



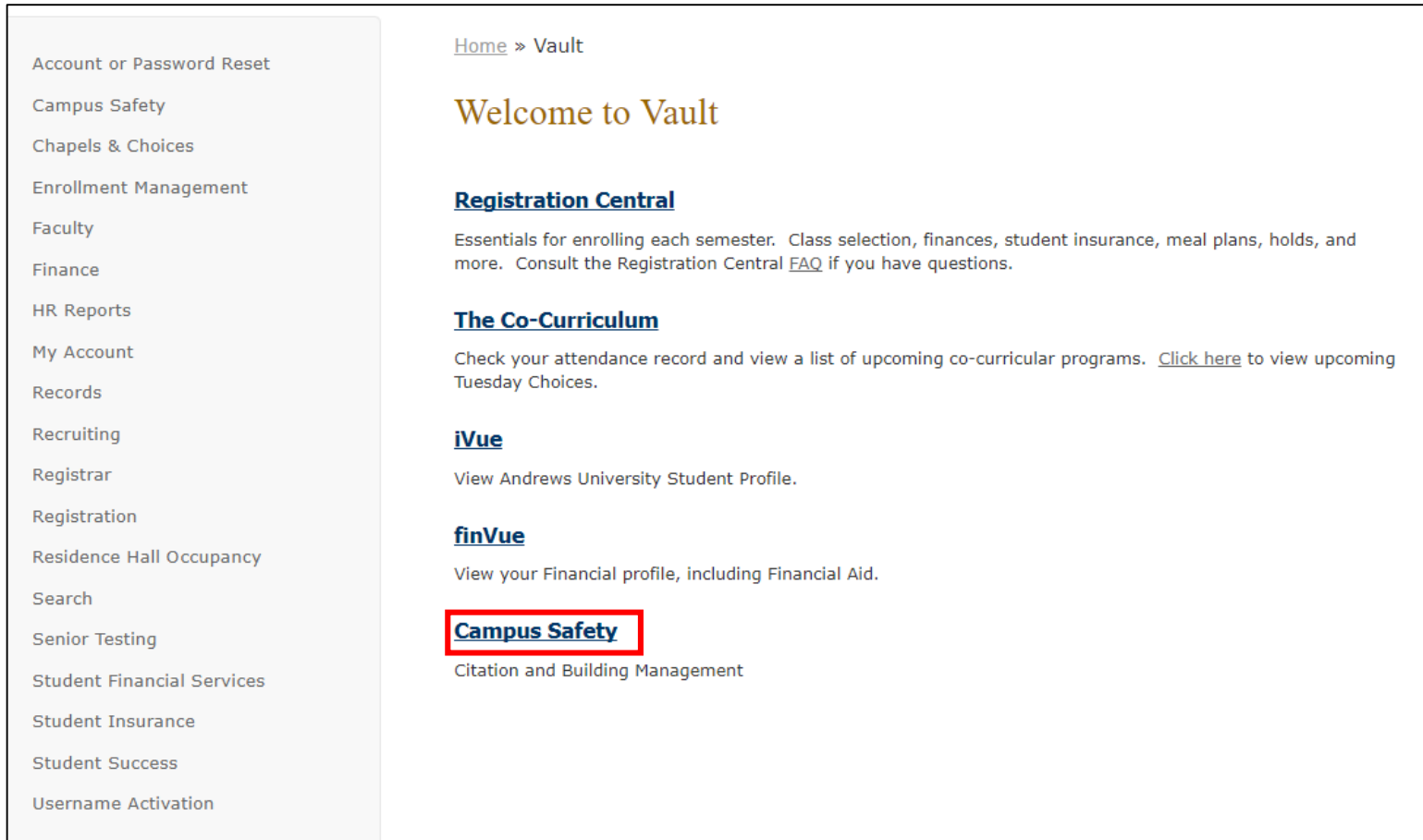
## **Parking Permit Process Guide**

# 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 displays 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 shows a breadcrumb trail 'Home » Vault', a 'Welcome to Vault' heading, and several service links: 'Registration Central' (with a description of enrollment essentials and a link to the FAQ), 'The Co-Curriculum' (with a link to view upcoming Tuesday Choices), 'iVue' (for viewing the student profile), and 'finVue' (for viewing the financial profile). The 'Campus Safety' link is highlighted with a red rectangular box, and its description, 'Citation and Building Management', is visible below it.

[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"

<p>Find Registrations</p> <p>Register Vehicles</p> <p>Find Citations</p> <p>Manage/Review Citations</p> <p>Pay or Appeal Citations</p> <p>My Emergency Info</p> <p>My Addresses</p>	<p><a href="#">Home</a> » <a href="#">Vault</a> » Campus Safety</p> <h2>Office of Campus Safety</h2> <p><b><a href="#">Find Citations</a></b> Find/Appeal Citations.</p> <p><b><a href="#">Register Vehicles</a></b> Find/Manage Vehicle Registrations.</p>
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# Step 4

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

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, 2016	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. The Office of Campus Safety may edit this type based on information available when come to pick up your physical permit.

### 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. If you are registering a new vehicle, you will then need to enter the information available fields (see following slide).

# Step 6 (cont'd)

## Register Vehicles

**Name:**

**Type:**

**Decal #:**

**Status:**

**Valid From:**

**Expires:**

**Terminated:**

### Vehicle

**Type:**

**Year:**

**Make:**

**Model:**

**Color:**

**VIN:**

### License

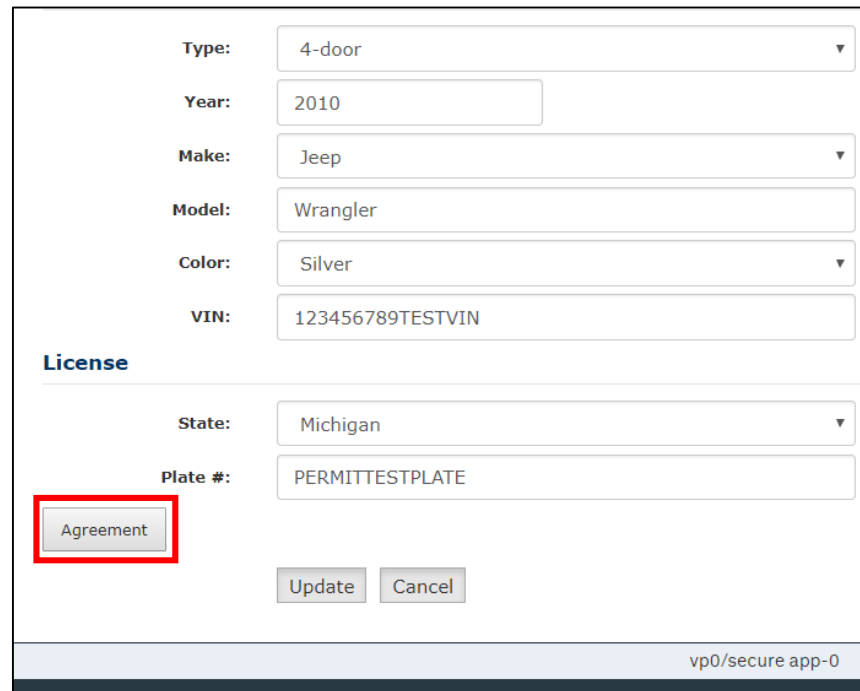
**State:**

**Plate #:**



# 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
<b>License</b>	
State:	Michigan
Plate #:	PERMITTESTPLATE
<input type="button" value="Agreement"/>	
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

At the bottom right of the page, the text "vp0/secure app-0" is visible.

# 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 dialog box is titled "Agreement" and 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

The background form shows fields for Type (4-door), Year (2012), Make (Ford), Model (Focus), Color (Silver), VIN (1F1P...), License (State: PA, Plate #: P...), and a button labeled "Agreement".

# 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.

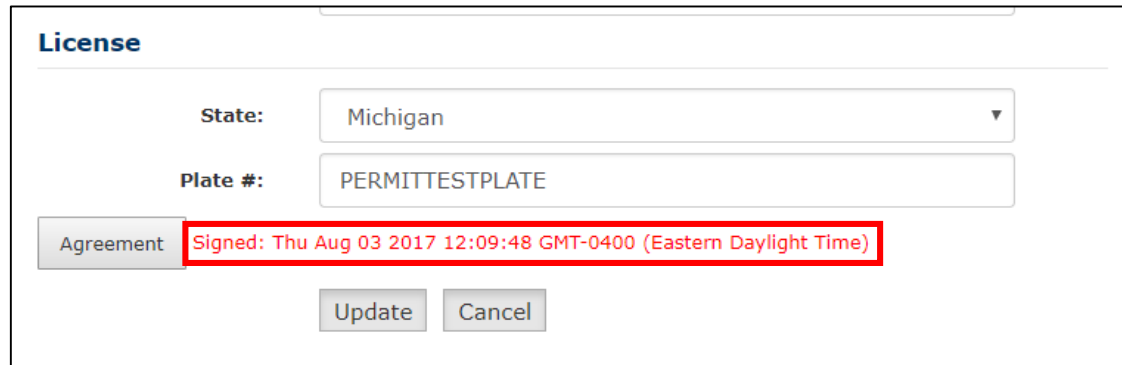
Password

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Cancel

# Step 10

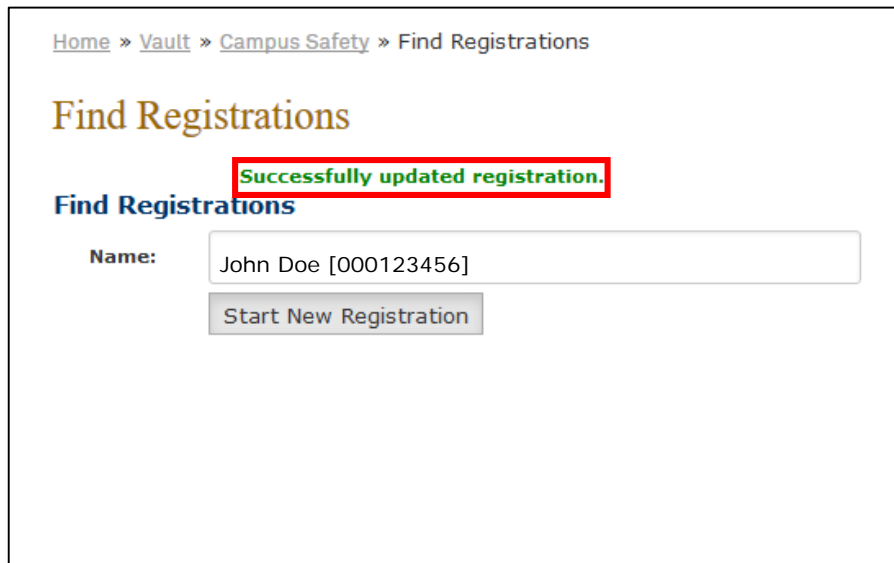
- The dialog box will then close and you will see red text next to the “Agreement” button that will indicate the date/time that the consent form was signed. You can then select the “Update” button.



The screenshot shows a dialog box titled "License". It contains two input fields: "State:" with a dropdown menu showing "Michigan" and "Plate #:" with a text input field containing "PERMITTESTPLATE". Below these fields is a button labeled "Agreement". To the right of the "Agreement" button, there is a red-bordered box containing the text "Signed: Thu Aug 03 2017 12:09:48 GMT-0400 (Eastern Daylight Time)". At the bottom of the dialog box, there are two buttons: "Update" and "Cancel".

# Step 11

- This will then return you to the screen identified in Step #4. You will now see green colored text that states “Successfully updated registration”. At this time you will receive an email on your Andrews University account indicating that you will still need to visit Campus Safety to finalize your registration.



Home » Vault » Campus Safety » Find Registrations

## Find Registrations

**Successfully updated registration.**

**Find Registrations**

Name:

# Step 12

- When you visit Campus Safety, you will need to bring the following valid documents:
  - **Driver's license**
  - **Proof of insurance**
  - **State registration.**
- You will then be asked to pay any applicable permit registration fees (up to \$10.00 depending on the permit type) and you will receive the parking permit.
- At this time your registration is complete.
- You will also receive an email on your Andrews University account indicating the vehicle that you have registered. It will also provide a link to both the University vehicle policy and the campus map.