

**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:

Greek Admin: Greek Staff User (VU-GREEK-USER) Greek Developer (VU-GREEK-DEVELOPER)  
 Greek System Administrator (VU-GREEK-ADMIN)

Supervisor Name

Supervisor Signature

Date

**Security Trustee:**

Security Trustee, Greek Admin

Security Trustee Signature

Date