

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.

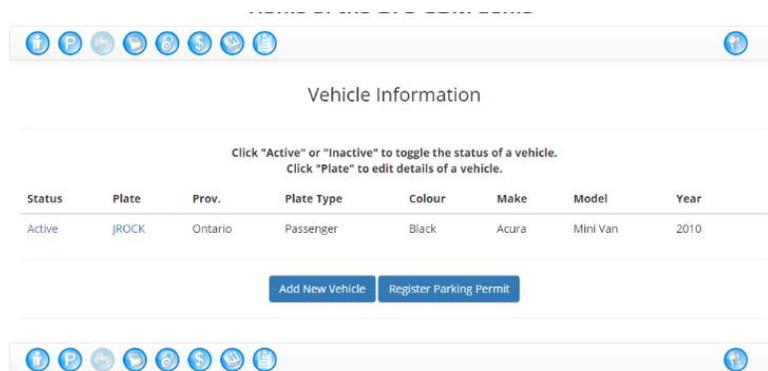
6. You will need to remember your username and password for future use.

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 x

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. To register a parking permit to the vehicles specified, select the "Register Parking Permit" button.

Vehicle Information

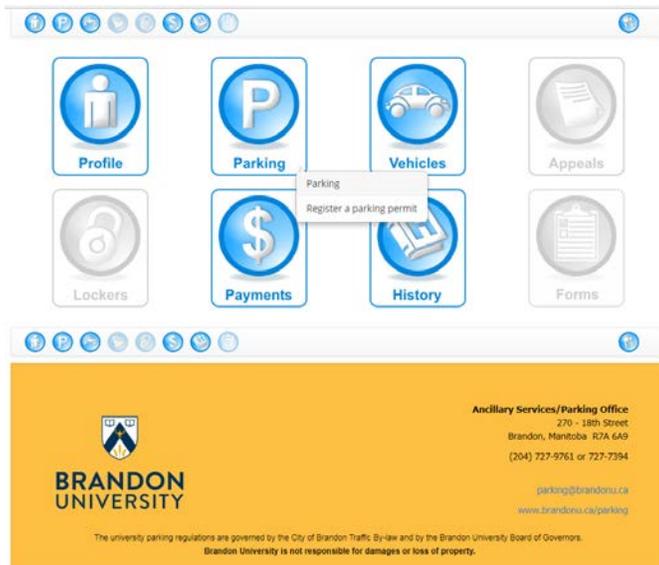
Click "Active" or "Inactive" to toggle the status of a vehicle.
Click "Plate" to edit details of a vehicle.

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

Purchase a Parking Permit

1. Log in to the system at <https://brandonu.ops-com.com/> using the Username and Password you had selected.
2. Before you can purchase a permit you must register your vehicle(s) See instructions for Adding a Vehicle.
3. Once your vehicle or vehicle(s) are registered click the parking button on the navigation bar near the top or on the index page.



4. You must "agree" to the terms and conditions.



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UNIVERSITY**



Parking Permits

A PAYMENT SELECTION MUST BE MADE USING THE PAYMENT TAB AT TIME OF PURCHASE TO HOLD YOUR PERMIT - items left on your account without promise for payment will be released from your profile at midnight.

UNIVERSITY FACULTY/STAFF MEMBERS WILL HAVE THE OPTION TO SELECT PAYROLL DEDUCTION AS PAYMENT OPTION.

FOR ALL PERMIT PURCHASES: **PAYMENT FOR PERMITS MUST BE MADE WITHIN 10 CALENDAR DAYS WHEN PAYING BY CHEQUE, CASH, OR MONEY ORDER. ITEMS NOT PAID WITHIN THIS TIME PERIOD WILL BE RETURNED FOR RESALE. PAYMENT CAN BE MADE AT THE ANCILLARY SERVICES OFFICE IN MCMASTER HALL.**

For immediate account processing, credit card payment (Visa or MasterCard) is recommended for payment of parking permits. Permit purchasers must agree to follow and respect the University's Parking Regulations in order to maintain their parking privileges on campus. To view our Parking Regulations, please visit Parking Service's web site.

Parking Services Statement of Agreement I understand that is private property. In making application for this parking permit, I agree to assume all responsibilities for the vehicles registered herein, to adhere to our Parking Regulations, as amended from time to time and authorized by the Board of Governors, and to accept all the conditions contained therein.

I acknowledge having read these regulations, and further certify that I am in possession of a valid driver's license and that the vehicle registered for parking is properly licensed and insured. I understand that all parking privilege options and rates for service are approved annually by the Board of Governors and are subject to periodic increases. This provision applies equally to multi-year permits.

I understand that, on the approval of my permit application, I will be required to visit the Ancillary Services office in McMaster Hall where I will be provided with a display hang tag/barcode as a proof of purchase and granted access to the parking lot requested and/or available for the time period purchased.

I understand that this is done to facilitate my use of alternate vehicles, but that, at no time, am I authorized to park additional vehicles on campus without purchase of an additional permit or daily receipt. I understand that the hang tag and barcode together constitute my parking access, and I agree to correctly display my hang tag in the vehicle.

I understand that parking service options, lot locations, and space availability are subject to change as required by the University, and as facilitated by Ancillary Services.

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I understand that unauthorized or improperly parked vehicles will be ticketed and/or towed at the owners risk and expense. I understand that repeated misuse of parking facilities or this agreement will potentially result in issuance of fines, penalties, towing of vehicles, withdrawal of parking privileges. I understand that parking in lot corners, aisles, ends of aisles, or other signed "no parking" areas is not permitted. Information regarding lot capacities, lot loading times and best available space may be obtained from Parking Services.

I understand that forgery, fraud and possession of lost or stolen property are criminal offences. This is a very serious issue. Vehicles displaying altered permits, or permits reported lost or stolen, will be ticketed and towed on sight, and owners will be liable for all charges. I understand that the safe, courteous and prudent care and control of vehicles on campus is the responsibility of the driver, and that the University assumes no responsibility for damage or loss to vehicles or contents however caused while parked on campus property.

I understand that Ancillary Services is unit committed to offering parking facilities and services on a cost recovery basis to a level consistent or superior to the standards, convenience, and flexibility offered at similar post-secondary institutions. I further understand that like any other parking lot operator, Ancillary Services does over-sell permits for parking lots on campus - not all permit holders attend campus at the same time so spaces are "shared." **Permit holders are always guaranteed a space to park on campus, however, if parking lot allocations become FULL, Ancillary Services reserves the privilege to re-assign permit holders to alternate parking areas on campus.**

Ancillary Services is interested in any positive inquiry, input, and suggestions, and is pleased to assist in developing proactive solutions to parking and access challenges at all times - please contact us 204-727-7394/204-727-9761 or email parking@brandonu.ca

- Once you have "agreed" to the terms and conditions please read the section on that pertains to you (i.e., a residences student or non-residences student) and click "standard parking".

Parking Permits

ATTENTION ALL RESIDENT STUDENTS

You will not be able to purchase your permit until the Ancillary Office has confirmed and approved your profile in the system.

In order to be approved to purchase a permit as a resident student: you must now email parking@brandonu.ca to request that you be approved in this system. Please include in your email: Your student number and your designated Residence Hall and Room. We will respond to you with approvals and you will then be granted access to purchase a permit online in allocated Residence student parking

To all other Non Resident User Types:

Parking availability changes considerably during the academic year and permits are offered for sale in select lots on campus. Like any parking lot, there are fewer spaces in campus parking lots than needed over the course of an average day because not all parkers are there at the same time. Permit allocations are processed and maintained by the Ancillary Services Office. (Y)early, (S)emester, and (O)ther (8 month) are available for sale below.

Please select from one of the parking permit options on the side of the map. If no permit options are available, permits may be temporarily sold out. If this is the case, please select the option to add yourself to the Waiting List - you will be contacted by e-mail to advise when further permit selection/options become available.

Permit prices and parking rates are based on our fiscal-year schedule and GST will be added to all Non Resident User Types (May 1st to April 30th).

Students requiring parking during the summer months (May to August) must purchase a permit for that time period from Ancillary Services Office.

Register, or apply to a waiting list, for:

[Standard Parking Permit](#)

[Temporary Parking Permit](#)

- Once you have clicked "standard parking" please review the parking lot map and select the lot name and time choice (8months or 12months) for which you wish to purchase a permit.

Standard Permit Registration

[Y] - Yearly

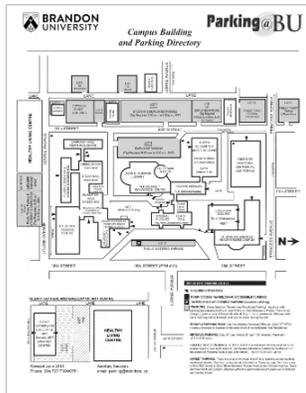
[M] - Monthly

[S] - Semester

[O] - Other

[Click the lot name in which you wish to purchase a permit.](#)

Click the "W" icon beside the lot name to add yourself to that lot's waiting list, or to view your current rank.



Lots

- [\[O\] Lot 10S 8 mth](#)
- [\[O\] Lot 11NS 8mth](#)
- [\[O\] Lot 11S 8mth](#)
- [\[O\] Lot 14NS 8 mth](#)
- [\[O\] Lot 15S 8 mth](#)
- [\[O\] Lot 7S 8mth](#)
- [\[O\] Lot 9S 8 month](#)
- [\[S\] Lot 10S 4mth](#)
- [\[S\] Lot 11NS 4mth](#)
- [\[S\] Lot 11S 4 mth](#)
- [\[S\] Lot 14NS 4 mth](#)
- [\[S\] Lot 15S 4mth](#)
- [\[S\] Lot 7S 4 mth](#)
- [\[S\] Lot 9S 4mth](#)
- [\[Y\] Lot 10S 12 mth](#)
- [\[Y\] Lot 11NS 12 mth](#)
- [\[Y\] Lot 11S 12 mth](#)
- [\[Y\] Lot 14NS 12 mth](#)
- [\[Y\] Lot 15S 12 mth](#)
- [\[Y\] Lot 7S 12mth](#)
- [\[Y\] Lot 9S 12 month](#)

* Permit allocation is available on a first-come first-served basis.

7. Following you selecting your parking lot there will be a confirmation page that will also include a confirmation of your personal information. If your parking lot and personal information are correct please click “purchase permit”.

Permit Information

Semester: 12 Month Permits
Requested Lot: Lot 75 12mth
Permit Total: \$368.65

Subtotal: \$368.65
Taxes: \$18.43
Total Owning: \$387.08

Please verify that the above information is correct.

Cancel

Purchase Permit

8. By clicking “purchase permit” a method of payment bar will be presented. Once you have chosen your method of payment, depending on your method of payment you may be asked to provide more information (e.g., credit card).

Payments Due

Standard Parking Permit Payments

Submit Date	Permit Number	Due
12 Month Permits [Jul. 17, 2018]	75-12144	\$368.65
		Taxes: \$18.43
		Total: \$387.08

Taxes: \$18.43

Total: \$387.08

Payment Details

This server is secure, all transactions are encrypted.
In person payments can be made at Security Services.

270-18th Street, McMaster Hall
Brandon, MB
R7A6A9

Payment Option:

Select Payment Method

Cancel Payment

Submit Information

Once your payment is completed, please allow ample time for processing and Ancillary Services will send your permit to you via inter office mail. If you do not receive the permit within 10 business days, please email parking@brandonu.ca to inquire. Please do not worry if you don't have your physical permit displayed in your vehicle immediately after your purchase as we expect there will be some delays with mail. We will monitor the parking lots by reviewing license plate numbers so we will still be able to identify who has a valid permit even if it is not displayed immediately. It is the expectation that within 30 days of purchase you will begin to display the permit in your vehicle.