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/](https://www.vanderbilt.edu/skyvu/)

   ![Oracle Cloud login](image1)

2. **Click “Me”** on the home page and then select **“Share Data Access”** from the menu

   ![Share Data Access menu](image2)

3. **Click the + Add button** on the upper right-hand side of the page:

   ![Share Data Access + Add button](image3)

4. **Search for Mark Leners** in the Recipient box:

   ![Search for Mark Leners](image4)

   *Please provide your earliest expense date, US citizenship status (Yes or No), and your address in the notes box.*

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