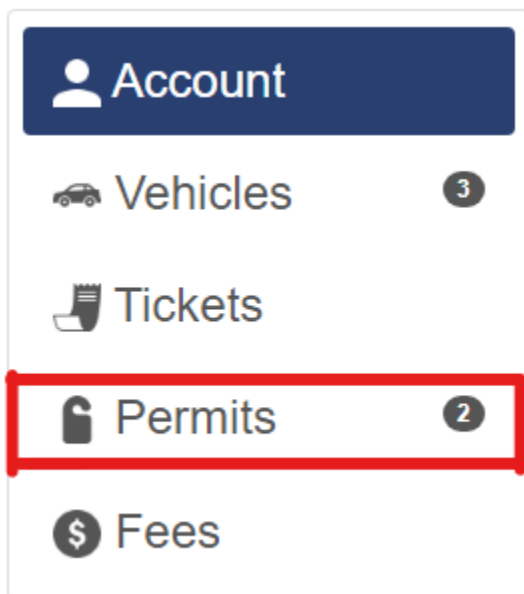
Order a new permit






[Modify Account Vehicles](#)

Modify vehicles on your account

[Campus Map](#)

On the left menu panel, click the "Permits" button:



-  **Account**
-  Vehicles 3
-  Tickets
-  **Permits** 2
-  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)**:

TCNJ THE COLLEGE OF NEW JERSEY

Account

Vehicles 2

Tickets

Permits 2

Fees

All Active Permits:

Order Permit View All Permits

<input checked="" type="checkbox"/>	Permit #	Type	Plate #	Change Requests	Expires	Balance	View
	[REDACTED]	25-26 Faculty/Staff Permit	[REDACTED]		09/30/2026	\$0.00	View
	[REDACTED]	25-26 Faculty/Staff Permit	[REDACTED]		09/30/2026	\$0.00	View

Total: \$0.00

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

Employees are allowed two (2) vehicle and one (1) motorcycle permit to be active at any given time. Clicking the "Order Permit" whilst having two (2) active vehicle and one (1) active motorcycle permit will yield the message below:

TCNJ THE COLLEGE OF NEW JERSEY

Account

Vehicles 1

Tickets

Permits 2

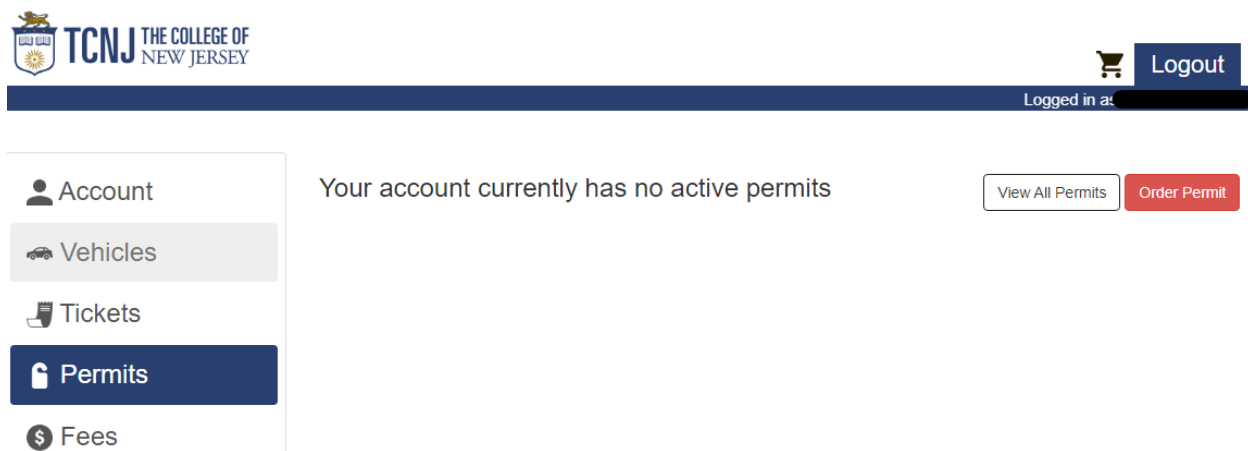
Fees

Order Permit

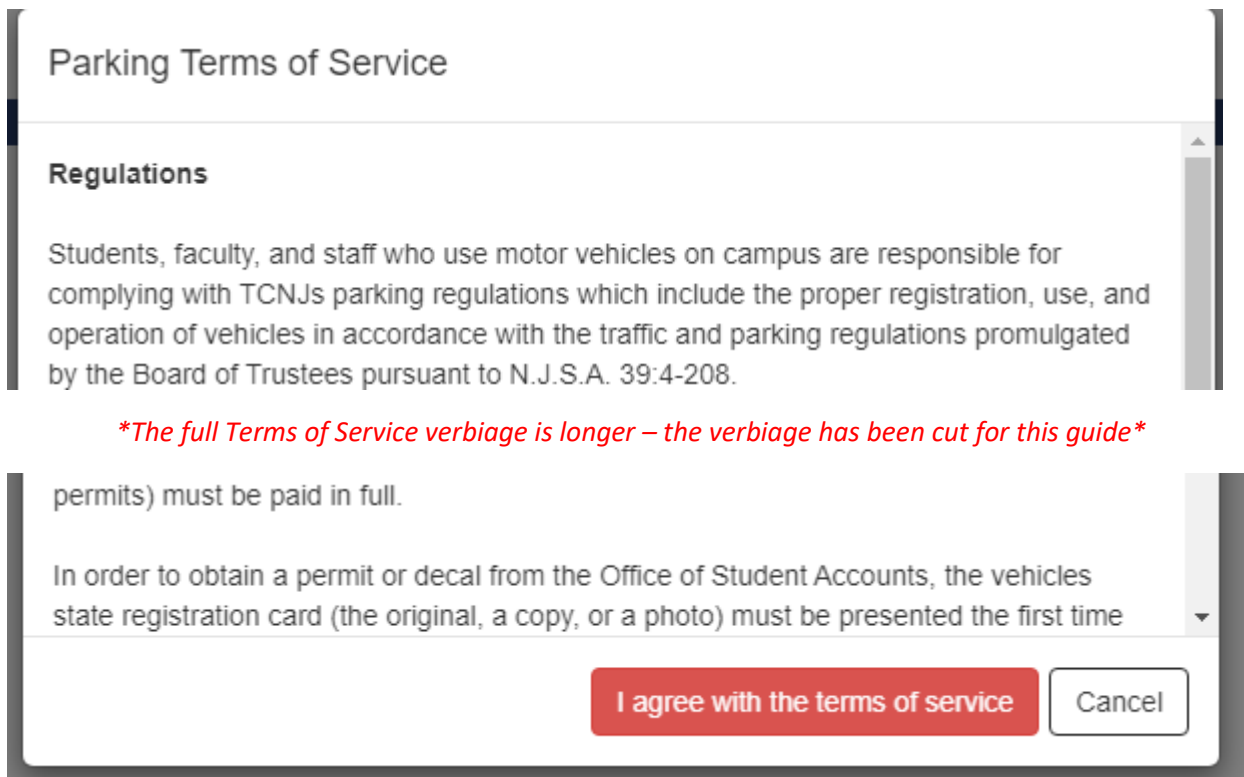
Please Select a Permit Type

There are currently no available permit types for selection at this time.

If you have never had a permit before, then your screen will resemble the image below:



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:



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

Faculty/Staff Motorcycle (\$0.00)

Faculty/Staff Permit (\$0.00)

***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 within the past year would appear as an option to select from:

Order Permit

Permit Type

25-26 Faculty/Staff Permit ✓

Dates

01/06/2026 - 09/30/2026 ✓

Please Select 1 Vehicle

NJ [redacted]

Add Vehicle

Confirm

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

Order Permit

Permit Type

25-26 Faculty/Staff Permit ✓

Dates

01/06/2026 - 09/30/2026 ✓

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":

***** IMPORTANT: Your plate number and state must be entered EXACTLY as it appears on your state issued motor vehicle registration card. If it is not, your virtual permit will not be recognized by our license plate readers which could result in being issued a parking ticket. *****

Please Select 1 Vehicle

Add Vehicle

Confirm

Add Vehicle

Plate #*

State/Prov.*

Year*

Make*

Model*

Color*

Add Cancel

Carefully review the information of the vehicle and permit you are ordering, then click “Add Permit to Cart”:

The screenshot shows the TCNJ website header with the logo and 'THE COLLEGE OF NEW JERSEY'. A navigation menu on the left includes 'Account', 'Vehicles' (with a notification icon), 'Tickets', 'Permits' (with a notification icon), and 'Fees'. The main content area is titled 'Order Permit' and contains three dropdown menus: 'Permit Type' set to '25-26 Faculty/Staff Permit', 'Dates' set to '01/03/2026 - 09/30/2026', and 'Vehicle' set to 'NJ [redacted] (Blue 2025 Honda Accord)'. A red 'Add Permit to Cart' button is located at the bottom right. A yellow banner at the top right indicates 'Logged in as [redacted]' and '13:59 remaining to complete order'.

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.

A checkbox labeled 'Verify you are human' is positioned next to the Cloudflare logo. Below the logo are links for 'Privacy' and '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 "THE COLLEGE OF NEW JERSEY". A "Logout" button is in the top right. Below the header, it says "Logged in as [redacted]" and "14:43 remaining to complete order". On the left is a navigation menu with "Account", "Vehicles" (1), "Tickets", "Permits" (1), and "Fees". The main content area is titled "Your Shopping Cart" and contains a table with one item: "Permit - 25-26 Faculty/Staff Permit" with a price of \$0.00. Below the table is a "Remove" button and a "Total" of \$0.00. Below the cart is a "Checkout" section with "Contact Information" and an "Email*" field with a "Checkout" button.

On Your Shopping Cart page, if you need to remove the permit to edit your order, you may do so by clicking the checkbox next to the Permit item, then clicking “Remove” shown by the BLUE arrows:


This annotated screenshot highlights key elements. Two blue arrows point to the checkboxes next to the "Permit - 25-26 Faculty/Staff Permit" item and the "Remove" button. An orange arrow points to the "Email*" field in the checkout section. A text box next to the email field contains the instruction: "Enter the Email that will receive the digital items paid receipt from the Parking site stating the item has been paid." The rest of the page layout is identical to the previous screenshot.

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

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

 Account

 Vehicles 2

 Tickets

 Permits 2

 Fees

Receipt # [REDACTED]

Payment Information:

Account Number: [REDACTED]

Payment Type: None

Payment Date: 01/03/2026, 03:34 PM

A copy of this receipt and your permit confirmation will be sent to [REDACTED] for your records.

Receipt Items:

Item	Price
Permit - 25-26 Faculty/Staff Permit Start Date: 01/03/2026 End Date: 09/30/2026 Vehicles: <ul style="list-style-type: none">NJ [REDACTED] (Blue 2025 Honda Accord)	\$0.00
Total	\$0.00

Reviewing the Receipt Email

The email you will receive upon ordering a Parking Permit will resemble the image below. Please be sure to save this email for future reference:

The attachment is your Virtual Permit Confirmation – shown on the next page. Please be sure to review it, as it provides you with important information you need to be aware of including our campus parking regulations and a link to our parking lot assignments so you are informed of the lots you are allowed to legally park in specific to your permit type.

Payment Receipt Inbox x

parking@mm.tcnj.edu
to me

3:35 PM (3 minutes ago)

The College of New Jersey

Printed On: 1/3/2026 3:35 PM
Account #: [REDACTED]
Receipt #: [REDACTED]
Transaction: 1/3/2026 3:34 PM
Posted On: 1/3/2026

Items
Paid (via Internet)

25-26 Faculty/Staff Permit	[REDACTED]	None	25-26 Faculty/Staff Permit	\$0.00	View Permit
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Grand Total: \$0.00
Amount Tendered:
Change Due:

Service charge is not reflected on this receipt.
THANK YOU

The Account Number will display your TCNJ Employee ID Number


This field will display your Permit Number

You may click "View Permit" to see the permit details, including your permit expiration date, in the Parking Portal – **Please review page 15 below in this guide for important instructions on how to cancel this permit if you no longer have this vehicle or to replace this vehicle with a different vehicle, if you must drive a different vehicle to campus at any time.**



One attachment • Scanned by Gmail Add to Drive


Permit Informatio...

Reviewing your Virtual Permit Confirmation


Virtual Permit Issued to: 

Your **Name** will be displayed here



25-26 Faculty/Staff Permit
Virtual Permt Number: 

The Blue arrow is pointing to the field that displays your **Permit Number**



The College of New Jersey welcomes you, the motorist, to campus. Thank you for ordering your virtual parking permit! **All motorists must now park with your license plate facing the drive lane.** Because LPR technology only works if a license plate can be read by the LPR scanners, it is imperative that your license plate always face the drive lane. If your state does not issue a front plate, you cannot back into a parking space. You are subject to being ticketed if your vehicle is parked without a license plate facing the drive lane of traffic.

For our 2025-2026 parking lot assignments, please visit our website at <https://parking.tcnj.edu/parking-map/>.

For the full text of the 2025-2026 motor vehicle regulations, as well as a complete list of parking fines and penalties, please visit our web site at <http://parking.tcnj.edu/>.

All vehicles and their operators are expected to adhere to all of our motor vehicle regulations.

Sincerely,
Parking Services
Office of Student Accounts

Requesting Vehicle Changes and Updating a License Plate

Below are important instructions on how to request an expiration of your permit if you no longer drive this vehicle to campus, or if you need to replace this vehicle with a different vehicle, if you must drive a different vehicle to campus at any time.

The screenshot shows the TCNJ permit management system interface. At the top left is the TCNJ logo. At the top right, there is a shopping cart icon and a 'Logout' button. Below the navigation bar, a sidebar on the left contains menu items: Account, Vehicles (with a '2' notification), Tickets, Permits (with a '2' notification), and Fees. The main content area displays 'Permit # [redacted]' and 'Permit Information' with fields for Account Number, Status (Active), Permit Type (25-26 Faculty/Staff Permit), Active Date (01/03/2026), and Expiration Date (09/30/2026). A green arrow points to the Expiration Date field, with a callout box stating 'The green arrow indicates your Permit Expiration Date'. Below this is a 'Request Expiration' button. To the right, under 'Associated Vehicles', a vehicle card shows '2025 Honda Accord' in 'Blue'. Below the card are two buttons: 'Temporary Replacement' and 'Permanent Replacement'. A yellow arrow points to the 'Temporary Replacement' button, with a callout box explaining that this option is for short-term replacements (up to two weeks). A red arrow points to the 'Permanent Replacement' button, with a callout box explaining that this option is for permanent replacements when a new driver is added. A blue arrow points to the 'Request Expiration' button, with a callout box explaining that this option is for when the user is no longer driving the vehicle. At the bottom, a 'Balance: \$0.00' section is visible, with a red arrow pointing to it. Below the balance is a 'Print permit confirmation' button.

Account

Vehicles 2

Tickets

Permits 2

Fees

Permit # [redacted]

Permit Information

Account Number [redacted]

Status: Active

Permit Type: 25-26 Faculty/Staff Permit

Active Date: 01/03/2026

Expiration Date: 09/30/2026

Request Expiration

The green arrow indicates your Permit Expiration Date

Associated Vehicles

New Jersey

2025 Honda Accord

Blue

Temporary Replacement

Permanent Replacement

Balance: \$0.00

Print permit confirmation

If you are no longer driving this vehicle to campus, and don't have a different vehicle to replace it with at this time, follow the blue arrow and select "Request Expiration"

If this vehicle is in the shop or you need to drive a different vehicle to campus for a short amount of time, follow the yellow arrow and select "Temporary Replacement". You will be able to replace this vehicle with a different vehicle for up to two weeks at a time.

If your vehicle remains the same but you simply need to update or correct your license plate, follow the red arrow and select "Permanent Replacement".

If you are no longer driving this vehicle to campus, and have a new daily driver to replace this vehicle with, follow the red arrow and select "Permanent Replacement". Your virtual permit will be transferred to this new vehicle for the duration of this permit.