

September 12, 2013

Dear Andrews University Students and/or Parents/Guardians:

By now the August statement of account will have been delivered to the Andrews University email address on file. We are sending this paper statement as a courtesy. **This will be the last paper statement that you will receive for the Fall 2013 term.** Subsequent monthly notifications will be delivered electronically to your Andrews email address. Please remove Andrews University from any current email SPAM filters to ensure prompt delivery.

While the method of delivery has changed, account maintenance and collection activity will remain the same. Outstanding balances will be due within 30 days of notification or as stated otherwise in your e-Statement.

If you would like to give someone else access to various aspects of your account, you will need to create a **Proxy profile**. With this Proxy profile, you can determine how much access this person will have. Set up & maintenance is fast and easy. Simply go to **VAULT** at [vault.andrews.edu](http://vault.andrews.edu) and select:

**My Account>Banner Web>Proxy Access>Proxy Management>Add Proxy**

Once you have added a Proxy, you will need to select **Expand Proxy** to determine the levels of account access that your Proxy person will have. Your Proxy will receive an email from Andrews University notifying them that they will now have access to your AU account. The email will include a link to the Proxy Access website and an **Action Password**. Once they have logged in, they will be asked to change their password using the supplied **Action Password** as **Old Password**.

For more detailed instructions go to [www.andrews.edu/future/financing/sidebar/how-to-manage-proxies](http://www.andrews.edu/future/financing/sidebar/how-to-manage-proxies). Should you require assistance, you may contact the AU ITS help Desk at 269-471-6016 or your financial aid advisor.

In His Service,

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