VANDERBILT UNIVERSITY

HireADore/JobX Administrator Access Request

EMPLOYEE INFORMATION (all fields required)

Name: _____ VUnetID (uppercase): _____

Email: _____ Job Title: _____

FERPA Acknowledgment

☐ I have activated my VUnetID and e-password, and I have completed the online Family Educational Rights and Privacy Act [FERPA] tutorial and quiz with a 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:

_____

Utilization Acknowledgement

If granted access to the system, 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

_____

Supervisor Name | Supervisor Signature | Date

_____

Security Trustee Name | Security Trustee Signature | Date

Please return signed form to securityrequests@vanderbilt.edu.