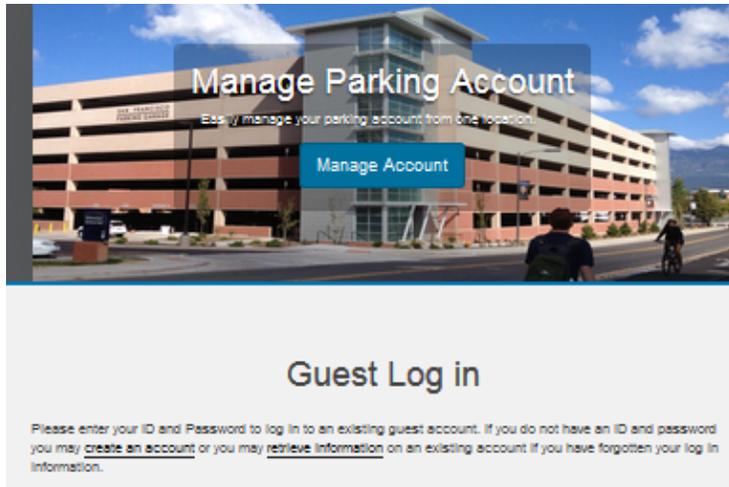


## How to create a Guest Account for Master Chorale annual permit



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.

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, Wall 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.

6. Pick the Master Chorale permit.

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

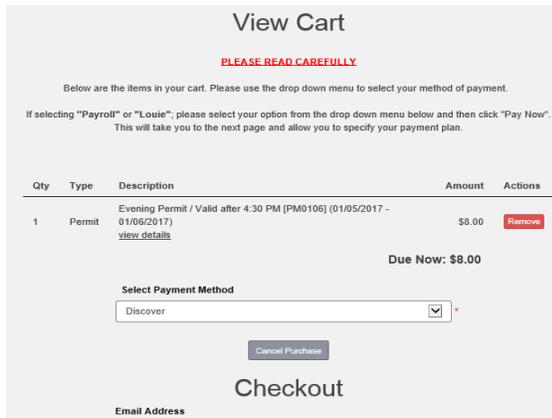
Click the Next>> button.

8. Add your vehicle, including plate number, plate type, year,

## How to create a Guest Account for Master Chorale annual permit

make, model, color and style.

Click the Next>> button.



The screenshot shows a 'View Cart' page with the following content:

- Section title: **View Cart**
- Warning: **PLEASE READ CAREFULLY**
- Instructions: 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.
- Table of items:

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.

There is no need to print the permit as your license plate is your permit. Park with your plate facing the drive aisle. Please do not pull through or back into parking stalls.