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

1. Go to 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. 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 log in with your Unique ID and Password.
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5. Click “Permits” drop down (top of page) and select “Get Permits”. Click Next.

6. Pick the registered event you desire to attend.

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

Click the Next>> button.

7. Select the Effective Date (top box) and the Expiration Date (bottom box) of the event.

Click the NEXT>> button.

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

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

10. Click Print Permit and print your parking permit (your pop up blocker needs to be turned off).

Please display this permit on the passenger side dashboard so it can be seen from the outside of the vehicle. Click the logout button and enjoy your visit.