



Business Objects Access Request Form

Security Administration

Action requested (check only one) <input type="radio"/> Add access <input type="radio"/> Delete access <input type="radio"/> Revise access
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Operator's Information		(please print clearly)	
1. User Requesting Access:		2. VUnet ID	3. Tech Support Person
4. Work phone	5. Home Dept. #	6. Home Dept. name	7. Attended BO training?
8. E-mail address:		9. Effective date of change?	
10. I acknowledge that the information to which I may be granted access is the property of Vanderbilt University and is to be kept confidential. I agree that I will not transfer the use of my Operator ID or password to another person and acknowledge that any violation of security or transfer of my Operator ID or password may result in disciplinary action that might include termination.			
Operator signature:		Date:	

Operator's Supervisor	(for EPIC & Medipac requests, your Director must complete this section)
1. Name & Signature:	Date:
2. Email Address:	
3. Universe Requested:	
<div style="font-size: 1.2em; color: gray;">See page 2 for BO universe list</div>	
4. Comments:	

See Page 2 for routing form to ↓

BO Security Liaison		(for EPIC & Medipac requests, your Security Manager must complete this section)	
1. Name & Signature:		Date:	
2. Universe:	3. Security group (if applicable):	4. Level of access (if applicable):	
		<div style="font-size: 1.1em; color: gray;">Centralized / Decentralized</div>	
5. Comments:			

BO Security Administrator			(completed internally – usually by person listed on page 2)
1. Completed by:	2. Date completed:	3. Notification date:	



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Where to Send Completed Request Forms:

BO Universe	User Functional Area	Send completed form to *
Admissions	All Areas	Blair Skidmore, Betsy Ames
APPO	University Central	Jim McCarthy
	Medical Center	Mary Robinson
BRS Student Account Summary	All Areas	Patsy Hudson
Budrpt	Medical Center: VUH, VCH, PHV, TVC, VCH-DOT, VMG-BO, VMG-WC	Charlotte Frey
	Medical Center Administration: MCA Other Administrative: OAM	Alison Williams
	Other Administrative: VHS	David Green
Center Management (CM)	All Areas	Audrey Sanborn
DAR	All Areas	Jill Baltz
ePAC (HR Reports)	All Areas	Leah Cannon
Epic	Medical Center	Stephen Pert
General Ledger Also includes access to the following universes: <ul style="list-style-type: none"> • Work Order • ITS Charges (Telecom) 	University Finance	Kevin Walker
	OCGA	Gary Culpepper
	Internal Audit	Dennis Johnson
	Medical Center	Mary Robinson
	Other Areas	Matthew McGlasson
HORIZON Clinical Query	All Areas	Maribeth Hagan
Medipac	Medical Center	Stephen Pert
Privilege Management	Medical Center	Janice N Johnson
	University Procurement	Chuck Nicholas
	Other Areas	Thomas Head
Research	Other Areas	Jeannine Courtney
	Coeus	Peggy Pobst
Student Records	All Areas	Don Bailey
Travel (currently in pilot – invitation only)	University Central	Kimberly K Smith
	Medical Center	Mary Robinson

*Refer to *People Finder* at www.vanderbilt.edu for detailed contact information.

Note: If you do not know which universe you need access to, please visit the new Vanderbilt Business Objects homepage at www.vanderbilt.edu/bo for more information.