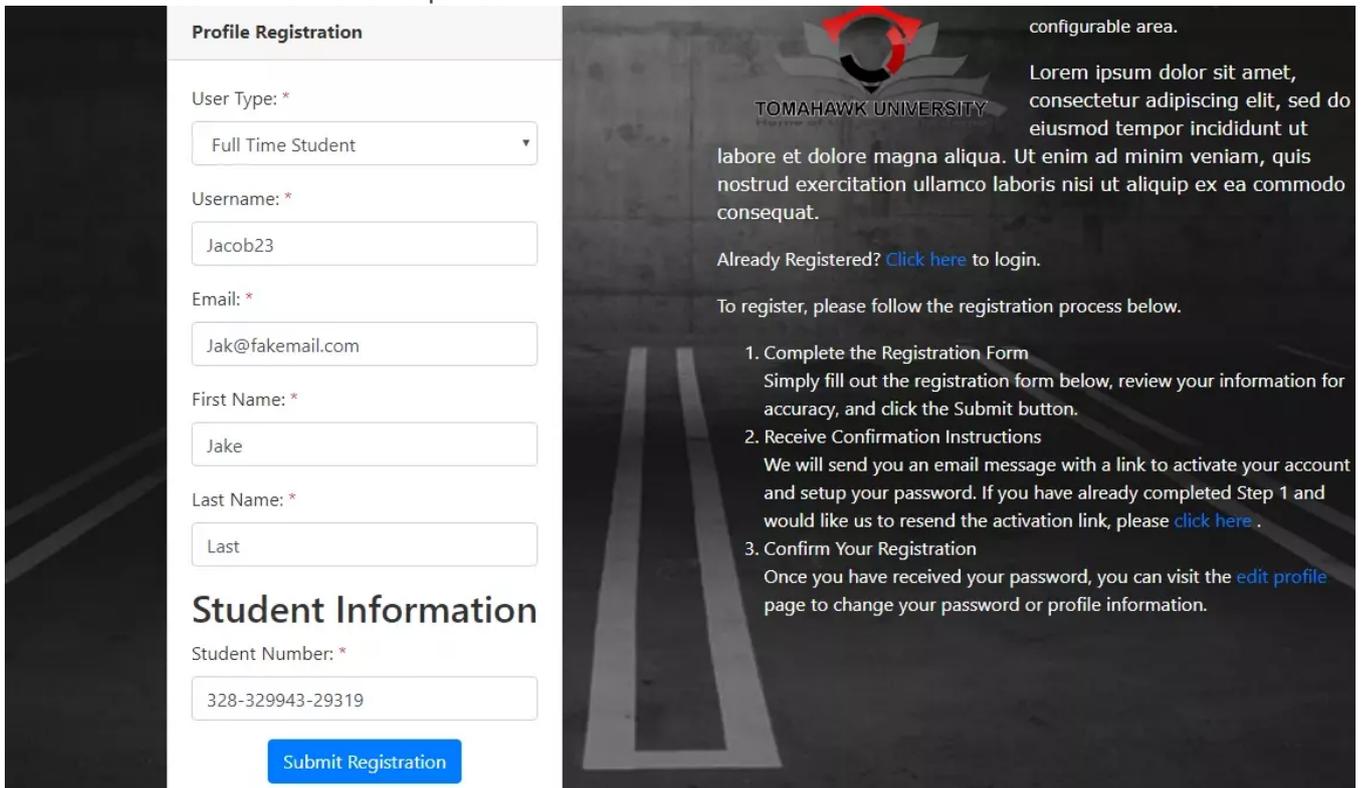


Registering as a New User

“ 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 pay/appeal violations. Initially, when signing up, the amount of fields users have to complete to get into the system has 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

1. Click the **Create Account** button to start creating your account.
2. Provide the requested information on the **Profile Registration** form. Please note that fields denoted with a * are required.



The image shows a screenshot of a web application's registration process. On the left is a 'Profile Registration' form with the following fields: 'User Type:' (dropdown menu with 'Full Time Student' selected), 'Username:' (text input with 'Jacob23'), 'Email:' (text input with 'Jak@fakemail.com'), 'First Name:' (text input with 'Jake'), 'Last Name:' (text input with 'Last'), and 'Student Information' section with 'Student Number:' (text input with '328-329943-29319'). A blue 'Submit Registration' button is at the bottom. On the right is a registration process page with the Tomahawk University logo and the following text: 'configurable area.', 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.', 'Already Registered? [Click here](#) to login.', 'To register, please follow the registration process below.', and a numbered list: 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.)

3. Click the **Submit Registration** button when you are ready to proceed. You will be auto-logged in to complete the rest of your profile.
 4. 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.
 5. 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.
 6. Select the **Reset Password** button to register your new password into the system.
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Revision #3

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