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. The Office of Campus Safety may edit this type based on information available when come to pick up your physical permit.
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: John Doe [000123456]
- Type: Community
- Decal #: 
- Status: Select Permit Status
- Valid From: 07/19/2017 15:20:00
- Expires: 08/31/2018 15:20:00
- Terminated: 

Vehicle

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

License

- State: Michigan
- Plate #: PERMITTESTPLATE
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. You can then select the “Update” button.
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.
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.