


In your browser, navigate to [columbusstate.aimsparking.com](http://columbusstate.aimsparking.com)

**COLUMBUS STATE UNIVERSITY** Parking Services  
Illges Hall 122 Phone: 706-507-8203

click Login to sign in with your MyCSU credentials  **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 Permits**  
Order a new permit

**Order Visitor Permits**  
Order a new visitor permit

**Claim Permit Invite**  
Claim a permit invite

**Modify Account Vehicles**  
Modify vehicles on your account

**Parking Cost Schedules**

**Permit Types** | Violations

Description	Amount	Sales Begin	Active	Expires
2018 - 2019 COMMUTER STUDENT	\$45.00	Available	Today	07/31/2019
2018 - 2019 FACULTY / STAFF	\$90.00	Available	Today	07/31/2019

If your department does not have an account with Parking Services, please contact [parking@columbusstate.edu](mailto:parking@columbusstate.edu).

**COLUMBUS STATE UNIVERSITY** Illges Hall 122 Phone: 706-507-8203

**Parking Services**

**Login**

Select a login method:

MyCSU Login

**Departments**

Choose "Departments" and log in with your department's unique account number and password.

**Department Authentication**

Account #\*

Password\*

Login

## Departments – Send Guest Pass Invitations

Select “Send New Permit Invites” to send your guests the invitation to register their vehicles ahead of time. Select “Order Permits” if your guest is already on campus and needs to register their vehicle. In this example, we will choose “Send New Permit Invites.”

The screenshot displays the Columbus State University Parking Services website. At the top left is the university logo with the text "COLUMBUS STATE UNIVERSITY Illges Hall 122 Phone: 706-507-8203". The main header reads "Parking Services". On the top right, there is a shopping cart icon, a "Logout" button, and the text "Logged in as Enrollment Services".

The main content area features a left-hand navigation menu with the following items: "Account" (highlighted in a dark blue bar), "Vehicles", "Tickets", "Permits", "Fees", and "Boots/Tows".

To the right of the menu, the account information is displayed: "Account # D0001", "Enrollment Services", and "Current Balance: \$0.00". A "Contact Information" button is located to the right of this information.

The central area contains several service tiles:

- 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. This tile is highlighted with a green border.
- Send New Permit Invites**: Send a new permit invite. This tile is highlighted with a green border and has a green arrow pointing to it from the text "Choose this option to send bulk passes."
- Modify Account Vehicles**: Modify vehicles on your account.

At the bottom right, there is a green arrow pointing up towards the "Order Permits" tile, accompanied by the text: "See the 'Order a Temporary Permit Online' PDF for these instructions".

Enter the name of your event, conference, meeting, etc. in the blank field.

The screenshot shows the Columbus State University Parking Services website. The header includes the university logo, contact information (Illges Hall 122, Phone: 706-507-8203), and a 'Logout' button. A dark blue navigation bar contains the text 'Logged in as Enrollment Services'. On the left, a sidebar menu lists: Account, Vehicles, Tickets, Permits, Fees, and Boots/Tows. The main content area is titled 'Send Guest Invite' and features a green-bordered box containing the instruction 'Enter a name for this invite batch:', a text input field with a cursor, and a 'Confirm' button.

**COLUMBUS STATE UNIVERSITY** Illges Hall 122 Phone: 706-507-8203

**Parking Services**

Logout

Logged in as Enrollment Services

- Account
- Vehicles
- Tickets
- Permits
- Fees
- Boots/Tows


### Send Guest Invite

Enter a name for this invite batch:

Confirm

## Departments – Send Guest Pass Invitations

The CC Email can be any e-mail. We recommend using your department's generic e-mail to save your individual inbox from clutter.



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Logout

Logged in as Enrollment Services

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### Send Guest Invite

Invite Name

Training Guide Creation

Emails for all invitees:

[bobek\\_deborah@columbusstate.edu](mailto:bobek_deborah@columbusstate.edu)  
[smith\\_amanda3@columbusstate.edu](mailto:smith_amanda3@columbusstate.edu)

You can send as many invitations as you need, but please note that each email address must be on its own line.

Place one email address per line for each invite you wish to send

CC Email


Enter your email to send yourself a copy of the invite

Send me an email when an invite is claimed.


These are both useful features, especially since the number of registered vehicles can serve as a rough estimate of the number of attendees you will have at your event.

Confirm

Choose the date range that your guests will need their passes.



**COLUMBUS STATE UNIVERSITY** Parking Services  
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[Logout](#)

Logged in as Parking Services

- Account
- Vehicles
- Tickets
- Permits
- Fees

### Send Guest Invite

Invite Name

[How To Guide Printing](#)

Invitees

Emails collected

Permit Type

Department Guest (\$0.00)

#### Date Selection

Please select a start and end date for this permit:

 to

Department Guest passes can be requested up to 10 days in advance and are valid for up to 5 days. If a pass with a longer length is needed, please contact Parking Services.

## Departments – Send Guest Pass Invitations

After you choose the dates for your guest's passes, you can add a personalized invitation message. This might include instructions about where to park or reminder details about your event. We recommend that you leave a contact number and name for the event.

06/12/2018 - 06/13/2018

### Additional Message

Enter your personalized invitation message here.

For example, you could remind your guests where you're meeting or where to park. You can also remind them accurate vehicle information including license plate information will be required to avoid a citation.


---

Enter any additional instructions you wish to include on the invites

Confirm


## Departments – Send Guest Pass Invitations

You can select any of the categories on this screen to make changes before confirming the information.



**COLUMBUS STATE UNIVERSITY**  
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# Parking Services

[Logout](#)

Logged in as Enrollment Services

- Account
- Vehicles
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- Permits
- Fees
- Boots/Tows

## Send Guest Invite

Invite Name

Training Guide Creation

Invitees

Emails collected

Permit Type

DEPARTMENT GUEST

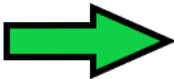
Dates

06/12/2018 - 06/13/2018

Message

Enter your personalized invitation message here. ...

There is not a charge for department guest passes. Clicking this option only serves to complete the invitation process.




Please Select a Billing Option


Bill the permit to my account



After confirming all of the above information is correct, you will receive this Batch Summary screen.



**COLUMBUS STATE UNIVERSITY** Parking Services  
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[Logout](#)

Logged in as Enrollment Services

- Account
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- Boots/Tows

### Batch Summary: Training Guide Creation

#### Batch Information

**Batch Name:** Training Guide Creation  
**Creation Date:** 06/07/2018  
**Permit Type:** DEPARTMENT GUEST  
**Active Date:** 06/12/2018  
**Expiration Date:** 06/13/2018

#### Cost Information

**Per-invite Cost:** \$0.00  
**Current Total Batch Cost:** \$0.00  
**Maximum Total Batch Cost:** \$0.00  
**Billed To:** Inviter Pays

**Message:**  
Enter your personalized invitation message here. For example, you could remind your guests where you're meeting or where to park. You can also remind them accurate vehicle information including license plate information will be required to avoid a citation.

### Invitee Summary

Email	Access Key	Status	Permit #	Receipt #	Name	Resend
bobek_deborah@columbusstate.edu	pending	Unclaimed				sending
smith_amanda3@columbusstate.edu	pending	Unclaimed				sending

[Send New Invites](#)


Forget someone? Easily add more invitees from this screen without having to create a whole new event.

## Departments – Send Guest Pass Invitations

Your guests receive the following email. Notice that the personalized message you entered while creating the event invitations appears in the body of the email that your guests receive.

### Guest Permit Invite Inbox x

---

 parking@columbusstate.edu  
to me ▾

**\*\*\* This is an automatically generated email, please do not reply. \*\*\***


You have been sent a guest parking permit invite. To claim this invite, click the link below.

Permit Type: DEPARTMENT GUEST  
Active Date: [06/12/2018](#)  
Expiration Date: [06/13/2018](#)  
Access Key: 0021DHJHX1


Message/Instructions from sender: Enter your personalized invitation message here. For example, you could remind your guests where you're meeting or where to park. You can also remind them accurate vehicle information including license plate information will be required to avoid a citation.

Please click the link below to complete your parking permit registration:  
[https://columbusstate.aimsparking.com/api/permits/index.php?cmd=claim\\_access\\_key&access\\_key=0021DHJHX1](https://columbusstate.aimsparking.com/api/permits/index.php?cmd=claim_access_key&access_key=0021DHJHX1)







The link in the email invitation brings them to the page below.



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[Logout](#)

Logged in as Enrollment Services

-  Account
-  Vehicles
-  Tickets
-  Permits
-  Fees
-  Boots/Tows

## Guest Permit Invite Completion

### Invite Summary

<b>Access Key:</b> 0021DHJHX1	<b>Message:</b>
<b>Invite Sent:</b> 06/07/2018	Enter your personalized invitation message here. For example, you could remind your guests where you're meeting or where to park. You can also remind them accurate vehicle information including license plate information will be required to avoid a citation.
<b>Permit Type:</b> DEPARTMENT GUEST	
<b>Cost:</b> Prepaid	
<b>Active Date:</b> 06/12/2018	
<b>End Date:</b> 06/13/2018	

### Additional Information

#### Contact

<b>First Name</b>	<input type="text" value="Enrollment"/>
<b>Last Name*</b>	<input type="text" value="Services"/>
<b>Email*</b>	<input type="text" value="smith_amanda3@columbusstate.edu"/>

#### Please Select 1 Vehicle

## Departments – Send Guest Pass Invitations

Please be aware that if the vehicle information is not correct, then your guests could receive a citation for not having a registered vehicle, especially since we no longer require visitors to display paper passes.

**COLUMBUS STATE UNIVERSITY** Parking Services Logout  
Logged in as Enrollment Services

**Active Date:** 06/12/2018  
**End Date:** 06/13/2018

**Additional Information**

**Contact**

Guests will need to change the names on the permit.

**First Name** Amanda  
**Last Name\*** Smith  
**Email\*** smith\_amanda3@columbusstate.edu

**Please Select 1 Vehicle**

Guests will need to select "Add Vehicle" to add their vehicle to the permit.

**Add Vehicle**


**Plate #\*** BGH5482  
**State/Prov.\*** Georgia  
**Make\*** Pontiac  
**Model\*** G6  
**Color\*** Gold

**Add** **Cancel**

**Complete guest permit invite**

To save the vehicle information they just added, guests will need to click "Add" at the end. Then they will select "Complete guest permit invite" when they are done.

After completing the form, your guests will receive this confirmation screen where they can print their permit, if they wish.



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# Parking Services

[Logout](#)

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- Account
- Vehicles 1
- Tickets
- Permits 1
- Fees
- Boots/Tows

## Receipt # W0W752ZK581Q

### Payment Information:


**Payment Type:** NONE

**Payment Date:** 06/07/2018 11:01 AM


A copy of this receipt will be sent to [smith\\_amanda3@columbusstate.edu](mailto:smith_amanda3@columbusstate.edu) when your permit is ready to print.

### Receipt Items:

Item	Price	<a href="#">View</a>
Permit Invite - DEPARTMENT GUEST	\$0.00	<a href="#">View</a>
<b>Total</b>	<b>\$0.00</b>	


Guests can click "View" to view and print their parking permit, but this is no longer required. 

Guests can view the vehicle information they entered while completing their permit invitation and print the permit, if they choose. If a guest realizes they entered the wrong information, they will need to contact you or Parking Services so that we can resend the invitation.









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# Parking Services

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Logged in as Enrollment Services

-  Account
-  Vehicles 1
-  Tickets
-  Permits 1
-  Fees
-  Boots/Tows

## Permit #G0001

### Permit Information

**Status:** Issued  
**Permit Type:** DEPARTMENT GUEST  
**Active Date:** 06/12/2018  
**Expiration Date:** 06/13/2018

### Associated Vehicles

Georgia  
**BGH5482**

**Vehicle:** Pontiac Gold

[Change Vehicle](#)

**Balance: \$0.00**


[Print This Permit](#)

Your guests will see this screen if they select "View" on the previous screen. They can see the vehicle information they added and print the pass, if they choose. Printing is no longer required.

Departments – Send Guest Pass Invitations

Your guests will also receive an email receipt that includes a PDF copy of their temporary parking pass.

**Payment Receipt** Inbox x

 **parking@columbusstate.edu**  
to me

COLUMBUS STATE UNIVERSITY  
PARKING SERVICES  
ILLGES HALL 122  
4225 UNIVERSITY AVE  
COLUMBUS, GA 31907

Account #: D0001  
Receipt #: W0W752ZK581Q

Printed On: 6/7/2018 11:01 AM  
Posted On: 6/7/2018 11:01:01 AM  
Transaction: 6/7/2018 11:01:39 AM


**Items Paid:**  
Other Payment (via Internet):  
Permit #G0001 DEPARTMENT GUEST \$0.00


---

Grand Total:  
\$0.00

Amount Tendered: \$0.00  
\*\*\* THANK YOU \*\*\*

---

  
G0001  
June 13, 2018  
THIS DEPARTMENT GUEST PASS IS VALID FOR THE PERMIT HOLDER'S USE ONLY. IT IS NOT TO BE TRANSFERRED TO ANY OTHER PERSON. THE PERMIT HOLDER IS RESPONSIBLE FOR THE PROPER USE OF THIS PASS.

 Guest Online.pdf

After logging into your department page, you can check the status of all the permits linked to your department and your batch invitations by selecting “Permits” from the left-hand side.

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**Parking Services**

Logout  
Logged in as Enrollment Services

- Account
- Vehicles 1
- Tickets
- Permits 1**
- Fees
- Boots/Tows

**All Active Permits:**

<input checked="" type="checkbox"/>	Permit Number	Type	Expires	Balance	View
	G0001	DEPARTMENT GUEST	06/13/2018	\$0.00	<a href="#">View</a>

Total: \$0.00

**Recent Group Permit Invite Batches:**

Batch Name	Invite Date	Permit Type	# Sent	# Claimed	View
Training Guide Creation	06/07/2018	DEPARTMENT GUEST	2	1	<a href="#">View</a>


**Order Permit** ← this creates a new, individual permit

**Send new permit invites** ↓ this creates a new batch of invitations

**View** ← this allows you to see the details about each batch and send additional invitations for an event




If you select “View” beside a Batch Name, you will see this screen with these options and details.



# Parking Services

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[Logout](#)

Logged in as Parking Services

- Account
- Vehicles
- Tickets
- Permits
- Fees

## Batch Summary: Training Guide Screenshots

### Batch Information

**Batch Name:** Training Guide Screenshots  
**Creation Date:** 01/17/2020  
**Permit Type:** Department Guest  
**Active Date:** 01/20/2020  
**Expiration Date:** 01/22/2020


**Message:**  
You will also be able to see the message you send to your guests.


### Cost Information

**Per-invite Cost:** \$0.00  
**Current Total Batch Cost:** \$0.00  
**Maximum Total Batch Cost:** \$0.00  
**Billed To:** Inviter Pays

You can add additional guests to an event invitation.

[Send New Invites](#) [Refresh](#)

Email	Access Key	Status	Permit #	Receipt #	Name	Resend	Cancel
smith_amanda3@columbusstate.edu 	0031F23ZF8	Unclaimed				<a href="#">Resend</a>	<a href="#">Cancel</a>

You can edit an email address and then resend the invitation if you make a typo. 



You can see how many invitations were claimed.

You can resend or cancel access keys to claim a permit.

If you chose to receive notifications when a guest claims an invitation, you will receive an e-mail similar to this one.

**Parking Permit Invite Claimed** Inbox x

---

 **parking@columbusstate.edu**  
to me 


**\*\*\* This is an automatically generated email, please do not reply. \*\*\***  
**A parking permit invite has been claimed, and will be billed to your account**

Permit: 0021DHJHX1  
Batch Name: Training Guide Creation  
Type: DEPARTMENT GUEST  
Inviter Account: D0001  
Invited Email: [smith\\_amanda3@columbusstate.edu](mailto:smith_amanda3@columbusstate.edu)

Claiming Name: Amanda Smith

Amount: \$0.00  
Active Date: 06/12/2018  
Expiration Date: N/A

This is an example of what a temporary Department Guest pass will look like.

DISPLAY FACE UP ON DASH	 <b>COLUMBUS STATE</b> <hr/> <b>UNIVERSITY</b>	DISPLAY FACE UP ON DASH
 <b>G0001</b> <i>valid until</i> <b>June 13, 2018</b> <b>BGH5482</b>		
<div style="background-color: black; color: white; padding: 5px;"><b>DEPARTMENT GUEST</b></div> <div style="background-color: #000080; color: white; padding: 10px; font-size: 2em;"><b>TEMP</b></div>		
<small>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.</small>		
<p>This DEPARTMENT GUEST is valid for the date printed on the permit. Please display this permit face-up on your dash.</p> <p>Your permit is valid in spaces designated for visitors and any of our many white-lined parking spaces on <b>06/13/2018</b></p> <p>Failure to properly display this permit could result in your vehicle being ticketed and/or towed.</p> <p>For more information regarding parking, please refer to our website at <a href="http://parking.columbusstate.edu">parking.columbusstate.edu</a> or call our office at (706) 507-8203.</p> <p><b>Generated 6/7/2018 11:01:39 AM by AIMS_WEB</b></p>		