



**OLDS COLLEGE**  
OF AGRICULTURE & TECHNOLOGY

**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 @oldcollege.ca email address within the HotSpot system either via the app or online through the web portal.

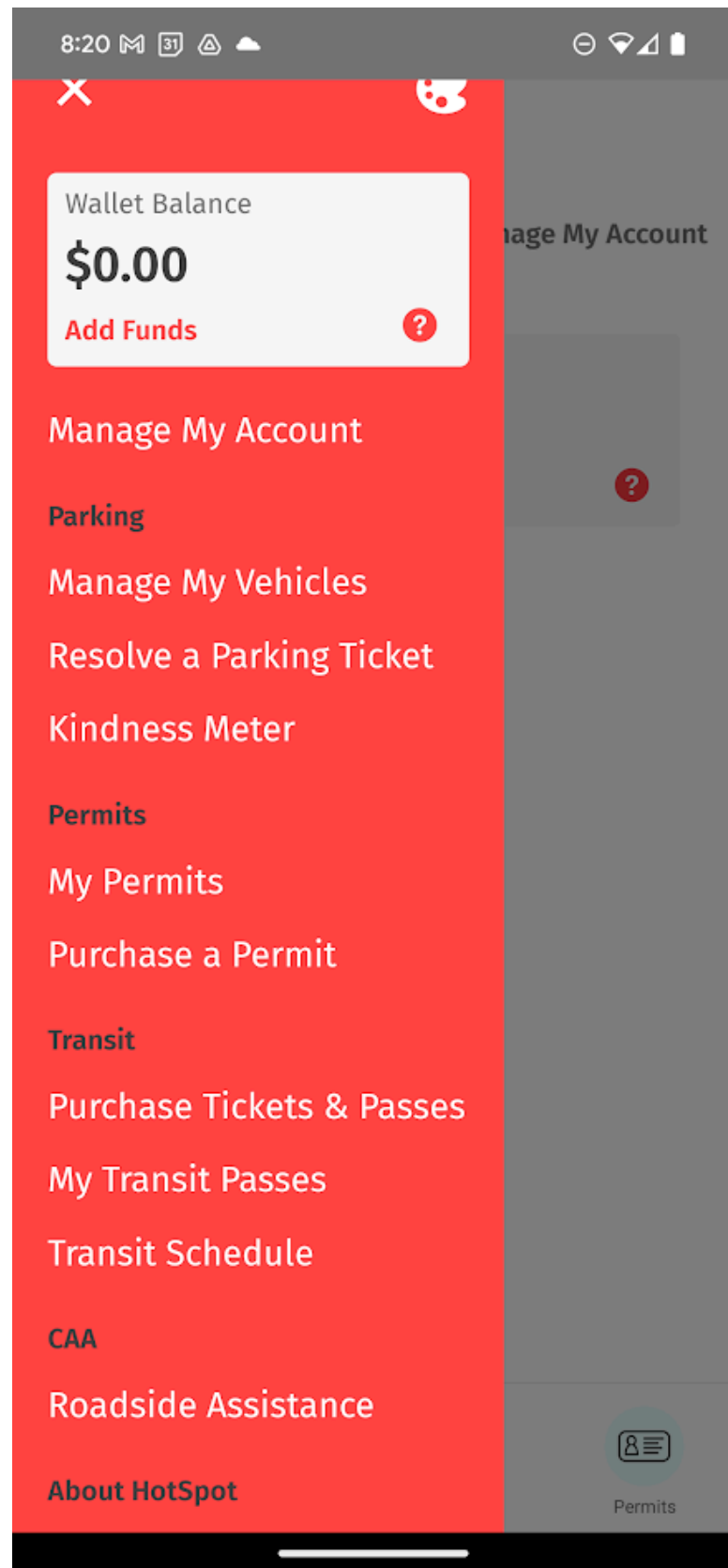
To purchase a permit, you must have the following setup:

## 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

You will typically see two options (monthly and term-based permits).

To purchase a permit for a future month, click the toggle for “Purchase For Next Month”.

8:10 M 31 A

WiFi Signal Strength Battery Level

≡ <

Wallet Balance

\$0.00

City

Olds

Location

Student (I, J, D, S)

? Purchase For Next Month

☐

Olds College General Park...

\$12.90

Olds College General Park...

\$63.11

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# 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 the option for 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.

8:25

Auto Renew:

Important: your next payment of \$0.00 will be charged to your default Credit Card on 2024-11-01.

Sub Total	\$12.90
Taxes	\$0.65
Service Charge	\$0.00
Total	\$13.55

Attention:

This permit requires name verification in order to qualify, please verify your name below. Failure to do so may result in your permit being revoked.

Billy the Bronco

By checking the box, you agree to the terms and conditions, including the right for the permit provider to access and view your personal information with the permit.

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## 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 that could be 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.

