

Please set up a parking account first, this will enable the option to purchase a parking permit.

1. Please contact Parking Services either by email at ParkingServices@UTSouthwestern.edu or phone at 214-648-9600 to initiate the account setup.

You may also register in person from our Parking Services offices located at:

5323 Harry Hines Blvd. Dallas, TX 75390
South Campus Location Visitor Information Center (A)
Hours: Mon - Fri, 7:30 am - 5 pm

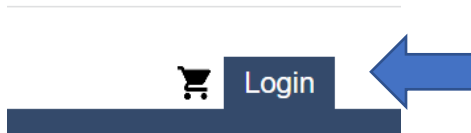
6201 Harry Hines Blvd. Dallas, TX 75390
CUH Orange Tower, second floor, room 02.746
Hours: Mon - Fri, 7 am - 4 pm

2. If you do not have a UTSW employee/student ID number, please provide an email address which will serve as the username.
3. The Parking Services Customer Representative will generate a system password for your account and provide the login information.
4. To log in to view/ purchase permit please visit the online portal at <https://utsw.aimsparking.com>



Or scan the barcode using a phone camera.

5. Click on Login



6. Under Select a login method- select **Email Authentication**

The screenshot shows a login interface. On the left, under the heading "Select a login method:", there are two buttons: "UTSW Login" and "Email Authentication". A blue arrow points to the "Email Authentication" button. To the right, the "Email Authentication" section contains two input fields: "Email Address*" and "Password*", both with red asterisks indicating required fields. Below these fields are two buttons: "Register" and "Login". A blue arrow points to the "Login" button.

7. Log in with email provided.

Password- the generated password given.

8. Click Login.

9. Complete login registration by filling out required fields with the red asterisk * and click confirm.

10. Select your work category and click submit.

You are now able to purchase a permit online.

11. Select 'Order Permits'

12. Select your Permit Type.

13. Select a start date for the permit and click confirm.

14. Select permit location.

15. Select Add Vehicle to complete vehicle information and click add.

16. Select Confirm.

17. Read Terms of Service and select the check box & add permit to cart.

18. Complete check out information and select checkout.

Checkout complete when a receipt number shows on the screen.

Driving more than 1 vehicle to campus? Additional permits: \$40 (one-time charge annually- after the primary permit has been purchased for use on an alternate vehicle).

Virtual Permit is replacing the decal permit, your registered license plate will serve to validate the permit, there will be no physical decal issued.