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)
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.

For Office Use Only

Received:  Training:  Complete:  Access:  __________  __________  __________  __________