



VectorSolutions Request for Access

Type of Access: Report Only Employee Data Entry Full Administrator

Report Only – Has access to run Compliance Reports
Administrator – Can access all of the Administrative Tabs

Employee Data Entry – Can add new employees and update Full employee information in the Data Management Tab

Requesting Department Name: _____ Dept ID: _____

UND Division: _____

Last Name: _____ First Name: _____

UND Email: _____ Phone: _____

Job Title: _____

I agree that I will only utilize this access for reporting purposes and adding new employee users into the VectorSolutions system as necessary.

Creating training, uploading content, and changing access for others is not allowed. If done so, this access will be removed.

Signature: _____ Date: _____

Justification for needing access:

Access needed: Full Department Partial Department

Access Requested: Dept ID/Name Job Codes

Department Authorized Signature (Dean/Dept. Head/Alternate): _____

Department Authority (please print): _____ Phone: _____

Please submit completed form to UND Office of Safety - Stop 9031; or UND.safety@UND.edu

Final Approval Section (for office use only)

Comments:

Review Committee Representative: _____ Date: _____

Risk Management Officer (or Auth Rep): _____ Date: _____

Access given: _____ By: _____ Date: _____