# HR System Access Request Form

**Security Administration, Human Resources (HR)**

For additional instructions and information, log onto [http://hr.mc.vanderbilt.edu/security/](http://hr.mc.vanderbilt.edu/security/)

## Operator Information

<table>
<thead>
<tr>
<th>Name</th>
<th>VUnet ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR Employee ID</td>
<td></td>
</tr>
<tr>
<td>Work Phone</td>
<td>Email Address</td>
</tr>
<tr>
<td>Job Title</td>
<td>Home Dept Name/Number</td>
</tr>
</tbody>
</table>

Does the user have an e-password?  ☑ Yes  ☑ No

## Operator Signature

I acknowledge that the information to which I may be granted access is the property of Vanderbilt University and is to be kept confidential. I agree that I will not transfer the use of my Operator ID or password to another person and acknowledge that any violation of security or transfer of my Operator ID or password may result in disciplinary action that might include termination.

Operator Signature:  Date:

## Supervisor Signature

I understand it is my responsibility to review with the operator the PeopleSoft panels to which he/she will have access, the confidential nature of information in these panels; and the consequences of violating confidentiality and/or transferring an operator ID and password.

Print:  Date:

## Access Information

<table>
<thead>
<tr>
<th>Effective Date of Access</th>
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</thead>
</table>

Action Requested (check only one):

- ☐ New Access
- ☐ Revise Access
- ☐ Delete Access

Database Access Requested:

- ☐ HRPROD
- ☐ PIPROD
- ☐ Employment Verification

Comments:

Department Security Requested

Please list the Home Department number(s) or the DPVU the operator should have access to view.

For a list of Home Departments or current DPVU go to [http://hr.mc.vanderbilt.edu/security/](http://hr.mc.vanderbilt.edu/security/)

Security Role Requested

Please list the Security Role(s) the operator should have.

For a description of available roles, go to [http://hr.mc.vanderbilt.edu/security/](http://hr.mc.vanderbilt.edu/security/)

## Items Below For Completion by Security Administrator(s) Only

### Approval by Medical Center Security Liaison

Print:  Signature:  Date:

### Approval by HR Application Trustee

Print:  Signature:  Date:

### Completed by HR Security Administrator

<table>
<thead>
<tr>
<th>Completed By</th>
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<tbody>
<tr>
<td>Date Completed</td>
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Added To  ☑ Listserv  ☑ Security Database