

Application for VUnet Services Administrator (VSA)

To become a VUnet Services Administrator (VSA), fill out and return the completed form via one of the following methods:

- Fax - (615) 421-0099
- Campus Mail - Information Technology Services; Attn: VUIT Partner; 143 Hill Center / PD 34

VSA Information

VUnetID: Name:
Phone: Email:

Publish phone number to VSA directory (circle one): Yes, publish / No, do not publish

Do you manage users from different departments? Yes / No

VSA Type

- Dist Admin (most VSA's are Dist Admins)
- Hiring Manager (for administrators who only manage the hiring process for users)

Department

- | | |
|---|---|
| <input type="checkbox"/> Adult Hospital | <input type="checkbox"/> Law |
| <input type="checkbox"/> Arts & Science | <input type="checkbox"/> MC Outreach & Spec Events |
| <input type="checkbox"/> AVC Health Affairs - Other | <input type="checkbox"/> Medical Center Administration |
| <input type="checkbox"/> AVC MC Research | <input type="checkbox"/> Medical Center Finance |
| <input type="checkbox"/> Blair | <input type="checkbox"/> Owen Graduate School of Management |
| <input type="checkbox"/> Children's Hospital | <input type="checkbox"/> Peabody |
| <input type="checkbox"/> Compliance & Corp Integrity | <input type="checkbox"/> School of Engineering |
| <input type="checkbox"/> Deputy Vice Chan Health Affair | <input type="checkbox"/> School of Medicine |
| <input type="checkbox"/> Divinity School | <input type="checkbox"/> School of Nursing |
| <input type="checkbox"/> Division of Administration | <input type="checkbox"/> VMG - TVC |
| <input type="checkbox"/> HITS | <input type="checkbox"/> VUIT |
| <input type="checkbox"/> Other: _____ | |

Data Privacy & Responsibility

As a VSA you are bound by the Vanderbilt Computing Privileges and Responsibilities Acceptable Use Policy: <http://www.vanderbilt.edu/info/computing-aup/>. By signing below you agree that you have read and understand the Vanderbilt Computing Privileges and Responsibilities Acceptable Use Policy and will abide by its guidelines.

Student Records (Buckley Amendment) - Except as permitted by federal regulation, the University must not disclose personally identifiable information (other than "directory information") from the education records of a student without the student's prior written consent. Vanderbilt considers a student's name, address, telephone number, date and place of birth, and certain other information (see Privacy Rights of Students in the Faculty handbook) as directory information, unless the student has requested otherwise.

Student information requested to be kept private will be so indicated by the VSA pages. Note that the student can override the Registrar's privacy flag for the purposes of listing his or her own information in the VUnet directory.

The Vanderbilt policy on confidential information access, without authorization, information that the Vanderbilt considers privileged or confidential, releasing such privileged or confidential information, or using such information for non- Vanderbilt purposes, violates Vanderbilt policy and is grounds for performance improvement counseling, including termination of employment.

Signature of Applicant

--	--

Signature

Date

Approver (Head of applicant's department):

--	--

Print Name

VUnetID

--	--

Signature

Date