Dashboard Access Request Form  
Security Administration  

Submit form to:  [VUMCMetricsDashboardSupport@email.mc.vanderbilt.edu](mailto:VUMCMetricsDashboardSupport@email.mc.vanderbilt.edu) — or by fax to 343-4052

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**This form is only for requesting access to the VUMC dashboards.**

For a listing of other prominent Business Objects universes, please visit: [www.vanderbilt.edu/bo](http://www.vanderbilt.edu/bo)

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## User's Information

<table>
<thead>
<tr>
<th>User Requesting Access</th>
<th>VUnetID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work phone</td>
<td>Home Dept. name</td>
</tr>
</tbody>
</table>

Is dashboard training needed?

Addtl message to Dashboard Team if needed:

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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 user ID or password to another person and acknowledge that any violation of security or transfer of my user ID or password may result in disciplinary action that might include termination.

User’s signature: ___________________________  Date: ________________

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**Dashboard(s) requested:**

- [ ] Outpatient Metrics
- [ ] Executive Summary

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## User's Supervisor

Name & Signature: ___________________________  Date: ________________

Title: ___________________________

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## Dashboard Team Approval

(completed by Dashboard Team)

Name & Signature: ___________________________  Date: ________________

Security group: ___________________________  Level of access: ___________________________  Default/initial values: ___________________________

Comments: ___________________________

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## Dashboard Security Administrator

(completed by Dashboard Team)

Completed by: ___________________________  Date completed: ________________  Notification date: ________________

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Last Updated: 08/18/2011