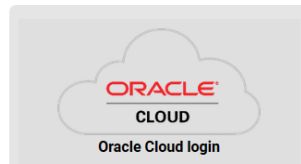
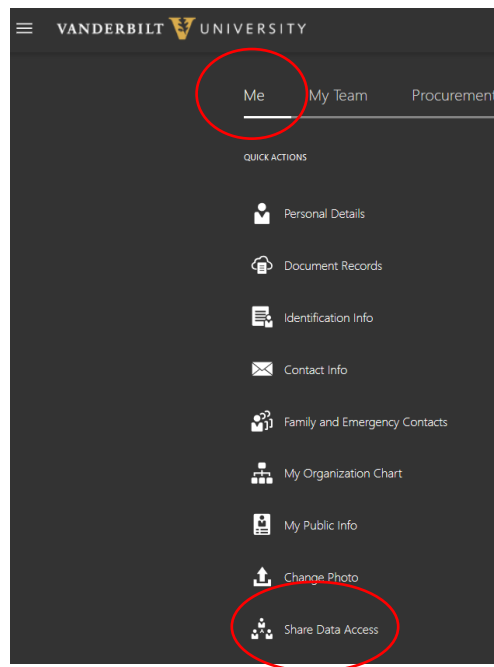


## If you are able to log into Oracle but don't have access to the Expenses Module:

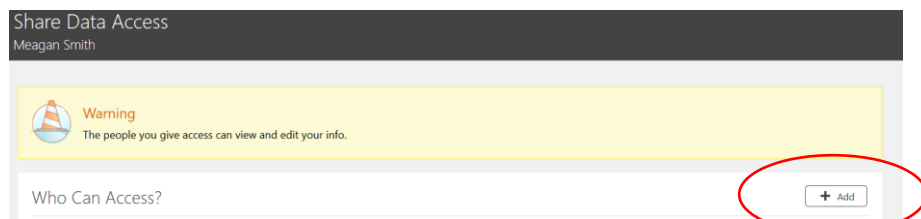
1. Log in to Oracle using your VUNet ID and password at <https://www.vanderbilt.edu/skyvu/>



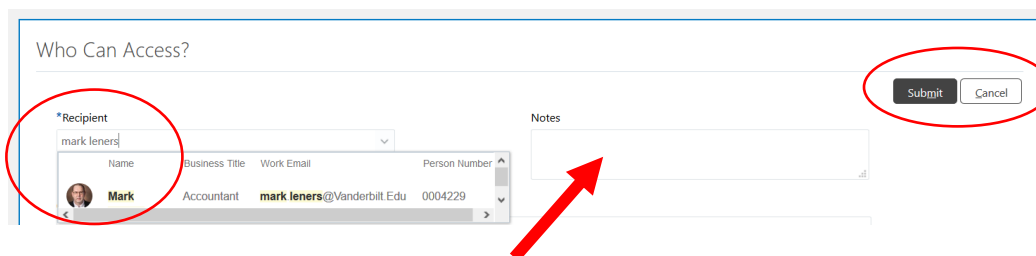
2. Click "Me" on the home page and then select "Share Data Access" from the menu



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



4. Search for Mark Leners in the Recipient box:



***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.