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Publish phone number to VSA directory (circle one): Yes, publish / No, do not publish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

- Adult Hospital
- Arts & Science
- AVC Health Affairs - Other
- AVC MC Research
- Blair
- Children’s Hospital
- Compliance & Corp Integrity
- Deputy Vice Chan Health Affair
- Divinity School
- Division of Administration
- HITS
- Other: ____________________________

- Law
- MC Outreach & Spec Events
- Medical Center Administration
- Medical Center Finance
- Owen Graduate School of Management
- Peabody
- School of Engineering
- School of Medicine
- School of Nursing
- VMG - TVC
- VUIT

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/](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 |