



# Business Objects Access Request Form

Security Administration

### Action requested (check only one)

Add access       Delete access       Revise access

## Operator's Information

1. Operator name: <b>User requesting access</b>		2. VUnet ID	3. Tech Support Person
4. Work phone	5. Home dept no.	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

(EPIC, Medipac: Your Director must complete this section)

1. Name & Signature:	Date:
2. Email Address:	
3. Universe Requested: <b>See page 2 for partial listing</b>	
4. Comments:	

Send form to ↓

## BO Security Liaison

(EPIC, Medipac: Your Security Manager must complete this section)

1. Name & Signature:		Date:
2. Universe:	3. Security group (if applicable):	4. Level of access (if applicable): <b>Centralized / Decentralized</b>
5. Comments: <b>See page 2 for routing completed form</b>		

## BO Security Administrator

1. Completed by:	2. Date completed:	3. Notification date:
------------------	--------------------	-----------------------



## Business Objects Access Request Form

Security Administration

### BO Universe Listing & Routing Instructions

BO Universe	Your Functional Area	Security Liaison* Send completed form to...
<b>Admissions</b>	All Areas	Blair Skidmore, Betsy Ames
<b>APPO</b>	University Central	Jim McCarthy
	Medical Center	Irma Perry
<b>Budrpt</b>	Medical Center: VUH, VCH, PHV, TVC, VCH-DOT, VMG-BO, VMG-WC	Charlotte Frey
	Medical Center Other: MCO	Alison Williams
	Other Administrative: OAM, VHS	Abby Palmer (OAM) Darin Davidson (VHS)
<b>DAR</b>	All Areas	Jill Baltz Fax: 615-343-6118
<b>ePAC (HR Reports)</b>	All Areas	Travis Sawyer Fax: 615-322-7190
<b>Epic</b>	Medical Center	Stephen Pert Fax: 615-343-4052
<b>General Ledger</b> (formerly Financial Reporting)	Office of Financial Affairs	Kevin Walker
	OCGA	Gary Culpepper
	Internal Audit	Dennis Johnson
	Medical Center	Mary Robinson
	Other Areas	Matthew McGlasson
<b>Medipac</b>	Medical Center	Stephen Pert Fax: 615-343-4052
<b>Privilege Management</b> (formerly STAR)	Medical Center	Janice N Johnson
	University Central Procurement	Chuck Nicholas
	Other Areas	Thomas Head
<b>Research</b>	Other Areas	Jeannine Courtney
	Coeus	Peggy Pobst
<b>Student Accounts</b>	All Areas	Patsy Hudson
<b>Student Records</b>	All Areas	Don Bailey

\*Refer to *People Finder* located at [www.vanderbilt.edu](http://www.vanderbilt.edu) for contact information.

**Note:** If you do not know who to contact or which universe you need access to, please visit the new Vanderbilt homepage for Business Objects at [www.vanderbilt.edu/bo](http://www.vanderbilt.edu/bo) for more information.