

**EMPLOYEE INFORMATION (all fields required)**

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

**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. I further understand that actions performed by users of FIS, including searches, viewing of data, and changes to faculty records are logged for the purposes of maintaining the security of the system and for data integrity and security audits.**

Employee Signature

Date

**ACCESS TYPE**

**Type of Access Requested:**      Add Access      Modify Access      Delete Access

**Select access to add (choose all that apply):**

FIS:	Data Entry (No Salary) Data Entry (No Exit, Offers, Retention, Salary) Data Entry (Secondary Appointments) Read (No Salary) Read (No Exit, Offers, Retention, Salary) Read (No Exit, Offers, Retention, Salary, SSN) Graduate School (for Graduate School use only) Interfolio (initiate Interfolio cases) System Administrator (for PSI/VIRG use only)	Please specify the school(s)/department(s) in FIS you need access to:
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Interfolio:	Faculty Search Promotion and Tenure	Please specify the school(s)/department(s) in Interfolio you need access to:
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Reporting:	Faculty Report Data	Please specify the school(s)/department(s) in Reporting you need access to:
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Supervisor Name

Supervisor Signature

Date

**Security Trustee:**

Security Trustee, Faculty Systems

Security Trustee Signature

Date