

Andrews University Office of Campus Safety Academy Online Pre-Vehicle Registration (Required)

Walk-through of Online Vehicle Pre-Registration:

Step 1: Go to <https://vault.andrews.edu>.

Step 2: Click on “Campus Safety” then login using AU username and password.

Step 3: Click on “Register Vehicles.”

Step 4: To re-register an existing vehicle, select “Re-register.” To register a new vehicle, select “Start New Registration.”

Step 5: Under **Type**, select the permit type based on status (Faculty/Staff, Student: Community, Housing, Lamson, Meier/UT, etc.). If your current status is not available please select what is shown and make sure to clarify the appropriate status with our office at the time of decal retrieval.

Step 6: If you are re-registering, your vehicle information will automatically be populated based on your previous registration. If you are registering a new vehicle, you will then need to enter the information in the **Vehicle** section. Fill in the **Type, Year, Make, Model, & Color** of your vehicle. Choose a color from the menu that is closest to your vehicle color. Your **VIN** number (Vehicle Identification Number) is string of numbers and letters.

In the **License** section, enter the **State** issued from and the License **Plate** number

***If you have a temporary License plate, or no plate yet, please see *Note below.**

Step 7: Click the **Agreement** button and read through the Vehicle Registration Agreement. Then “sign” using your AU password and then click “**Submit.**”

Step 8: The dialog box will then close and you will see red text next to the “Agreement” button that will indicate the date/time that the consent form was signed. You can then select the “**Update**” button.

Step 9: Attach the following documents: *driver’s license, proof of insurance, and state registration.* You must have CURRENT Registration, Insurance and a valid Driver’s License to be issued a parking decal. (Please verify that they have been saved before moving on to step 10.) If you are not able to upload the documents, bring them with you when you pick up your parking decal from Campus Safety.

Step 10: There is a **\$10 annual fee** per vehicle for parking decals. Select payment method. If you wish to pay **cash** do not choose an option. Cash can only be paid at the Financial Aid Cashiers Desk (Note: Tell cashier payment is for Vehicle Registration and bring receipt given to retrieve the decal)

***This will need to be done for each vehicle to be registered.**

Step 11: You will receive an email from Campus Safety with instructions. Please look for this in your AU email account.

***Note: If you are waiting for an appointment to register or to receive permanent item(s) in the mail, please bring verification (email, screen capture), all other requested documents, and a temporary parking permit will be issued.**