# 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)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name:</td>
<td>2. VUnet ID</td>
</tr>
<tr>
<td>6. E-mail address:</td>
<td>7. Effective date of change?</td>
</tr>
</tbody>
</table>

8. I acknowledge that the information to which I may be granted access is the property of Vanderbilt University 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)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Printed Name &amp; Signature:</td>
<td>Date:</td>
</tr>
<tr>
<td>2. Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

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)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name &amp; Signature:</td>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Centralized / Decentralized</td>
</tr>
</tbody>
</table>

5. Comments:

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

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Completed by:</td>
<td>2. Date completed:</td>
<td>3. Notification date:</td>
</tr>
</tbody>
</table>

02/04/16  www.vanderbilt.edu/bo  Page 1 of 2
Where to Send Completed Request Forms:

<table>
<thead>
<tr>
<th>BO Universe</th>
<th>User’s Functional Area</th>
<th>Send completed form to*</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPO</td>
<td>University Central</td>
<td>Jim McCarthy</td>
</tr>
<tr>
<td></td>
<td>Medical Center</td>
<td>Mary Robinson</td>
</tr>
<tr>
<td>Budrpt (Budget)</td>
<td>Medical Center: all areas</td>
<td>David Collett, Kimberly N. Smith</td>
</tr>
<tr>
<td>Center Management (CM)</td>
<td>All Areas</td>
<td>Audrey Sanborn</td>
</tr>
<tr>
<td>DAR</td>
<td>All Areas</td>
<td>Jill Baltz</td>
</tr>
<tr>
<td>DMS (Departmental Management System)</td>
<td>All Areas</td>
<td>Brooke Harris</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:dms.support@vanderbilt.edu">dms.support@vanderbilt.edu</a></td>
</tr>
<tr>
<td>HR Employee Data</td>
<td>All Areas</td>
<td>Leah Cannon</td>
</tr>
<tr>
<td>Epic</td>
<td>Medical Center</td>
<td>Stephen Pert</td>
</tr>
<tr>
<td>General Ledger</td>
<td>University Finance</td>
<td>Ryan Peters</td>
</tr>
<tr>
<td>Includes access to two universes:</td>
<td>OCGA</td>
<td>Gary Culpepper</td>
</tr>
<tr>
<td>Work Order</td>
<td>Medical Center</td>
<td>Mary Robinson</td>
</tr>
<tr>
<td>ITS Charges (Telecom)</td>
<td>All Other Areas</td>
<td>Ryan Peters</td>
</tr>
<tr>
<td>HORIZON Clinical Query</td>
<td>All Areas</td>
<td>Maribeth Hagan</td>
</tr>
<tr>
<td>Labor Data Views</td>
<td>All Areas</td>
<td>Leah Cannon</td>
</tr>
<tr>
<td>Medipac</td>
<td>Medical Center</td>
<td>Stephen Pert</td>
</tr>
<tr>
<td>Privilege Management</td>
<td>Medical Center</td>
<td>Mary Robinson</td>
</tr>
<tr>
<td></td>
<td>Other Areas</td>
<td>Matthew McGlasson</td>
</tr>
<tr>
<td>Research</td>
<td>Other Areas</td>
<td>Donald Clinton Brown</td>
</tr>
<tr>
<td></td>
<td>Coeus</td>
<td>Peggy Pobst</td>
</tr>
</tbody>
</table>

*Refer to People Finder at [www.vanderbilt.edu](http://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 [www.vanderbilt.edu/bo](http://www.vanderbilt.edu/bo) for more information.