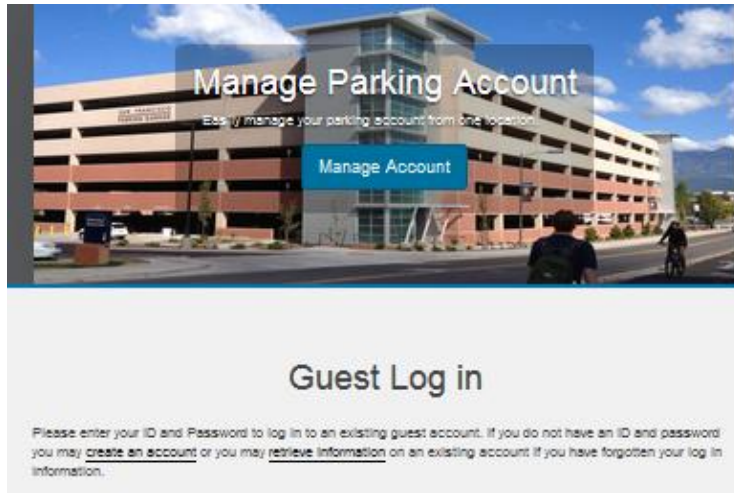


How to create a Guest Account to Access the Master Chorale permit



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.

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
☐	1	\$6.00 / day	Evening valid after 4:30 PM fall / PM Virtual Permit	-select-	-select-
☐	1	\$72.00	Master Chorale Evening Rehearsal / Master Chorale Rehearsal Annual	08/26/2025	04/17/2026

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.

How to create a Guest Account to Access the Master Chorale permit

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

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

Click the Next>> button.

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 "Leave", please select your option from the drop down menu below and then click "Pay Now". For "Payroll", you will select a specific plan on the next page. You are strongly encouraged to check your paycheck or Leave account within 30 days of ordering your permit. Please notify our office if the deductions or charge are not posted.

If you wish to order a supplemental parking plate, you must complete the payment for your primary parking permit. Then select "Get Permit" to add a supplemental parking plate to each vehicle associated to your primary parking permit. Please click on "view details" below to ensure each supplemental plate is associated to a unique license plate.

Qty	Type	Description	Amount	Actions
1	Permit	Master Chorale Evening Rehearsal / Master Chorale Rehearsal Annual (08/25/2025 - 04/17/2026) XXXX-888888	\$72.00	Remove

Due Now: \$72.00

Select Payment Method

Cancel Purchase

Checkout

9. Select payment method and complete the payment process.

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.