**Name:**                                           **VU Net ID (uppercase):**

**Email:**                                           **Department:**

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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/

Please state what job responsibility requires this access, and if you are replacing someone in this role, the name of the individual replaced.

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If granted access to the ADAM system, I understand that access to ADAM 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.

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**Employee Signature**                                                    **Date**

**Supervisor Name**                          **Supervisor Signature**                     **Date**

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**Security Representative, please complete below:**

         ☐    **Delete Access: [Person has transferred to another department or left the university.]**

         ☐    **Add Access:**

                    ☐    **Load Applications: all careers (ACA)**

**Admissions Security Trustee:**

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**Signature**                                                      **Date**

*Return completed form to:*     *Bart Quinet, Vanderbilt University Registrar, bart.p.quinet@vanderbilt.edu*