

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"): _____

If granted access to the various systems, I understand that access to the data is restricted to those individuals who have a legitimate business use and a specific need to know information that enables them to perform their job. I agree to utilize Vanderbilt University data for business purposes only. I understand the confidential nature of the data and will not disclose or use it for personal reasons.

Employee Signature

Date

ACCESS TYPE

Type of Access Requested: Add Access Delete Access

Select access to add:

Campus Solutions:	FAQUERY: Query Manager	UPG_FAOFFICR: Professional staff awarding access
	FASCHOLAR: View FA & fiscal item types	UPG_FAOUTS: Outside scholarships management
	UPG_FAANTAID: Access to process components	UPG_FAPALS: View system (non-FA users)
	UPG_FAINQRY: View system (FA users)	UPG_FAPELL: Pell Management access
	UPG_FALOAN: Update loan components	VU_FA_REMOTE_AWARD: Update FA awards
	UPG_FADTNTRY: Update loan components	

Item Type Tree Node: _____

ADAM: MyAppVU (AAP) Scholarships (ASL) Term Dates (ATD)

Nolij:	Carrell Family	Chancellors	Cornelius V. CAS-1	Cornelius V. CAS-2	Cornelius V. CAS-3
	Cornelius V. CAS-4	Cornelius V. ENG	Cornelius V. GPC	Curb	Dean's Achievement
	Delek Hope	Financial Aid	Fin Aid Documents	Fin Aid Reader	Fred Russell-Grantland Rice
	Ingram	John Rovensky	John Seigenthaler	Maggie Craig	Posse Scholarship
	Top Tenn	Transfer	William & Violet Hudson		

Other, please explain: _____

Supervisor Name

Supervisor Signature

Date

Official Use Only:

Security Trustee Name, Financial Aid

Security Trustee Signature

Date