



Business Objects Access Request Form

Security Administration

Action Requested (check only one)

Add access

Delete access

Revise access

User's (Privilege Recipient's) Information (please print clearly)

1. Name:		2. VUNet ID
3. Work phone	4. Home Dept. #	5. Home Department Name
6. E-mail address:		7. Effective date of change?
8. I acknowledge that the information to which I may be granted access is the property of Vanderbilt University or Vanderbilt University Medical Center and is confidential. I agree that I will not transfer the use of my VUNet ID or password to another person and that any violation of security or transfer of VUNet ID/password may result in disciplinary action, possibly including termination.		
Signature:		Date:

User's Supervisor (for EPIC & Medipac requests, your Director must complete this section)

1. Printed Name & Signature:	Date:
2. Email Address:	
3. Universe Requested:	
See page 2 for BO universe list (limit 1 per form)	
4. Comments:	

Security Liaison information is provided on page 2

BO Security Liaison (for EPIC & Medipac requests, your Security Manager must complete this section)

1. Name & Signature:		Date:
2. Universe:	3. Security group (if applicable):	4. Level of access (if applicable): Centralized / Decentralized
5. Comments:		

BO Security Administrator (completed internally – usually by person listed on page 2)

1. Completed by:	2. Date completed:	3. Notification date:
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Where to Send Completed Request Forms:

BO Universe	User's Functional Area	Send completed form to*
APPO	University Central	Jim McCarthy
	Medical Center	Mary Robinson
Budrpt (Budget)	Medical Center: all areas	David Collett
Center Management (CM)	All Areas	cmsupport@vanderbilt.edu
DAR	University Central	Jill Baltz
VUMC Development	Medical Center	Jody Johnson / Anna Sparks
DMS (Departmental Management System)	Predominantly used by research and administrative areas	dms.support@vanderbilt.edu
HR Employee Data	University Central	Bill Bailey
	Medical Center	Leah Cannon
Epic	Medical Center	Stephen Pert
General Ledger Includes access to two universes: <ul style="list-style-type: none"> • Work Order • ITS Charges (Telecom) 	University Finance	Kristy Stone
	OCCA	Gary Culpepper
	Medical Center	Mary Robinson
	All Other University Areas	Kristy Stone
HORIZON Clinical Query	All Areas	Maribeth Hagan
Labor Data Views	University Central	Bill Bailey
	Medical Center	Leah Cannon
Medipac	Medical Center	Stephen Pert
Privilege Management	Medical Center	Mary Robinson
	University Central	Matthew McGlasson
Research	Other Areas	Donald Clinton Brown
	Coeus	Peggy Pobst

* Refer to *People Finder* at www.vanderbilt.edu for detailed contact information.

If you do not know which universe you need access to, please visit the Vanderbilt Business Objects homepage at <https://finance.mc.vanderbilt.edu/bo/> for more information.