

**EMPLOYEE INFORMATION (all fields required)**

Name: \_\_\_\_\_ VUnetID (uppercase): \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**FERPA Acknowledgment**

I have activated my VUnetID and e-password, and have completed the online Family Educational Rights and Privacy Act [FERPA] tutorial and quiz with score of 80 or higher required for access to the system.

Instructions for the online FERPA tutorial may be found at: <https://registrar.vanderbilt.edu/ferpa/ferpa-tutorial.php>

**Job Requirements**

Please describe your job responsibilities or reasons for requesting this access:

Please state the name or VUnetID of the individual replaced (if none, write "N/A"): \_\_\_\_\_

Access to this data is restricted to those individuals who have a specific need for information that enables them to perform their assigned job duties. By signing below you agree to the following:

- I will restrict my access to the records to which I have a legitimate need to access to perform my assigned job duties.
- I agree to utilize Vanderbilt University data for approved business purposes only.
- I understand the confidential nature of the data and will not disclose, release, sell, or use it for personal reasons.
- I understand that Vanderbilt University may remove my access to its data at any point, as determined by the institution.
- I understand and acknowledge that utilization of this data is subject to audit by the university.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**ACCESS TYPE**

Type of Access Requested: Add Access Delete Access

Select access to add:

Destiny Admin: Program Coordinator Fiscal Coordinator  
 Enrollment Coordinator Marketing Coordinator

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Security Trustee:**

\_\_\_\_\_  
Security Trustee, Destiny Admin

\_\_\_\_\_  
Security Trustee Signature

\_\_\_\_\_  
Date