

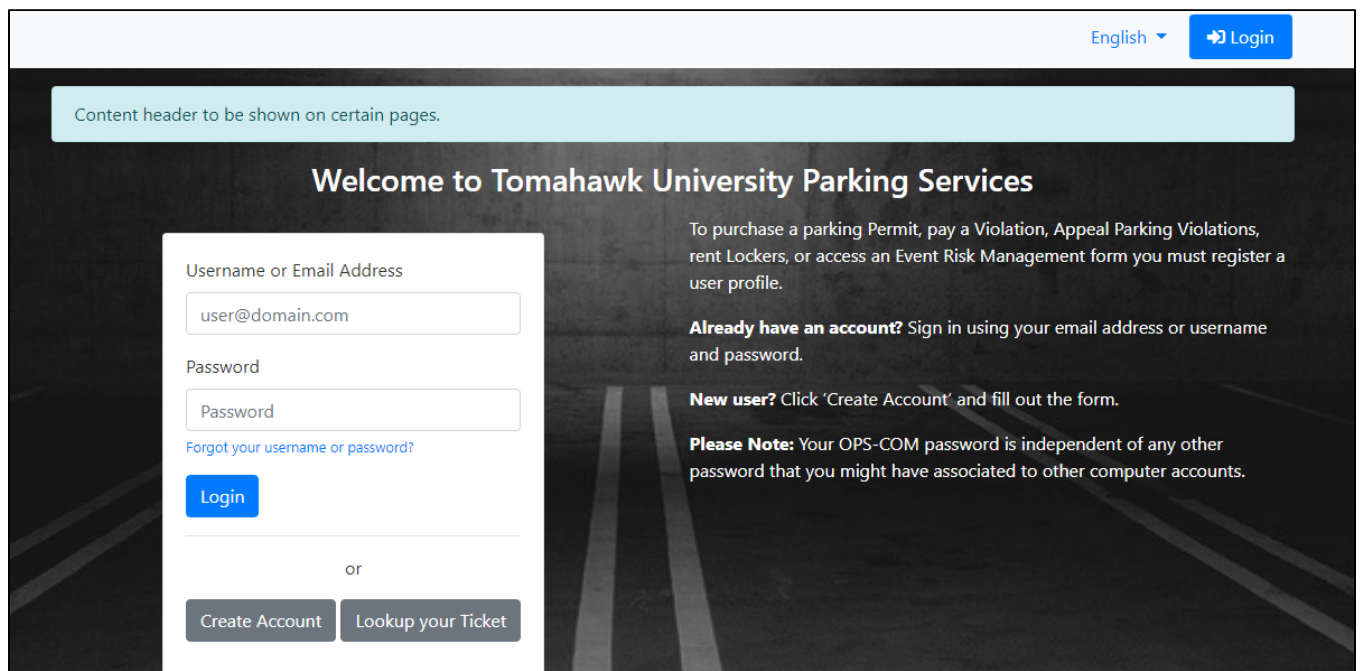
Registering as a New User

All of your customers must register as a new user before using the **OPS-COM** User Portal. This will allow users to purchase parking permits, lockers and and pay/appeal violations. Initially, when signing up, the amount of fields users have to complete to get into the system have been limited. Once users submit the registration they will be taken to the user profile page to provide the rest of the required information. If the user tries to do anything else before completing their profile, they will be redirected back to the Contact Information page to complete the registration.

- [Create a Profile](#)
- [Related Pages](#)

Create a Profile

Click the **Create Account** button to start creating your account.



The screenshot shows the Tomahawk University Parking Services user portal. At the top right, there is a language selector set to "English" and a "Login" button. Below this is a light blue banner with the text "Content header to be shown on certain pages." The main heading is "Welcome to Tomahawk University Parking Services". On the left, there is a login form with fields for "Username or Email Address" (containing "user@domain.com") and "Password" (containing "Password"). Below the password field is a link "Forgot your username or password?". A blue "Login" button is positioned below the form. Below the login form, there is an "or" separator and two buttons: "Create Account" and "Lookup your Ticket". On the right side of the page, there is explanatory text: "To purchase a parking Permit, pay a Violation, Appeal Parking Violations, rent Lockers, or access an Event Risk Management form you must register a user profile." This is followed by instructions: "**Already have an account?** Sign in using your email address or username and password." and "**New user?** Click 'Create Account' and fill out the form." A "**Please Note:** Your OPS-COM password is independent of any other password that you might have associated to other computer accounts."

This will take you to the **Profile Registration** form where you can provide some information. Please note that fields denoted with a * are required.

Profile Registration

User Type: *

Full Time Student

Username: *

Jacob23

Email: *

Jak@fakemail.com

First Name: *

Jake

Last Name: *


Last

Student Information

Student Number: *

328-329943-29319

[Submit Registration](#)



configurable area.

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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.

Click the **Submit Registration** button when you are ready to proceed.

You will be auto-logged in to complete the rest of your profile. Click **Save Changes** to proceed. You can use this profile as long as you stay logged in. A confirmation email will be sent to you requesting that you complete the activation of your account. Instructions on changing your profile will also be provided in this email.

Tomahawk University Parking Services

Hello!

You are receiving this email because you have created a new account.

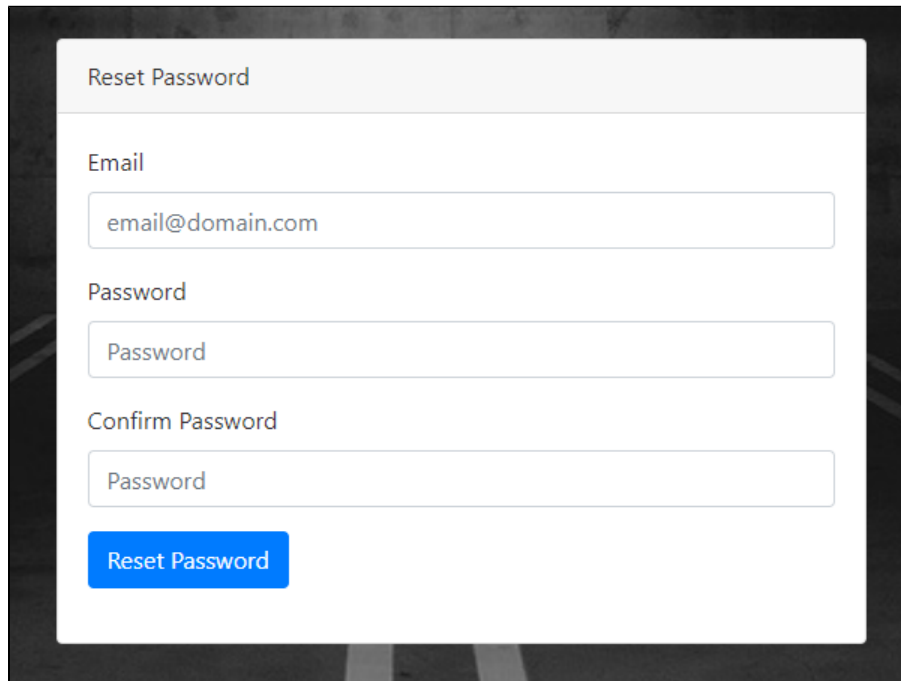
[Create Password](#)

Please complete your registration.

Regards,
Tomahawk University Parking Services

If you're having trouble clicking the "Create Password" button, copy and paste the URL below into your web browser: <https://tomahawku-rc.preview.parkadmin.com/account/activate/k0rCwQ0KOJswreGZFUQe2BRY0CLr3UEparWj7geR1acOUTa8T>

Click the **Create Password** button to enter a new password. This will take you to a page where you can enter your current password, and your new password.



The image shows a 'Reset Password' form. At the top, the title 'Reset Password' is displayed. Below the title, there are three input fields: 'Email' containing 'email@domain.com', 'Password' containing 'Password', and 'Confirm Password' containing 'Password'. At the bottom of the form is a blue button labeled 'Reset Password'.

Select the **Reset Password** button to register your new password into the system.

Related Pages

- [Registering as a New User](#)