

# Scholarship Administrator Training Toolkit Access Request Form

For Existing Users

## Steps for requesting access to SOLAR and SPARTA

1. Department completes this request form
2. Request form submitted to Scholarships & Financial Aid (SFA) ([jhaas98@tamu.edu](mailto:jhaas98@tamu.edu))
3. SFA confirms user has been trained
4. SFA determines and assigns security group(s)
5. User receives confirmation from SFA that access has been granted

*\*This process may take up to 5 business days\**

### I. USER INFORMATION

Name: \_\_\_\_\_ UIN: \_\_\_\_\_  
Last First

Email: \_\_\_\_\_ Office Phone: \_\_\_\_\_

College: \_\_\_\_\_ Department: \_\_\_\_\_

### II. ACCESS REQUESTED

List all department codes access is requested/approved for:

\_\_\_\_\_

### 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 SOLAR and 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 these systems.

\_\_\_\_\_  
 Signature of Dean, Department Head, or Director

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed Name of Dean, Department Head, or Director

\_\_\_\_\_  
 Phone

*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: _____