VANDERBILT UNIVERSITY

Student Financials Access Request

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:

CASHNet: INQ (Inquiry-only)

Campus Solutions:

- View Cust. Accounts (VO-STU-FIN-CUST-ACCT)
- Enter Grad. awards (VU-GRADUATE-AWARD-ENTRY)
  - VO_SERVICE_INDICATOR_LOOKUP
  - VU_QUERY_VIEWER
- Group Data Entry (VU-CHRG-PYMT-ENTRY)
- Student Service Ctr (VU-STU-SVC-CTR-FIN)

If asking for grad awards, please enter your department's entity ID. Access cannot be granted without this information.

Other, please explain: _____

_____

Supervisor Name Supervisor Signature Date

Security Trustee:

_____

Security Trustee, Chris Cook Security Trustee Signature Date

Return completed form to christopher.cook@vanderbilt.edu or
Chris Cook Office of Student Accounts, PMB #401671, Phone: 322-6693; Fax 343-8511