

EMPLOYEE INFORMATION (all fields required)

Name: _____ VUNet ID (uppercase): _____
 Email: _____ Office (e.g., OSCC, CSW, OHARE, etc.): _____
 Title: _____ Residential Area (OHARE staff only): _____

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 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 _____

Return completed form to Jeremy.L.Bourgoin@vanderbilt.edu.

DOS Central Only

Access Level: _____

Group Membership (select all that apply):

Appellate Review Board	Student Discrimination
Grad/Prof School Honor Councils	Student Organizations
Greek Life	Student Wellbeing
Sexual Misconduct	Undergraduate Honor Council
Student Accountability	

OR

Copy Permissions from User:

 VUNetID of Existing User

Security Trustee Use ONLY:

Security Trustee Name _____

Security Trustee Signature _____

Date _____