



**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.

 Signature of Dean, Department Head, or Director

 Date

 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.

<u>For Office Use Only</u>			
Received: _____	Training: _____	Complete: _____	Access: _____