Scholarship Processing: Apply, Review, Track, & Award (SPARTA)
Training and Access Request Form

I. USER INFORMATION

Name: ____________________________  UIN: ________________________
Last                          First

Email: ____________________________  Office Phone: __________________

College: __________________________ Department: ____________________

II. ADDITIONAL ACCESS REQUEST

If you require scholarship information and/or awarding access to a college or department other than what is listed above, please indicate below:

________________________________________________________________________________________

* Please note: Users must have the necessary corresponding COMPASS access to view COMPASS information in SPARTA. New users must also complete RPAAWRD training prior to attending SPARTA training in order to utilize the RPAAWARD feature.

III. AUTHORIZATION

**To be completed by Dean, Department Head, or Director with authority to provide access to scholarship account information.

By signing this form, I authorize SPARTA access for the requesting staff member, as indicated above. I verify that I have the authority to do so for this unit and hereby authorize use of this system.

_________________________________________  Date
Signature of Dean, Department Head, or Director

_________________________________________
Printed Name of Dean, Department Head, or Director  Phone

IV. SUBMIT

Please submit the completed and signed form to Scholarships & Financial Aid via email or when you attend your SPARTA Training session. (Register for a session through TrainTraq, searching by course code 2112136.)

Email the completed form to fellowschol@tamu.edu.

State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by the use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.

For Office Use Only

Received: ________ Training: ________ Complete: ________ Access: ________