

# Andrews University Office of Campus Safety Academy Online Pre-Vehicle Registration (Required)

## Walk-through of Online Vehicle Pre-Registration:

**Step 1:** Go to <https://vault.andrews.edu>.

**Step 2:** Click on "Campus Safety" then login using AU username and password.

**Step 3:** Click on "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**, select the permit type based on status (Faculty/Staff, Student: Community, Housing, Lamson, Meier/UT, etc.). 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 decal retrieval.

**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 in the **Vehicle** section. Fill in the **Type, Year, Make, Model, & Color** of your vehicle. Choose a color from the menu that is closest to your vehicle color. Your **VIN** number (Vehicle Identification Number) is string of numbers and letters.

In the **License** section, enter the **State** issued from and the License **Plate** number

**\*If you have a temporary License plate, or no plate yet, please see \*Note below.**

**Step 7:** Click the **Agreement** button and read through the Vehicle Registration Agreement. Then "sign" using your AU password and then click "**Submit**."

**Step 8:** 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 9: Attach the following documents:** *driver's license, proof of insurance, and state registration.*

You must have CURRENT Registration, Insurance and a valid Driver's License to be issued a parking decal. (Please verify that they have been saved before moving on to step 10.) If you are not able to upload the documents, bring them with you when you pick up your 71M3-a2 an w2(a)-5(n)-uhgPfor parking decal