

EMPLOYEE INFORMATION (all fields required)

Name: _____ VUnetID (uppercase): _____
 Email: _____ Department: _____

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: <http://registrar.vanderbilt.edu/ferpa/ferpa-tutorial/>

Job Requirements

Please describe your job responsibilities or reasons for requesting this access:

Please state the name or VUnetID of the individual replaced: _____

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

ACCESS TYPE

Type of Access Requested:	Add Access	Delete Access
Select ADAM Roles to add:	Select PeopleSoft Campus Solutions Roles to add:	
Bluesheeting (ABS)		APC Manager (VU_APC_MGR)
MyAppVU Admin (AAP)		APC Staff (VU-APC)
Undergraduate: Online Inquiry Card (ALG)		APC Workcenters: Manager (VU-WC-APC-MGR)
School of Medicine: Online Inquiry Card (MLG)		APC Workcenters (VU-WC-APC)
		View-only Admissions access (VO-ADMISSIONS)

If you need other access, please explain:

Supervisor Name

Supervisor Signature

Date

*Security Trustee Name

Security Trustee Signature

Date

**Security Trustees - OUA: Amy Smith or John Gaines; SOM: Jennifer Kimble.*

Please return form to securityrequests@vanderbilt.edu.