In your browser, navigate to columbusstate.aimsparking.com

Parking Services

COLUMBUS STATE UNIVERSITY 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.

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."

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

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.

Parking Services

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🛒 **Logout**

Logged in as Enrollment Services

- 👤 Account
- 🚗 Vehicles
- 🧾 Tickets
- 🔒 Permits
- 💲 Fees
- 🚛 Boots/Tows

Send Guest Invite

Invite Name

Training Guide Creation

Emails for all invitees:

bobek_deborah@columbusstate.edu
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

parking@columbusstate.edu

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.

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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.

Confirm

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 Parking Services
Illges Hall 122 Phone: 706-507-8203

🛒 Logout

Logged in as Enrollment Services

👤 Account

🚗 Vehicles

🎟 Tickets

🔒 Permits

💲 Fees

🛻 Boots/Tows

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

Send Guest Invite

Invite Name

Training Guide Creation

Invitees

Emails collected

Permit Type
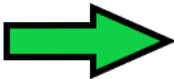
DEPARTMENT GUEST

Dates

06/12/2018 - 06/13/2018

Message

Enter your personalized invitation message here. ...

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.

Parking Services

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

🛒 Logout

Logged in as Enrollment Services

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- 📒 Tickets
- 🔓 Permits
- $ Fees
- 🚙 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

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.

Cost Information

Per-invite Cost: $0.00

Current Total Batch Cost: $0.00

Maximum Total Batch Cost: $0.00

Billed To: Inviter Pays

Invitee Summary

Send New Invites

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

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

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

Departments – Send Guest Pass Invitations

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

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

🛒 Logout

Logged in as Enrollment Services

- 👤 Account
- 🚗 Vehicles
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- 🔒 Permits
- 💲 Fees
- 🚜 Boots/Tows

Guest Permit Invite Completion

Invite Summary

Access Key: 0021DHJHX1

Invite Sent: 06/07/2018

Permit Type: DEPARTMENT GUEST

Cost: Prepaid

Active Date: 06/12/2018

End Date: 06/13/2018

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.

Additional Information

Contact

First Name	Enrollment
Last Name*	Services
Email*	smith_amanda3@columbusstate.edu

Please Select 1 Vehicle

Add Vehicle

Complete guest permit invite

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.

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

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.

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.

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 ***

COLUMBUS STATE
UNIVERSITY

G0001
June 13, 2018

PDF 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 be selecting "Permits" from the left-hand side.

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

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

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.

Invitee Summary

Send New Invites   Refresh

Email	Access Key	Status	Permit #	Receipt #	Name	Resend	Cancel
smith_amanda3@columbusstate.edu	0031F23ZF8	Unclaimed				Resend	Cancel

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

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.