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



1.Go to <u>www.nau.edu/guest</u> and click "create an account".

Guest Log in

Please enter your ID and Password to log in to an existing guest account. If you do not have an ID and password you may create an account or you may retrieve information on an existing account if you have forgotten your log in information.

Guest User Registration

Enter all required information below and click "Create Account"

Unique ID	
	*
Unique ID (confirm)	
	*
Email Address	
Email Address (confirm)	*
	*
First Name	

Select Permit and Permit Agreement

Before purchasing a permit please make sure you read the <u>rules and regulations</u> completely especially the refund policy. Garage permits are a non-permanent adhesive sticker that will allow the permit be easily transferred from one vehicle to another. Vehicles displaying the permit must be registered to that permit.

Virtual permits - Your plate is your permit and must be visible from the drive aisle. If the state to which your vehicle is registered only provides one plate (such as Artizona), you may order a supplemental parking plate using this online system. If you have more than one vehicle associated to your virtual parking permit, only one car can be on chings at one time 'you may only order one supplemental plate for each individual vehicle associated to your main parking permit.

ose the permit you wish to purchase and after reading the permit agreement click Next.

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
0	1	\$5.00 / day	Evening valid after 4:30 PM fall / PM Virtual Permit	-select-	-select-
0	1	\$60.00	Master Chorale Evening Rehearsal / Master Chorale Rehearsal Annual	08/29/2023	04/09/2024
0	1	\$30.00	Master Chorale Evening Rehearsal / Master Chorale Rehearsal Fall	08/29/2023	12/05/2023

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 <u>ask.parking@nau.edu</u>. We will verify that you are not a student nor employee.

4. When verified, go back to Manage My Parking at <u>www.nau.edu/guest</u> log in with your Unique ID and Password.

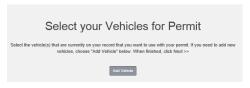
5. Click "Permits" drop down (top of page) and select "Get Permits". Click Next.

6. Pick the Master Chorale permit needed.

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

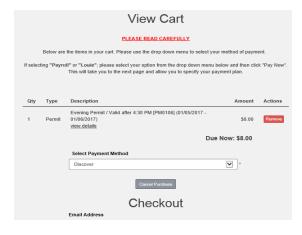
Click the Next>> button.

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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.