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

Before SPARTA access may be granted, you must be an authorized COMPASS user of your department.

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:

________________________________________________________________________________________

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

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

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: _______