

Effective immediately:

ALL FACULTY AND STAFF THAT WISH TO PURCHASE PARKING FOR THE 2019/2020 YEAR WILL NEED TO COMPLETE THE FOLLOWING:

1. Visit the Brandon University Parking Administration website at <https://brandonu.ops-com.com/>
2. Under the “New Users” section, click on “Create Account”
3. Complete all of the required fields,

Please NOTE:

- Your USER ID is a field that you will create yourself. (Please ensure that you do not use spaces or symbols in this field. I.e: smithj or smithjack)
- Your Employee ID is your BU email address

Then click “Submit Registration” 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.

4. 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 go ahead and activate your account and reset your password through the link that you are given in the email.
5. Once you have changed your password:
Use the Register Your Vehicle(s) option to add vehicle(s) to be associated with the customer profile by clicking on the “Vehicles” link near the top or bottom of the page or in the index. Please note, you should add any vehicles that may use this permit over the course of the permit so that you are able to move your permit to alternate vehicles without any violations.



6. This will take you to the Vehicle Registration page, click the “Add New Vehicle” button. This will bring up the Add Vehicle Disclaimer. Select “I Agree” button to proceed. Now complete the Vehicle details section and click “Add New Vehicle” to save the new information. Repeat this for all other vehicles that may use this same permit throughout the term it is valid for.

PLEASE DO NOT FOLLOW THE INSTRUCTIONS THAT YOU SEE ON THE SCREEN AT THIS POINT JUST CONTINUE ON TO STEPS 7 AND 8.

7. **Once all vehicles are entered, you must now logout.** You do not want to continue to the area where you would select a parking lot or make payment. Our Ancillary Team will take care of this in the back end of the software so that you are assured you get the lot desired.
8. Lastly, please send an email immediately to parking@brandonu.ca to indicate which lot you would like to purchase a permit for this year. Please also indicate the Lot you had a permit in last year and whether you wish to purchase for 4 months, 8 months or 12 months.

We will then email you back with a confirmation of your held spot and your next steps **within 5-7 business days.**

Should you have any problems completing these steps, please email parking@brandonu.ca and advise us that you require assistance and one of our team members will call or email you back to assist you.