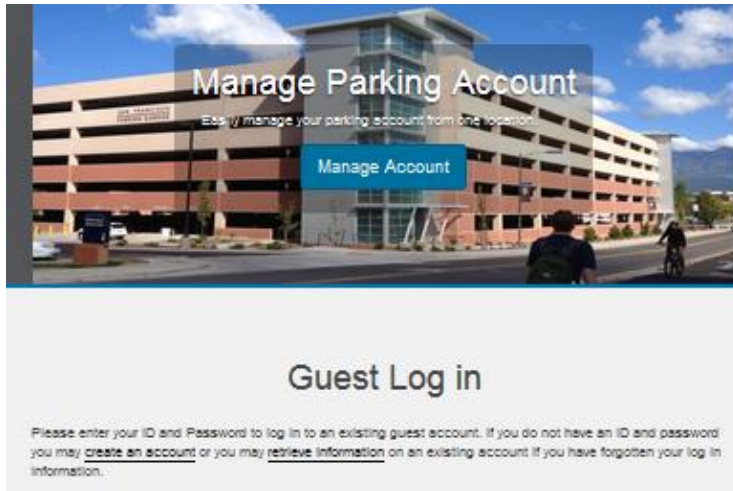


# How to create a Guest Account to Print a Community Event Parking Permit for Registered NAU Events



1. Go to [www.nau.edu/guest](http://www.nau.edu/guest) and click “create an account”.

2. Enter Guest User Registration information required and click “create account”.

3. Call the Parking and Shuttle Services office at 928-523-6623 between 7:30 am and 4:30 pm, Monday through Friday or email us at [ask.parking@nau.edu](mailto:ask.parking@nau.edu). We will verify that you are not a student nor employee.

4. When verified, go back to Manage My Parking at [www.nau.edu/guest](http://www.nau.edu/guest) log in with your Unique ID and Password.

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
<input type="radio"/>	1	\$5.00 / day	Evening valid after 4:30 PM fall / PM Virtual Permit	-select-	-select-
<input type="radio"/>	1	\$60.00	Master Chorale Evening Rehearsal / Master Chorale Rehearsal Annual	08/29/2023	04/09/2024
<input type="radio"/>	1	\$30.00	Master Chorale Evening Rehearsal / Master Chorale Rehearsal Fall	08/29/2023	12/05/2023

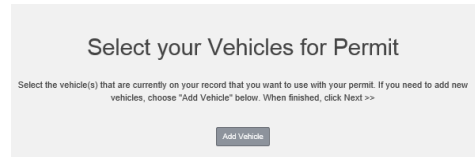
5. Click “Permits” drop down (top of page) and select “Get Permits”. Click Next.

6. Pick the Master Chorale permit needed.

Please read the rules and regulations and check the five boxes.

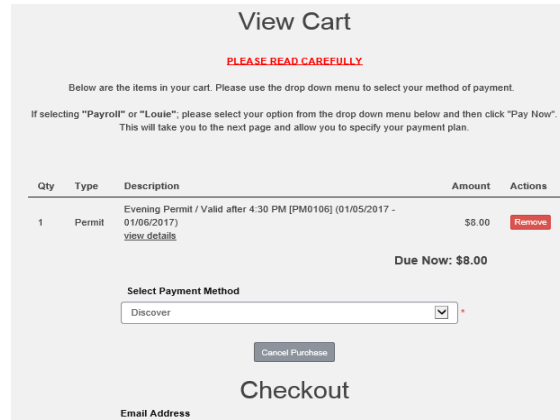
Click the Next>> button.

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8. Add your vehicle, including plate number, plate type, year, make, model, color and style.

Click the Next>> button.



9. Click that you have read and understood the statements and click the Pay Now button.

10. No need to print as your license plate is your permit. You must park with the license plate facing the drive aisle.

Click the logout button and enjoy your visit.