ACKNOWLEDGMENT OF ANDREWS EMAIL ACCOUNT SETUP

I _____ , acknowledge that I have setup an Andrews University (AU) username and password. The generated email address from this process will enable HR to process my retirement and benefits information in a timely manner and for me to receive proper notifications regarding university and HR related matters.

My AU email address is _____ *(activation instructions below)*

I understand that my AU email address is the only method of communication that HR and other AU departments will use to contact me and that my employment packet will not be accepted until this form is completed.

The account created, if given to others, would be a serious violation of standard security practices. Sharing your username and password is prohibited.

_____   _____
Employee's Signature   Date

Activation Instructions:
- Have your Andrews University ID# ready
- Go to http://vault.andrews.edu
- Click on the "*Username Activation*" link
- Enter the appropriate information and follow prompts