

TCNJ's CARS Parking Portal User Guide for Students

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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 Students

Ordering a Permit

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

TCNJ THE COLLEGE OF NEW JERSEY

Shopping Cart **Login**

- 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
- Order Faculty/Staff or Student Permits**
Order a TCNJ permit
- Campus Map**
- Weekly Passes**
Weekly Passes are applicable to TCNJ Students only.

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

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

TCNJ THE COLLEGE OF NEW JERSEY

Single Sign-On

Email Address

Next

Secured by Duo

TCNJ THE COLLEGE OF NEW JERSEY

Single Sign-On






[edit](#)

Password

Log in

Secured by Duo

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](#)

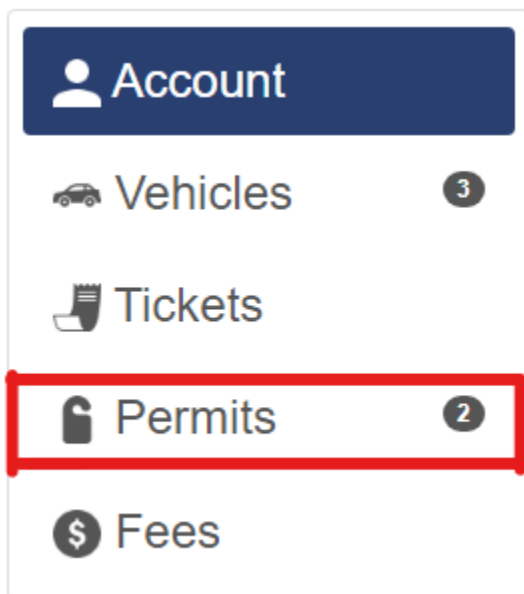
Order a new permit






[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):

The screenshot shows the TCNJ website 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 logo, a dark blue bar contains the text 'Logged in'. On the left side, there is a navigation menu with icons and labels for 'Account', 'Vehicles' (with a '1' notification), 'Tickets', 'Permits' (with a '2' notification), and 'Fees'. The main content area is titled 'All Active Permits:' and features a red 'Order Permit' button and a 'View All Permits' button. 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	[REDACTED]	05/31/2024	\$0.00	View
	25RA00001	24-25 Apartment Residential Permit	[REDACTED]	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, you are subject to being ticketed ***

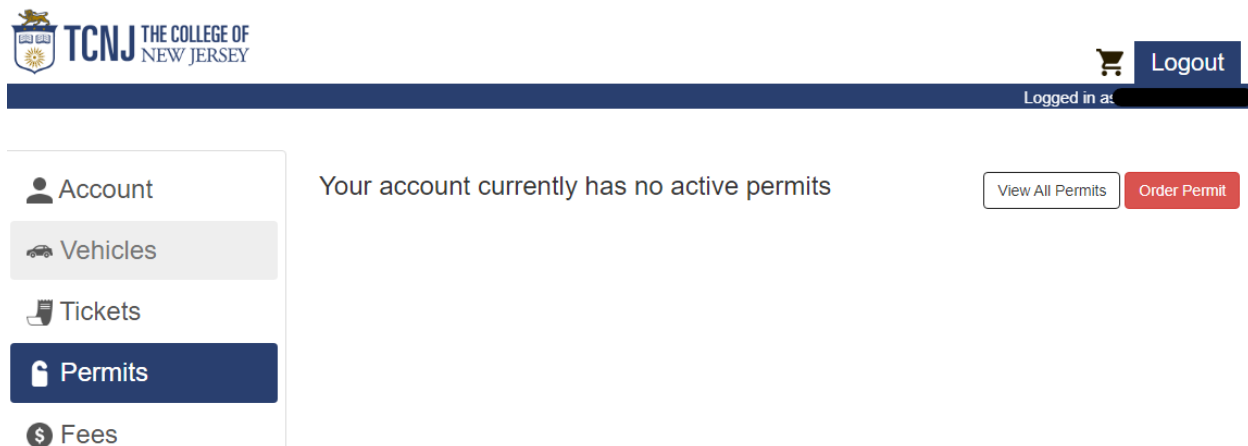
Students are only allowed one (1) vehicle and one (1) motorcycle permit to be active at any given time. If you have an active vehicle permit, the motorcycle permit will be offered to you free of charge. Clicking the "Order Permit" button whilst having an active vehicle and motorcycle permit will yield the message below:

The screenshot shows the TCNJ website 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 logo, a dark blue bar contains the text 'Logged in'. On the left side, there is a navigation menu with icons and labels for 'Account', 'Vehicles' (with a '1' notification), 'Tickets', 'Permits' (with a '2' notification), and 'Fees'. The main content area is titled 'Order Permit' and displays the following message:

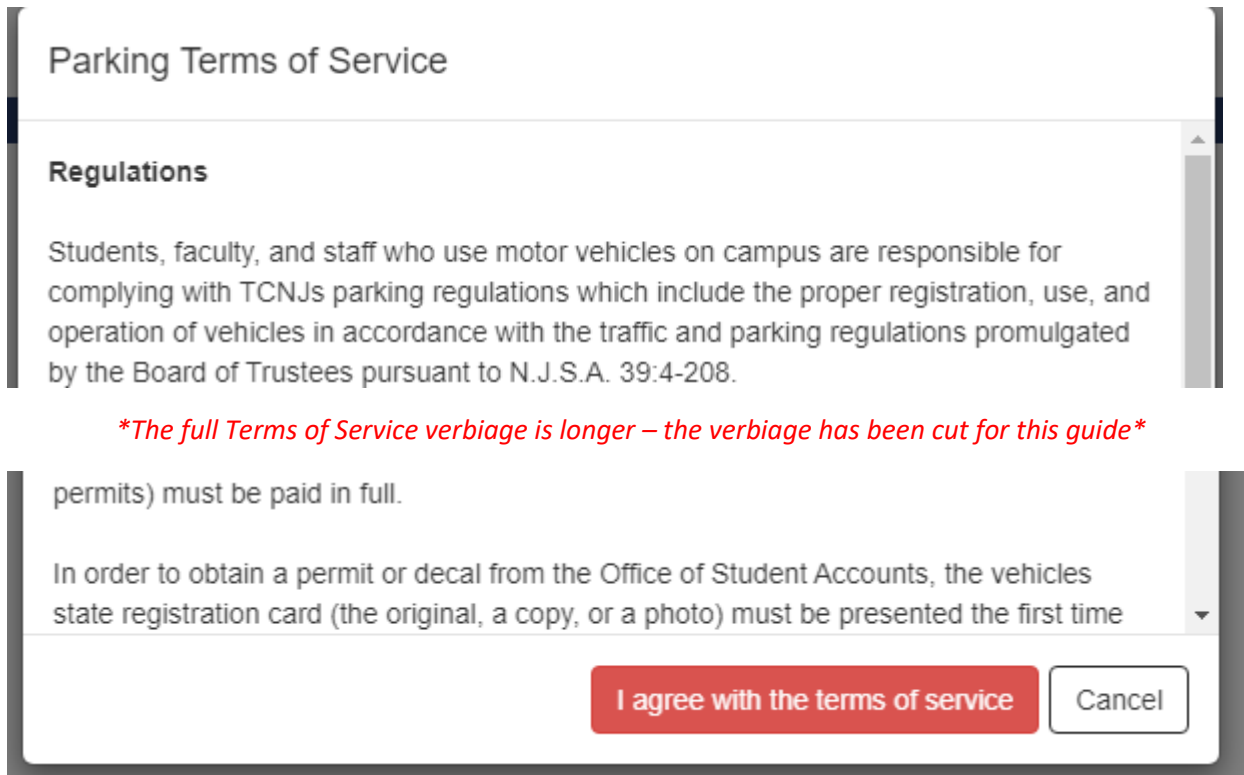
Please Select a Permit Type

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:

TCNJ THE COLLEGE OF NEW JERSEY

Logout

Logged in as account # [redacted]
05:23 remaining to complete order

Account
Vehicles
Tickets
Permits
Fees

Order Permit

Please Select a Permit Type

25-26 Spring Undergraduate Commuter

25-26 Student Motorcycle - Complimentary

***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:

TCNJ THE COLLEGE OF NEW JERSEY

Logout

Logged in as account # [redacted]
14:43 remaining to complete order

Account
Vehicles
Tickets
Permits
Fees

Order Permit

Permit Type

25-26 Spring Undergraduate Commuter ✓

Dates

01/05/2026 - 05/31/2026 ✓

Please Select 1 Vehicle

NJ [redacted] (Gray 2019 Volkswagen Passat)

Add Vehicle

Confirm

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

TCNJ THE COLLEGE OF NEW JERSEY

Logout

Logged in as account # [REDACTED]
14:46 remaining to complete order

- Account
- Vehicles
- Tickets
- Permits
- Fees

Order Permit

Permit Type

25-26 Spring Undergraduate Commuter ✓

Dates

01/05/2026 - 05/31/2026 ✓

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. *****

Confirm

Add Vehicle

Plate #* [REDACTED]

State/Prov.* New Jersey

Year* 2025

Make* Honda

Model* Accord

Color* Blue

Add Cancel

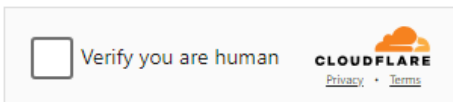
Carefully review all of the information of the vehicle and permit you are ordering, then click “Add Permit to Cart”:



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.








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:

Logout

Logged in as account #: [REDACTED]
08:46 remaining to complete order

-  Account
-  Vehicles
-  Tickets
-  Permits
-  Fees

Your Shopping Cart

<input type="checkbox"/>	Item	Price	View
<input type="checkbox"/>	Permit - 25-26 Spring Undergraduate Commuter Start Date: 01/05/2026 End Date: 05/31/2026 Vehicles: <ul style="list-style-type: none">NJ [REDACTED] (Blue 2025 Honda Accord)	\$83.00 Once	
Sub-Total		\$83.00	
NJ Sales Tax		\$5.50	
<input type="button" value="Remove"/>	Total	\$88.50	

Checkout

Contact Information

Email*

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:

Your Shopping Cart

<input checked="" type="checkbox"/>	Item	Price	View
<input checked="" type="checkbox"/>	Permit - 25-26 Spring Undergraduate Commuter Start Date: 01/05/2026 End Date: 05/31/2026 Vehicles: • NJ ([REDACTED] Blue 2025 Honda Accord)	\$83.00 Once	
Sub-Total		\$83.00	
NJ Sales Tax		\$5.50	
<input type="button" value="Remove"/>	Total	\$88.50	

Checkout

Contact Information

Email*

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

Paying for the Permit

After entering your email and reviewing the permit information, click “Continue” to proceed to the Payment screen:

Step 1 of 2: Payment method

1 2

How would you like to pay?

Payment amount
\$88.50

*** Payment method**

New credit or debit card

AMERICAN EXPRESS DISCOVER

*** Card number**

[REDACTED] DISCOVER

*** Expiration date** *** Security code** ⓘ

[REDACTED]

[REDACTED]

*** Zip/Postal code**

[REDACTED]

International cardholders may input "N/A"

This site is owned and operated by Transact Campus, Inc. I acknowledge that I have read and accept the [terms and conditions](#) of the Transact Campus, Inc. user agreement.

Description	Amount
Permit	\$88.50
AIMS TRANS ID: [REDACTED]	
30385	
AIMS RECEIPTNUM: [REDACTED]	
Subtotal	\$88.50
Total	\$88.50

CancelContinue

After you enter your card information, click “Continue” and you will see verbiage about the Service Fee that will be added to the transaction. Please visit <https://studentaccounts.tcnj.edu/billing/bill-payment-options/credit-card-convenience-fees/> for the Service/Convenience Fee rate.

Service fee

\$3

This site is owned and operated by Transact Campus, Inc. If you choose to make a payment with a credit or debit card using Transact Campus SmartPay, you will be charged a service fee of **\$3**, so your total amount is \$91.50. This charge is assessed by Transact Campus, Inc. Service fees are included in your transaction and are paid directly to Transact Campus, Inc. Service fees are non-refundable.

By selecting continue, I acknowledge that I have read and accept the [terms and conditions](#) of the Transact Campus, Inc. user agreement and I understand that my transaction includes a non-refundable service fee of **\$3** for the use of Transact Campus SmartPay.

The next page will be a **Final Review** of your transaction before submitting:

Enter your email in this field to receive the **transactional receipt** from the payment site showing the transaction details, service fee, etc.

Please review your information below.

* Email address
[Redacted]

Summary

Permit	\$88.50
AIMS TRANS ID: [Redacted]	
AIMS RECEIPTNUM: [Redacted]	
Subtotal	\$88.50
Service fee	\$3.00
Total	\$91.50

Payment details [Change](#)

Card number	[Redacted]	DISCOVER
Expiration date	[Redacted]	
Zip/Postal code	[Redacted]	

Cancel Pay \$91.50

Your AIMS TRANS ID and AIMS RECEIPT Number will be displayed here – these values will be important for TCNJ to look up your payment, should you have any questions

Review your Card information here – verify everything is correct

Review the Subtotal, Service Fee and the Total Amount for the transaction here

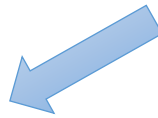
Lastly, click “Pay” on the bottom-right corner of the page. You will see a confirmation pop up:



\$91.50

Thank you for your payment

The payment receipt #135138 was sent to:



Click the receipt number to see a digital receipt of your transaction

Click the "Sign Out" button to close the payment portal and you will be redirected back to the parking portal



Sign out

Upon clicking the Receipt Number, a panel showing your transaction details will appear:



Receipt
#135138

Date: 1/5/26
Business date: 1/6/26
Method: Discover

Total amount
\$91.50

Description	Amount
Permit AIMS TRANS ID: [REDACTED] AIMS RECEIPTNUM: [REDACTED]	\$88.50
Subtotal	\$88.50
Service Charge	\$3.00
Total	\$91.50

Payments received	Amount
DISCOVER [REDACTED] Authorization #070726	\$91.50
Total	\$91.50

There will be a Print button at the top-right corner of the screen if you would like to print out your receipt:



Signing Out After a Payment

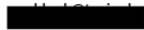
Once payment has been submitted, clicking “sign out” may prompt the Human Verification again:



\$91.50

Thank you for your payment

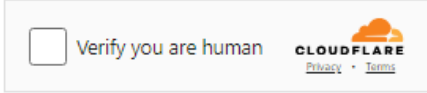
The payment receipt [#135138](#) was sent to:



Sign out

tcnj.aimsparking.com

Verify you are human by completing the action below.



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


Clicking the checkbox will redirect you back to the Parking Site with your Shopping Cart empty:





Your shopping cart is empty

Click on the TCNJ logo at the top left to be redirected back to the homepage:






View/Manage Account
View and manage your account


Pay Ticket
Pay a ticket online


Appeal Ticket
File a request to appeal a ticket


Order Faculty/Staff or Student Permits
Order a TCNJ permit


Order Visitor Permits
Order a new visitor permit


Modify Account Vehicles
Modify vehicles on your account

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.

The College of New Jersey


Printed On: 1/5/2026 6:08 PM
Account #: [REDACTED] ← **The Account Number will display your TCNJ PAWS Number**
Receipt #: W4G740E34136
Transaction: 1/5/2026 6:07 PM
Posted On: 1/5/2026

Items
Paid (via Internet)

25-26 Spring Undergraduate Commuter	[REDACTED]	Discover Card	25-26 Spring Undergraduate Commuter	\$83.00 View Permit
25-26 Spring Undergraduate Commuter	[REDACTED]	Discover Card	NJ Sales Tax	\$5.50 View Permit
Grand Total: \$88.50				
Amount Tendered:				
Change Due:				

Service charge is not reflected on this receipt.
THANK YOU

You may click "View Permit" to see the permit details, including your permit expiration date, in the Parking Portal – Please review page 21 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



Reviewing your Virtual Permit Confirmation

Virtual Permit Issued to:



Your **Name** will be displayed here



25-26 Spring Undergraduate Commuter

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

Permit # [REDACTED]

Permit Information

Account Number: [REDACTED]
Status: Active
Permit Type: 25-26 Spring Undergraduate/Commuter
Active Date: 01/05/2026
Expiration Date: 05/31/2026

The green arrow indicates your **Permit Expiration Date**

[Request Expiration](#)

Associated Vehicle

2025 Honda Accord
Blue

Temporary Replacement
Permanent Replacement

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 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**

Balance: \$0.00

[Print permit confirmation](#)

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.