



OLDS COLLEGE
OF AGRICULTURE & TECHNOLOGY

STAFF/FACULTY & RESIDENCE STUDENTS

HOW TO PURCHASE A PARKING PERMIT



HotSpot



Download on the
App Store



GET IT ON
Google Play



Create an Account

Create an account with your @oldscollege.ca email address within the HotSpot system either via the app or online through the web portal.

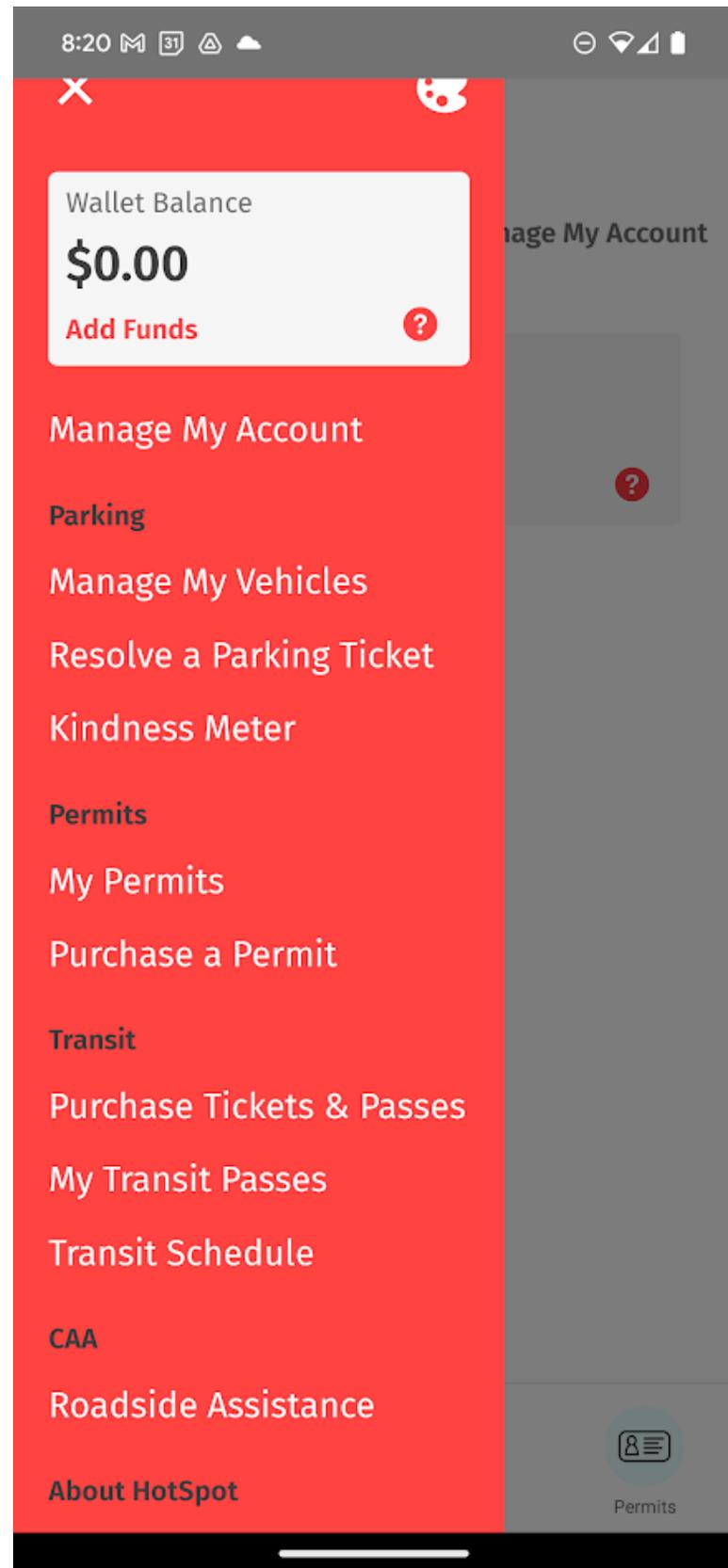
To purchase a permit, you must have the following setup:

Credit Card/Payment Method

Do not add funds to your wallet balance. By adding a credit card to your account (under the Manage My Account → Add/Manage Funds → Add Card), you will have a direct credit option for permit purchases.

Vehicle Information

Ensure your active vehicle information is added and correct. In particular, the licence plate must be accurate for enforcement purposes.

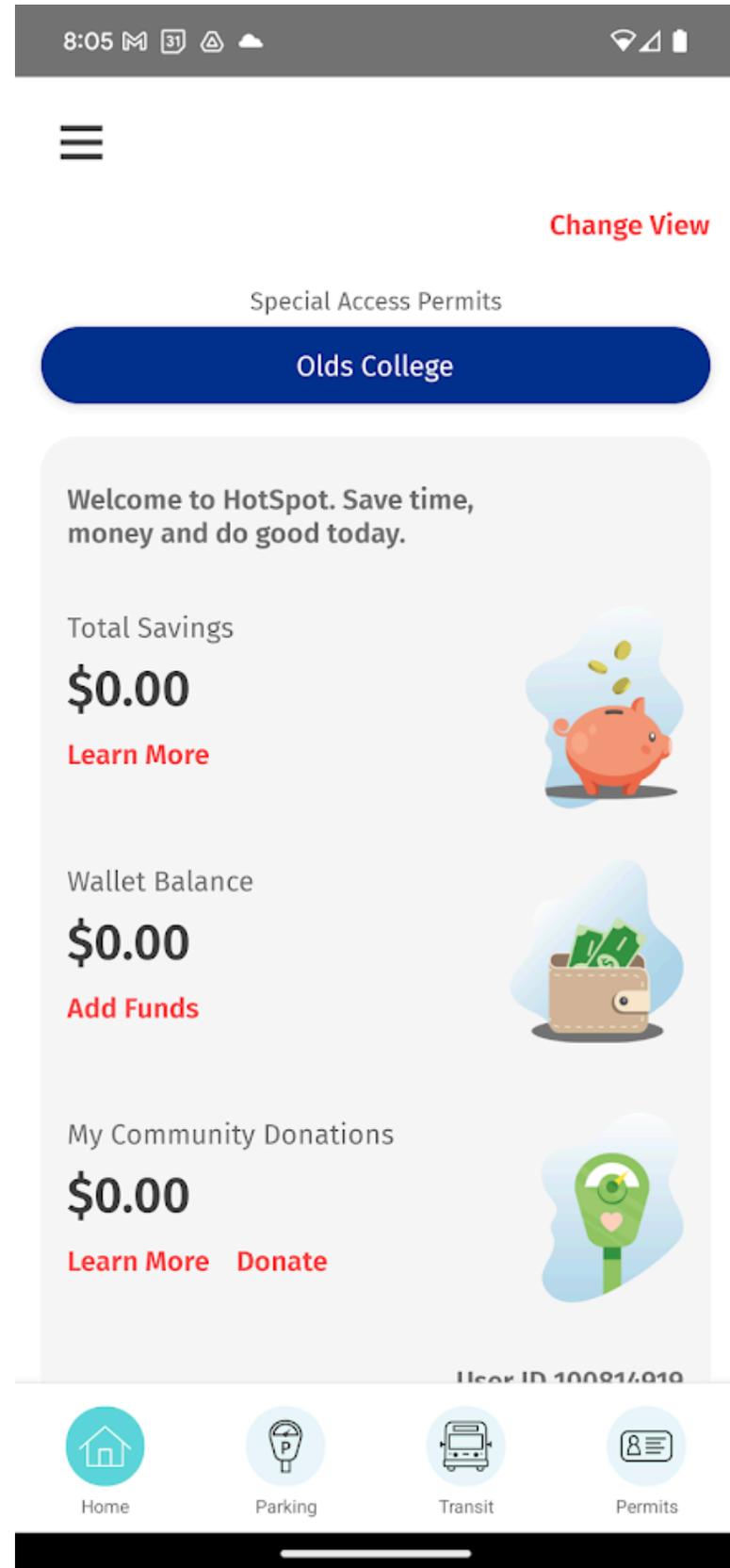




Select a Permit

As a staff/faculty member
or as a student in residence,
you have access to
moderated permit options
via the “Olds College Special
Access Permit” screen.

This can be accessed on the
homepage of the app or web
portal by clicking the blue button.



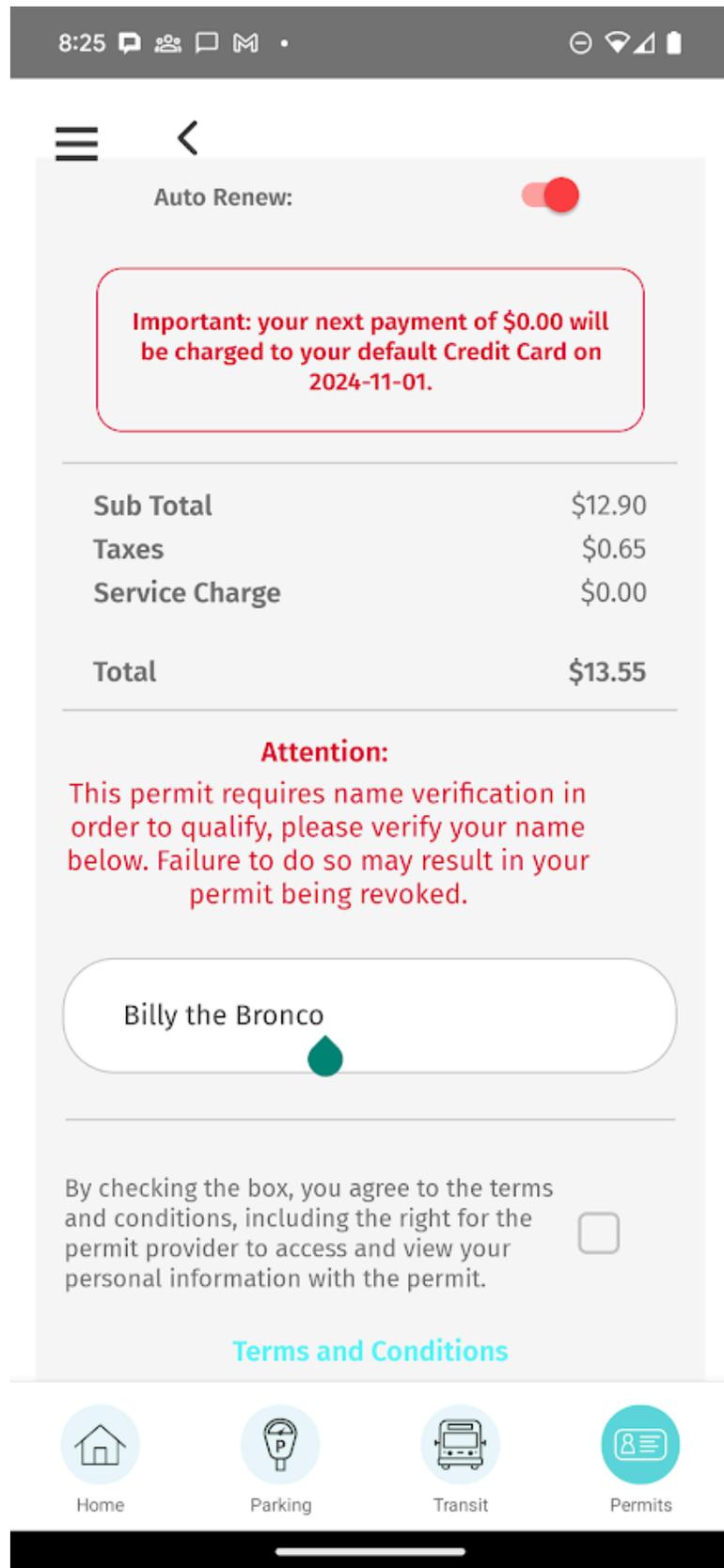


Purchase the Permit

Once you click on the appropriate permit option, you will be prompted to review the dates (active permit dates) and vehicle information for accuracy, add auto-renew and confirm the charges to your credit card.

Auto-renew provides those on the monthly permit option to have their permit renewed automatically each month. By clicking this button, your permit will be renewed on the first of each month until this feature is manually turned off.

We recommend you utilize this feature to ensure your permit remains active on file while parking on campus.





Renew A Permit

If you have chosen to not turn on auto-renew, you will be required to renew your permit manually each month.

To do so, access the “Special Access Permits” screen and find the permit options under the “Early Bird Olds College Permits” category. This will allow you to purchase a permit for the upcoming month.



Multiple Vehicles

As a user of the HotSpot system, you have the ability to have multiple vehicles added to your account for easy permit switching throughout the year. This allows you to change your vehicle as required via the app.

You must reassign the permit to the vehicle that is parked on campus on the day of parking.

Under “Manage My Vehicles” in the app, you can switch the default and associated permit(s) as required. This means you must indicate which vehicle you are currently driving.

The parking enforcement team is unable to see if a purchased permit has other vehicles associated with that permit. They can only see if that licence plate at the time of the enforcement scan is associated with an active permit. Failure to associate a permit with the vehicle on campus at the time of parking may result in a citation.