

Scholarship Administrator Training Toolkit Access Request Form

For New Users

****All new users are required to complete New Scholarship Administrator Training before access will be granted****

Steps for requesting access to SOLAR and SPARTA

****Processing time for this request may vary based upon availability/timing of training****

1. Department completes this request form
2. Request form is submitted to Scholarships & Financial Aid (SFA) (jhaas98@tamu.edu)
3. User registers for training Course # 2113445
4. User attends training (offered once per month)
5. SFA determines and assigns security group(s)
6. User receives confirmation from SFA that access has been granted

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: _____