

# Web Access to Labor Data Online (WALDO)

## Access Form

Form instructions on Page 2

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Action	Access Level	Node Nbr / Name	Node Descr	VUnetID	Employee Name	*Replace
<b>Additional Comments:</b> *If person added is a replacement for someone else, give name of replaced employee so their access can be removed.						

### Internal Department Approval Signatures

By signing below, the above named permissions or permission changes are authorized for ePAC to be entered into STAR.

Approval 1: \_\_\_\_\_  
Name (Print or type) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval 2: \_\_\_\_\_  
Name (Print or type) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval 3: \_\_\_\_\_  
Name (Print or type) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Security Contact Approval

(Required)

\_\_\_\_\_

Name (Print or type)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

After the appropriate security contact signs this form, send or email to:

**HRMS**

**Box 7700, Station B**

**hrsecurity@vanderbilt.edu**

Welcome to the WALDO Access Request form. This is an interactive PDF form. You can fill in the required fields and then print the form for approvals. Please note, this form is to be used for adding, deleting or changing access rights for [Web Access to Labor Data Online \(WALDO\) end users](#).

- 1. The initiator of this form must type his / her name, email address, department, phone number, the date on which the form was initiated, and the date on which the requested changes are to take effect (cannot be earlier than date initiated).
- 2. "Action" - What action are you performing (Add, Change, Delete)? This is a drop down list. Select your "Action" from the list.
- 3. "Access Level" - Select the access level. Below is a list of levels by area.

University Central:	Medical Patient Care Related:	Medical Schools & Other:
Center	Center	Center
SumTo Center	SumTo Center	SumTo Center
Home Department	Home Department	Home Department
SumTo Home Department	SumTo Home Department	SumTo Home Department
	PCC Sum	Divison
	Function	Department
	Major Operating Divison	Section
		Major Operating Divison

- 4. "Node Nbr / Name" - Type the Center number, Home Department number, or SumTo Name for which you want to add/remove end-user access. If you need SumTo access and you are unsure of the proper code and description, please contact the appropriate WALDO Security Contact for your area..  
**Please Note - If this request is related to Business Objects Reporting, you must select the WALDO Viewer role on the Home Department Tree. Choose either "Home Department" or SumTo Home Department.**
- 5. "Node Descr" - Type the Node Description (e.g. center name) for which you want to add/remove end-user access.
- 6. "VUnetID" - Enter the employee's VUnetID for which you want to add/remove end-user access.
- 7. "Employee Name" - Enter the employee's Name for which you want to add/remove end-user access.
- 8. "Replace" - is applicable when the chosen action is to add end-user access. If this new end-user (for whom you are requesting access) is replacing someone else, select "Yes", and then document in the Additional Comments section, the name of the person who is being replaced and how this change impacts their access. If a request had already been processed for the replaced individual, provide the approximate date that the request for removal was submitted. If a request for removal was never submitted, it is important that you submit that request now. Space has also been provided in this box for additional comments.
- 9. **You cannot save an electronic copy of the form to your computer. Make sure you have filled in all the fields you want to before you print it.**
- 10. Print the form by pushing the print button at the top of the form.
- 11. Please obtain all internal approvals as required by your department.
- 12. The form must be signed by the WALDO Security Contact for your division/department. If you do not know your WALDO Security Contact, please ask your Administrative Officer or Dean's Office or call the WALDO Support line at 322-7835.
- 13. The WALDO Security Contact must submit to Box 7700, Station B or email to [hrsecurity@vanderbilt.edu](mailto:hrsecurity@vanderbilt.edu). The initiator of the request and the form approvers will receive an e-mail after the request has been processed.