

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 undergraduate admissions applications, 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:

Coalition:	Admin	
Common App:	Basic Search	Search and Print Applicant
Questbridge:	Admin	
Universal App:	Admin	

 Supervisor Name Supervisor Signature Date

Security Trustee:

 Security Trustee, OUA Security Trustee Signature Date