

# Parking & Transportation Services

HotSpot App Instructions

## Create a HotSpot account



MOUNT ROYAL  
UNIVERSITY  
1910

# STEP 1

Choose “Not a Member? Get Started”



**HotSpot**

Parking. Transit. Taxi.

Already a member? Sign In.

Email

Password



Sign In

or



Sign in with Google



Sign in with Apple



Sign in with Microsoft

[Forgot Your Password?](#)

[Not a Member? Get Started](#)

Select Your Country



Create a HotSpot account

# STEP 2

Select "Canada"



**HotSpot**

Easy Going

Select Your Country

Canada



USA



[Return to Start](#)

Create a HotSpot account

# STEP 3

Select "Alberta"



**HotSpot**

Easy Going

## Select Your Province

Alberta



British Columbia



Manitoba



New Brunswick



Newfoundland and Labrador



Nova Scotia



Ontario



Prince Edward Island



Quebec



[Return to Start](#)

Create a HotSpot account

# STEP 4

Select "Calgary"



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Select Your City or Location

Airdrie



Calgary



Canmore



Edmonton



Jasper



Lacombe County



Medicine Hat



Sylvan Lake



[Return to Start](#)

Create a HotSpot account

# STEP 5

Choose “Permits” or “Parking” depending on your intended use, then press “Next.” This option can be changed later in the app settings.



## Select Your User Preference



Assign vehicles with ease

I'll be using HotSpot primarily for:

Parking	<input type="checkbox"/>
Permits	<input checked="" type="checkbox"/>

Next

Not sure? No worries. You can change this any time in your app settings.

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Create a HotSpot account

# STEP 6

If you are a staff member or student, enter your Mount Royal (@mtroyal.ca) email address. You MUST use your Mount Royal email address in order to gain access to parking permits. If you are a visitor, use your preferred email address.



**HotSpot**

Easy Going

## Your Email Address

Please enter your email address.

Next

[Return to Start](#)

# STEP 7

Create a password that meets the requirements.



**HotSpot**

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## Choose a Password

- At least 6 characters in length
- A minimum of one lowercase and one uppercase letter
  - At least one number
  - At least one special character (@#\$\$%^&\*\_)

Password



Confirm Password



Next

[Return to Start](#)

Create a HotSpot account



# STEP 8

Read and accept the Terms of Service and Privacy Policy, then press "Submit."

←



**HotSpot**  
Easy Going

**Choose a Password**

To create an account, you must agree to our  
**Terms of Service** and **Privacy Policy**

I accept the Terms of Service and Privacy Policy

Submit

.....  

Next

[Return to Start](#)

Create a HotSpot account