EMPLOYEE INFORMATION (all fields required)

Name: _____   VUnetID (uppercase): _____

Email: _____   Department: _____

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 granted access to the CRM system, I understand that access to CRM 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 Roles to add:

OUA: Administrator (PM access + pagelets)   SOM: Administrator

OUA: Program Manager (queries, reports)   SOM: View-Only

OUA: Officer

OUA: APC

OUA: Student Worker

OUA: View-Only

Other, please explain: _____

_____

Supervisor Name   Supervisor Signature   Date

_____

*Security Trustee Name   Security Trustee Signature   Date

*Security Trustees - **OUA**: Amy Smith or John Gaines; **SOM**: Jennifer Kimble.

Please return form to securityrequests@vanderbilt.edu.