



**Online Vehicle Pre-Registration  
Parking Permit Process Guide**

## **Please note:**

- Pre-registration is **required** before visiting the Campus Safety office.
- If you require technical assistance in registering, please do not hesitate to contact our office by phone, email, or walk-in.
- A vehicle is only completely registered when a physical permit is affixed to the vehicle.

# Contact Information

Phone: 269-471-3321

Email: [safety@andrews.edu](mailto:safety@andrews.edu)

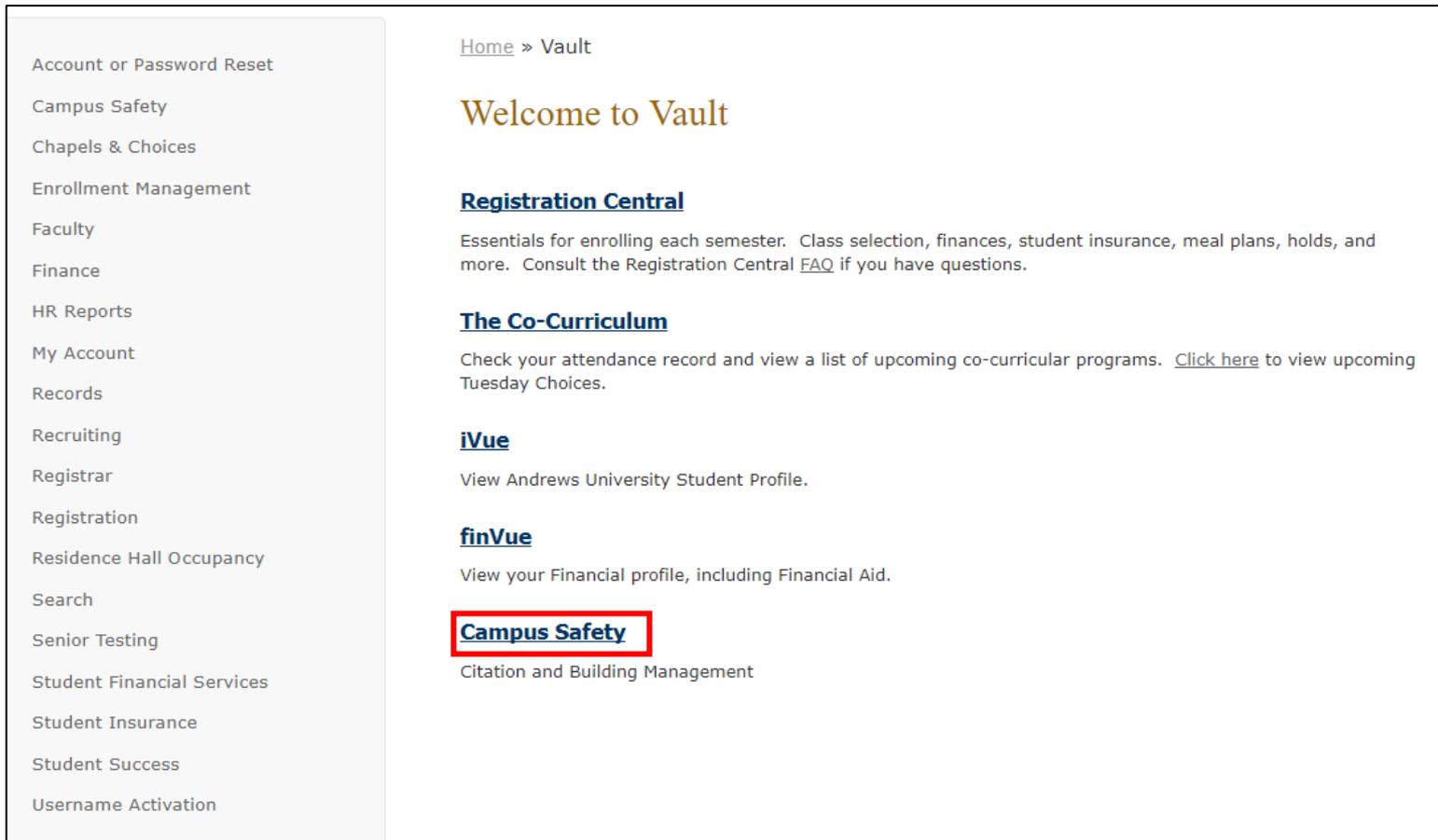
Web: [www.andrews.edu/safety](http://www.andrews.edu/safety)

# Step 1

- Open a web browser and go to the following link:
- <https://vault.andrews.edu/>

# Step 2

- Select “Campus Safety” and enter your Andrews University username/password.



The screenshot shows the Andrews University Vault website. On the left is a vertical navigation menu with the following items: Account or Password Reset, Campus Safety, Chapels & Choices, Enrollment Management, Faculty, Finance, HR Reports, My Account, Records, Recruiting, Registrar, Registration, Residence Hall Occupancy, Search, Senior Testing, Student Financial Services, Student Insurance, Student Success, and Username Activation. The main content area on the right has a breadcrumb trail "Home » Vault" and a heading "Welcome to Vault". Below this are several sections: "Registration Central" with a description of essentials for enrolling; "The Co-Curriculum" with a link to view upcoming Tuesday Choices; "iVue" with a link to view the student profile; "finVue" with a link to view the financial profile; and "Campus Safety", which is highlighted with a red rectangular box and has a sub-link for "Citation and Building Management".

Account or Password Reset

Campus Safety

Chapels & Choices

Enrollment Management

Faculty

Finance

HR Reports

My Account

Records

Recruiting

Registrar

Registration

Residence Hall Occupancy

Search

Senior Testing

Student Financial Services

Student Insurance

Student Success

Username Activation

[Home](#) » Vault

## Welcome to Vault

### [Registration Central](#)

Essentials for enrolling each semester. Class selection, finances, student insurance, meal plans, holds, and more. Consult the Registration Central [FAQ](#) if you have questions.

### [The Co-Curriculum](#)

Check your attendance record and view a list of upcoming co-curricular programs. [Click here](#) to view upcoming Tuesday Choices.

### [iVue](#)

View Andrews University Student Profile.

### [finVue](#)

View your Financial profile, including Financial Aid.

### [Campus Safety](#)

Citation and Building Management

# Step 3

- Select "Register Vehicles"

Find Registrations

Register Vehicles

Find Citations

Manage/Review Citations

Pay or Appeal Citations

My Emergency Info

My Addresses

[Home](#) » [Vault](#) » Campus Safety

## Office of Campus Safety

**[Find Citations](#)**  
Find/Appeal Citations.

**[Register Vehicles](#)**  
Find/Manage Vehicle Registrations.

# Step 4

- To re-register an existing vehicle, select "Re-register".
- To register a new vehicle, select "Start New Registration".

The screenshot shows a web interface for finding vehicle registrations. On the left is a navigation menu with options like 'Find Registrations', 'Register Vehicles', and 'Find Citations'. The main content area has a breadcrumb trail 'Home > Vault > Campus Safety > Find Registrations' and a title 'Find Registrations'. Below the title is a search form with 'Name: John Doe [000123456]' and a 'Start New Registration' button. To the right is a 'Helpful Information' box with contact details for the Office of Campus Safety. At the bottom, a table shows '1 Auto Registration(s) found' with columns for Driver, Type, Decal #, Status, Paid, To, Year, Make, Model, Color, Lic #, and an action button. The 'Re-register' button in the table is highlighted with a red box.

Home > Vault > Campus Safety > Find Registrations

### Find Registrations

**Find Registrations**

Name:

**Helpful Information**

The Office of Campus Safety can be reached at:

Address: Andrews University Office of Campus Safety  
4355 International Court  
Berrien Springs, MI  
49104-0940

Email: [safety@andrews.edu](mailto:safety@andrews.edu)

Phone: (269) 471-3321  
Fax: (269) 471-3910

**1 Auto Registration(s) found**

Driver	Type	Decal #	Status	Paid	To	Year	Make	Model	Color	Lic #	
John Doe [000123456]	Community	17020410	Issued	No	Aug 31, 2018	2010	Jeep	Wrangler	Silver	Michigan / PERMITTESTPLATE	<input type="button" value="Re-register"/>

# Step 5

- Under “Type”, use the drop-down menu to select the appropriate permit type.

Please note that the system will only show the permit types available to you based on your information in Banner. 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 permit retrieval.

### Register Vehicles

Name:

Type:

Decal #:

Status:

Valid From:

Expires:

Terminated:

# Step 6

- If you are **re-registering**, your vehicle information will automatically be populated based on your previous registration information. Please take a moment to verify that the information is correct and proceed to Step 7.
- If you are **registering a new vehicle**, you will then need to enter the information in the available fields (see next slide).

# Step 6 (cont'd)

**Register Vehicles**

Name:

Type:

Decal #:

Status:

Valid From:

Expires:

Terminated:

**Vehicle**

Type:

Year:

Make:

Model:

Color:

VIN:

**License**

State:

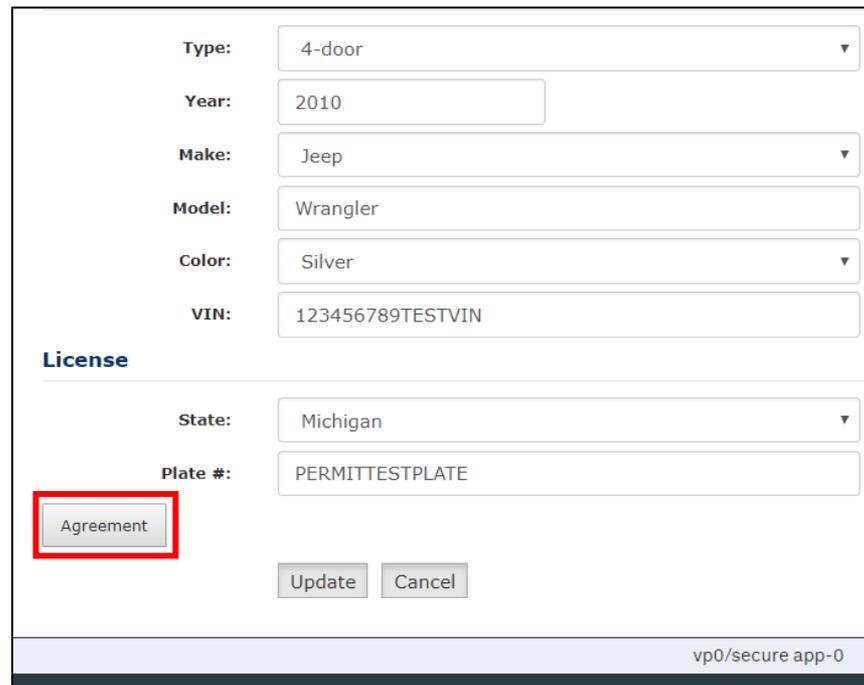
Plate #:

Note – your **VIN** number (Vehicle Identification Number) is a string of numbers and letters found on your state registration form.

If you have a temporary license plate, or no plate yet, please see Step 16.

# Step 7

- Once the information is correct, you will then need to select the "Agreement" button located at the bottom of the webpage.



The screenshot shows a web form for vehicle information. The fields are as follows:

Type:	4-door
Year:	2010
Make:	Jeep
Model:	Wrangler
Color:	Silver
VIN:	123456789TESTVIN

**License**

State:	Michigan
Plate #:	PERMITTESTPLATE

At the bottom left, the "Agreement" button is highlighted with a red rectangle. To its right are "Update" and "Cancel" buttons. The footer of the page reads "vp0/secure app-0".

# Step 8

- This will then open a dialog box containing the consent verbiage.

The screenshot shows a web form with a dialog box overlay. The form fields include:

- Type: 4-door
- Year: 2012
- Make: [obscured]
- Model: [obscured]
- Color: [obscured]
- VIN: [obscured]
- License: [obscured]
- State: [obscured]
- Plate #: [obscured]

The dialog box, titled "Agreement", contains the following text:

**This consent form is to be completed by the individual requesting a University issued parking permit.**

Andrews University provides privately-owned roads and parking lots to facilitate its operations. To ensure the safety and accessibility of these roads and parking lots, the University has adopted a vehicle policy that provides the requirements for the operation of vehicles on University property. This policy was adopted by the Risk Management and Campus Safety Committee. The committee has delegated policy compliance to the Office of Campus Safety.

Under the policy, any non-municipal plated vehicle operated or parked on the private property of Andrews University must be registered with the University through a parking permit issued by the Office of Campus Safety. To receive a University parking permit, the individual must complete the following steps:

1. Digitally consent to receive a University parking permit and to abide by the University Vehicle Policy.
2. Digitally submit vehicle information on the following page.
3. Visit the Office of Campus Safety and provide the following current/valid documentation:
  - a. Driver's License
  - b. State Registration
  - c. Insurance

**Consent:**

Operating a vehicle on University property is a privilege, not a right. In exchange for being granted this

# Step 9

- After reading through the consent verbiage, if you wish to obtain a parking permit, you will then need to provide your expressed consent by entering your Andrews University password into the password box. You will then need to select the "Submit" button.

Please note that you will need to select the "Submit" button, **do not use** the "Enter" key on your keyboard.

and speed monitoring devices such as LIDAR.

state:

ite #:

U

- Citations can be appealed, within 10 days of the citation issuance, by submitting an appeal to the Appeals Committee, whose members are faculty/staff that are not employed by the Office of Campus Safety.
- If the citation is not paid or appealed within the given timeframe, the citation charge will be placed on the registered owner's University financial account (or the account of the assigned driver where applicable).
- The Appeals Committee will review citation appeals, submitted within 10 days, on the following grounds:
  - 1<sup>st</sup> Appeal: The registered owner/assigned driver must provide new information of a substantive nature or information that was not available at the time the citation was issued that could have significantly impacted the decision to issue the citation
  - 2<sup>nd</sup> Appeal: The registered owner/assigned driver may request a second appeal due to substantive procedure error: The issuance of the citation or the 1st appeal process had a significant or relevant procedural error that may have impacted the existence of the citation or the committee's decision.
- The Appeals Committee decision is the final authority on the citation status. After their decision is made, any applicable charges will be placed on the registered owner's University financial account (or the account of the assigned driver where applicable).

By entering your username/password you are providing your consent, as the pending registered owner, to be subject to the University Vehicle Policy, which can be viewed under [safety policies](#) and which was highlighted above.

To submit, use the cursor to select "Submit". Do not use the "Enter" key.

Password

ution of high

Cancel

# Step 10

- 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.

## License

State:

Michigan

Plate #:

ABC123

Agreement

Signed: Thu Aug 05 2021

12:42:46 GMT-0400 (Eastern Daylight  
Time)

# Step 11

- Upload the documents shown. You must have CURRENT state registration, insurance and a valid Driver's License to be issued a University parking decal.
- Please verify that each upload has been saved before moving onto Step 12.
- Note – this will need to be done for each vehicle registered.

## Permit Documents

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**Drivers License:**  No file chosen

Upload

**Proof of Insurance:**  No file chosen

Upload

**Vehicle Registration:**  No file chosen

Upload

# Step 12

- Faculty/Staff permit types proceed to Step 14.
- All other permit types will proceed to Step 13.

# Step 13

- Next you will need to select a payment method on the drop-down box. There is a \$10 annual fee per vehicle for parking decals. If you wish to pay cash, do not choose an option. Cash can only be paid at the Financial Aid Cashier's Desk. (Note: Tell cashier payment is for vehicle registration and bring receipt given to retrieve your parking permit.)

## Payment

Fee:

\$10

Date paid:

Method:

Select a payment method.

Update

Cancel

# Step 14

Once you have selected the payment method and completed this step, you will then need to click on the “Update” button.

## Payment

Fee:

\$10

Date paid:

Method:

Select a payment method.

Update

Cancel

# Step 15

- You will receive an email at your AU email with further instructions on completing your registration and how to obtain your physical parking permit.
- Your parking permit should be placed on the inside of the front windshield, located on the driver's side, lower corner. Make sure nothing obstructs the visibility of the parking permit.
- Your registration is complete once the permit has been placed on the windshield.
- You will also receive an email on your University email indicating the vehicle that has been registered. It will also provide a link to both the University Vehicle policy and the campus map.

# Step 16

- Note: If you are waiting for an appointment to register your vehicle with the State, or to receive permanent items(s) in the mail, please bring verification (email, screen capture), all other requested documents, and a temporary parking permit will be issued.
- Contact our office if you have any problems or questions.

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