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
Web: 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.
Step 3

• Select “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”, 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.
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)

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.
Step 8

- This will then open a dialog box containing the consent verbiage.
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.
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.
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.
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.)
Once you have selected the payment method and completed this step, you will then need to click on the “Update” button.
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 item(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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