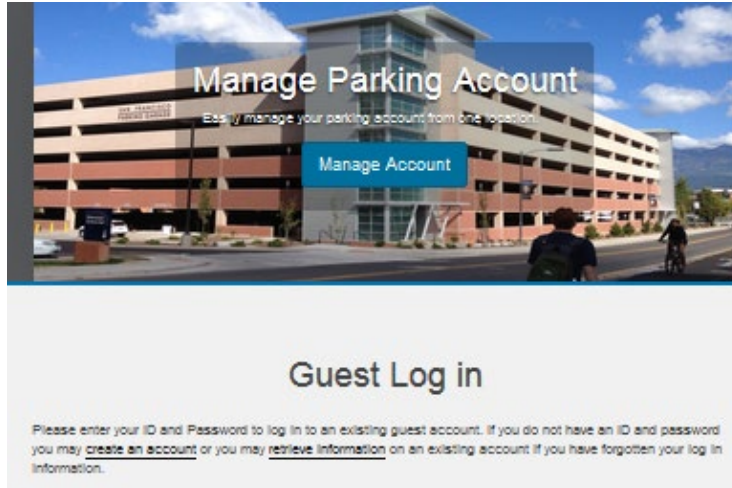


## How to create a Guest Account to Print a Community Event Parking Permit for Registered NAU Events



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.

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

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

For the following approved events, please use the “Special Event” permit option below and select the specific date for the event you wish to attend. Parking for these events is located in P13 only:

Sept. 30, Wolf Draw XIX Reveal Reception, 5 – 7 p.m.  
Oct. 3, Opening Reception and talk by Miriam Widman for the “Jewish Life in Germany Today” Exhibit, 4:30 – 6:30 p.m.  
Oct. 12, Martin-Springer Institute presents a talk by Jacobia Dahm: Syrian Refugees in Berlin, 7:30 p.m.  
Oct. 12, NAU Wind Symphony Concert, 7:30 p.m.  
Oct. 13, NAU Jazz Ensembles Concert, 7:30 p.m.  
Nov. 3, NAU Lyric Theatre presents “For the Love of Three Operas,” 7:30 p.m.  
Dec. 1, 42<sup>nd</sup> Annual Holiday Dinner 7 p.m.  
Dec. 1, (Thursday) Summer and Smokeby Tennessee Williams, 7:30 p.m.  
Dec. 14, Academy Suzuki Strings Formal Recitals, 4, 5, & 6 p.m.  
Dec. 15, Academy Suzuki Strings Formal Recitals, 4:30 & 5:30 p.m.  
Dec. 15, Academy Voice Recital, 6:15p.m.  
Jan. 30, A Conversation with Eric Fair in Honor of International Holocaust Remembrance Day, 7:30 p.m.

[Edit this page](#)

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
<input type="radio"/>	1	\$0.00	CAL Film Series / CAL Film Series	-select-	-select-
<input type="radio"/>	1	\$0.00	CAL International Film Series / CAL International Film Series	-select-	-select-
<input type="radio"/>	1	\$0.00	Campus Rec/ Swim Evening Permit / Campus Rec/ Swim Evening	-select-	-select-
<input type="radio"/>	1	\$4.00 / day	Evening Permit / Valid after 4:30 PM	-select-	-select-
<input type="radio"/>	1	\$0.00	Festival of Science Talks / Festival of Science Talks	-select-	-select-
<input type="radio"/>	1	\$0.00	Flagstaff Symphony Rehearsal / Chorus Rehearsal	-select-	-select-
<b>Select Dates</b>			Chorale Evening Rehearsal /r Chorale Rehearsal	-select-	-select-
Select the dates for your permit.			il Event / Special Event	-select-	-select-
Effective Date			ball or Basketball Games / ball or Basketball games	-select-	-select-

Effective Date

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Expiration Date

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

### Select your Vehicles for Permit

Select the vehicle(s) that are currently on your record that you want to use with your permit. If you need to add new vehicles, choose “Add Vehicle” below. When finished, click Next >>

[Add Vehicle](#)

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.

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

**View Cart**

**PLEASE READ CAREFULLY**

Below are the items in your cart. Please use the drop down menu to select your method of payment.

If selecting "Payroll" or "Louie", please select your option from the drop down menu below and then click "Pay Now". This will take you to the next page and allow you to specify your payment plan.

Qty	Type	Description	Amount	Actions
1	Permit	Evening Permit / Valid after 4:30 PM [PM0106] (01/05/2017 - 01/06/2017) <a href="#">view details</a>	\$8.00	<a href="#">Remove</a>

**Due Now: \$8.00**

Select Payment Method

Discover ☒

[Cancel Purchase](#)

**Checkout**

Email Address

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