If you are able to log into Oracle but don't have access to the Expenses Module:
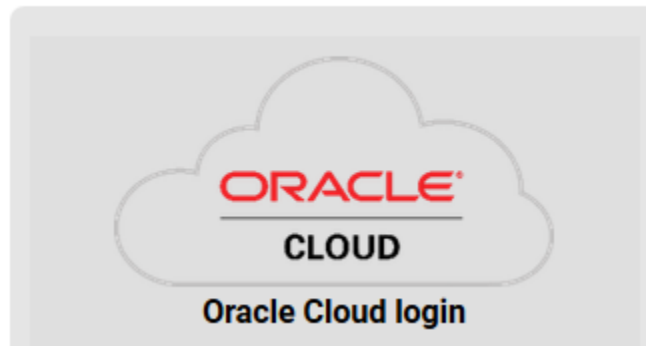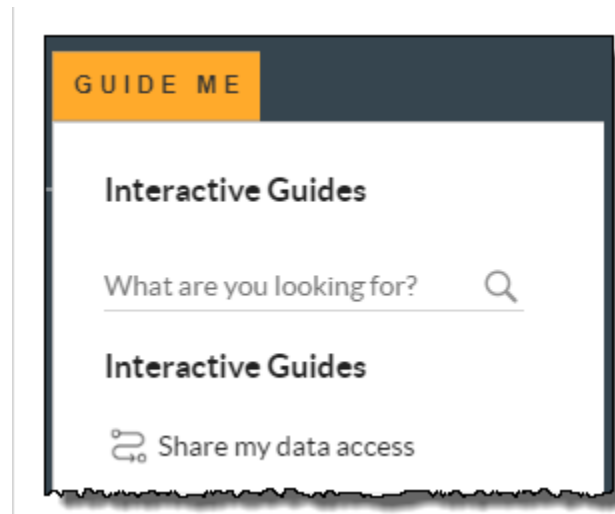
1. **Log in to Oracle** using your VUNet ID and password at https://www.vanderbilt.edu/skyvu/

2. **Click on the Guide Me tab** in the lower right hand corner after you've logged in:

3. **Click** "**Share my data access"** and follow the prompts to share your info with Mark Leners for Student Expense Only assignment:

   - Click "Start" on the Share Data Access pop up box
   - Click "Show More"
   - Click "Share Data Access"
   - In the upper right corner of the white box, drag your mouse pointer over the "+ Add" button (it should turn gray)
   - Click on the "+ Add" button to open a dialogue box titled "Who Can Access?"
   - In the Search Box type "Mark Leners"
   - Please provide your earliest expense date, US citizenship status (Yes or No), and your address in the notes box
   - Click the submit button

4. **After your access to the Expenses Module is approved**, Mark Leners will send you instructions about submitting an expense report.