EMPLOYEE INFORMATION (all fields required)

Name: _____   VUnetID (uppercase): _____

Email: _____   Department/Program: _____

Please state the name or VUnetID of the individual replaced (if none, write "N/A"): _____

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:

_____

Utilization Acknowledgement

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 Process(es):	**Designate Group(s):**		**Copy Permissions from User:**
Faculty Affairs		**OR**	_____
Transfer Credit			VUNetID of Existing User
Financial Aid			
Records			
Admissions			
PSI Security			
Online Grade Change			

_____

Dean or Associate Dean Name   Dean or Associate Dean Signature   Date

Security Trustee Use ONLY:

_____

Security Trustee Name   Security Trustee Signature   Date

Please return form to *Security Requests* **once Security Trustee has signed.**