

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 YES system, I understand that access to YES 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 Population to add:

Career(s): DIV ENGP GRAD GSM LAW MEDD MEDM NURS PBDP UGRD
 School(s): A&S BLR DIV ENGR GRAD GSM LAW MED NURS PBDY

Department(s): _____

Group(s): _____

Select Level of Access:

Level 1 - designed for the department administrator who needs access to basic student data and class rosters.

Level 2 - designed primarily for the department-level DUS or DGS. Similar to Level 1, but has the added access of releasing adviser holds and viewing the regular and "What-If" degree audits.

Level 3 - designed with the school-level administrator in mind. Those with responsibility to a Dean's Office or an Office of Academic Services will receive this role.

Dean or Associate Dean Name _____

Dean or Associate Dean Signature _____

Date _____

URO ONLY: Level 1 Level 2 Level 3 Other:

3C Group(s): _____

Academic Org(s): _____

Student Group(s): _____

Security Trustee Name _____

Security Trustee Signature _____

Date _____