

Register as a New User

1. Go to your Operations Commander (OPS-COM) website.
2. Click on the "Create Account" button.



**BRANDON
UNIVERSITY**



WELCOME TO THE ONLINE APPLICATION PROCESSING CENTRE for Parking Services

In order to apply online for Parking Permits you must first register a user profile.

Already have an account? Sign in using the email address you provided when you set up your ParkAdmin user account.

New user? Click 'Create Account' and fill out the form.

If you are an employee, your Brandon University email address IS to be used as your Employee ID.

NEW USERS

If you have not registered with us,
please click the Create Account button below.

Create Account

REGISTERED USERS

Enter Username or Email:

Enter your Password:

Login

[Click here if you have lost or forgotten your username or password.](#)



**BRANDON
UNIVERSITY**

Ancillary Services/Parking Office

270 - 18th Street
Brandon, Manitoba R7A 6A9
(204) 727-9761 or 727-7394

parking@brandonu.ca
www.brandonu.ca/parking

The university parking regulations are governed by the City of Brandon Traffic By-law and by the Brandon University Board of Governors.
Brandon University is not responsible for damages or loss of property.

3. This will take you to a registration form, which you should fill out to the best of your ability. Please note that some fields are required and if you don't fill them out, you will not be able to proceed. **Remember your username cannot have spaces or symbols, the best option to try is to use your last name, with your first initial (e.g., doej).**

Already Registered? [Click here](#) to login.

To register, please follow the registration process below.

1. Complete the Registration Form

Simply fill out the registration form below, review your information for accuracy, and click the Submit button.

2. Receive Confirmation Instructions

We will send you an email message with a link to activate your account and setup your password. If you have already completed Step 1 and would like us to resend the activation link, please [click here](#).

3. Confirm Your Registration

Once you have received your password, you can visit the [edit profile](#) page to change your password or profile information.

Personal Information

User Type: *

Select User Type

Username: *

Email Address: *

Salutation:

First Name: *

Middle Name:

Last Name: *

Local Mailing Address: *

City: *

Province: *

Select Province

Postal Code: *

Permanent Phone Number: *

Please include area code

Cell Phone Number:

Please include area code

Submit Registration



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4. After you have filled out all the required fields and you hit the “**Submit Registration**” button, the site will take you to a confirmation page. Here you should double check all your information to make sure that you have not made any errors. **Please note that you can only register one account per email.**

From: parking@BrandonU.ca [<mailto:parking@BrandonU.ca>]
Sent: Wednesday, June 27, 2018 12:05 PM
To: John Doe
Subject: Parking Services: Account Activation

Hello John,
You have completed the registration process. Please click [here](#) to activate your account and setup your password.

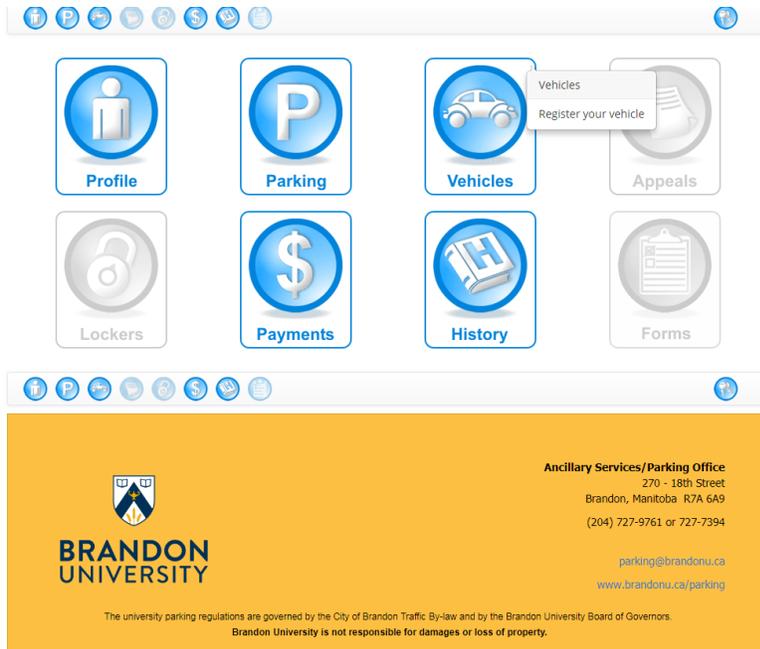
You may change your profile at the following location:
<https://brandonu.ops-com.com>

5. After you have confirmed your information, you will be taken to a page that informs you that **a confirmation email with your computer generated password has been sent to your email.** Once this email arrives (which should happen in a couple of minutes) you can activate your account and reset your password through the link that you are given in the email.

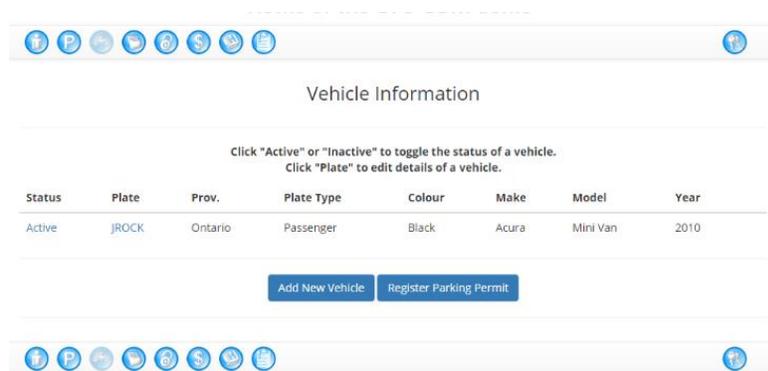
6. You will need to remember your username and password for future use.

Register Your Vehicle

1. Log on to <https://brandonu.ops-com.com/> using your username and password as created.
2. Click on the "Vehicles" link near the top or bottom of the page or in the index.



3. This will take you to the vehicle information page where you can confirm what vehicles are currently registered.



- To add a new vehicle, click the "Add New Vehicle" button. This will bring up the Add Vehicle Disclaimer. Select the "I Agree" button to proceed. This will open up a screen asking for the vehicle status, your license plate, the vehicle's colour, make, type, your province/state and the year of the vehicle. Select the "Add New Vehicle" to save the new information.

Add New Vehicle Information ×

Vehicle Status

License Plate

Province

Plate Type

Colour

Make

Type

Year (4 Digits)

Cancel
Add New Vehicle

- This will bring you to the Vehicle Information summary screen confirming the vehicle details that you have entered. If you need to edit any of the information, click on the license plate to take you back to the Modify Vehicle Information screen, select "Modify Vehicle" at the bottom to save the updated information. You can add multiple vehicles by selecting the "Add New Vehicle" button.

Vehicle Information

Click "Active" or "Inactive" to toggle the status of a vehicle.
 Click "Plate" to edit details of a vehicle.

Status	Plate	Prov.	Plate Type	Colour	Make	Model	Year
Active	JROCK	Ontario	Passenger	Black	Acura	Mini Van	2010
Active	JROCK2	Ontario	Passenger	Blue	Audi	Sedan	2015

Add New Vehicle
Register Parking Permit

6. Please do not go any further on the Online system, you will first need to be approved as a resident student by our Ancillary Services Office. To do so, you must now email parking@brandonu.ca to ask for approval to purchase resident parking. This will ensure that you are not charged taxes.

Please include your student number, your Residence Hall and your Room number. Once approved, you will receive email notification to complete the steps for choosing a parking lot and making your payment.

ANY QUESTIONS, JUST CALL US AT 204-727-9761/7394