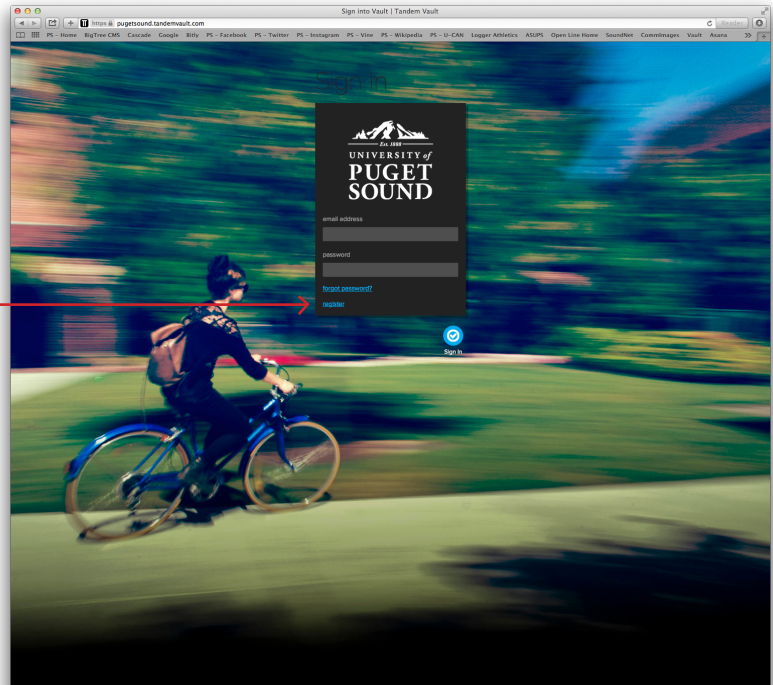# Accessing Vault

1. Visit pugetsound.edu/vault or pugetsound.tandemvault.com.

2. If you have an active Vault account, enter your email address and password, and click the Sign In button.

3. If you do not have an active Vault account, click on the Register link.

4. Complete the registration form to gain access. In the Your Role field, select "New User."

   A Vault administrator will verify your account and you will receive an email message with a link to confirm your registration.

   If you require access to a special or commissioned collection*, please contact sstall@pugetsound.edu.

   *A commissioned collection is a group of photos from an event or photo shoot for which the campus photographer was booked in advance. The department or division that made the arrangements with the photographer (or commissioned him) has special permissions to view and download those images from Vault.