

**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:

Campus Solutions:	FAQQUERY: Query Manager FASCHOLAR: View FA & fiscal item types UPG_FAANTAID: Access to process components UPG_FAINQRY: View system (FA users) UPG_FALOAN: Update loan components UPG_FADTNTRY: Update loan components	UPG_FAOFFICR: Professional staff awarding access UPG_FAOUTS: Outside scholarships management UPG_FAPALS: View system (non-FA users) UPG_FAPELL: Pell Management access VU_FA_REMOTE_AWARD: Update FA awards
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Item Type Tree Node: \_\_\_\_\_

ADAM:  MyAppVU (AAP)  Scholarships (ASL)  Term Dates (ATD)

Nolij:	Carrell Family Cornelius V. CAS-4 Delek Hope Ingram Top Tenn	Chancellors Cornelius V. ENG Financial Aid John Rovensky Transfer	Cornelius V. CAS-1 Cornelius V. GPC Fin Aid Documents John Seigenthaler William & Violet Hudson	Cornelius V. CAS-2 Curb Fin Aid Reader Maggie Craig	Cornelius V. CAS-3 Dean's Achievement Fred Russell-Grantland Rice Posse Scholarship
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Other, please explain: \_\_\_\_\_

Supervisor Name  Supervisor Signature  Date

**Official Use Only:**

Security Trustee Name, Financial Aid  Security Trustee Signature  Date