UTHealth | START

User Access Form Request

UTHealth START provides a web-based system for managing all aspects of research administration. Access is available to all UTHealth faculty and staff. A validated UTHealth START profile is required to access UTHealth START.

Complete the questions below to request a new user profile. Please answer completely and accurately as this will expedite the validation process. You will receive an e-mail confirming the approval of your access to UTHealth START within two business days. If you need assistance with this form, please e-mail SystemsReporting@uth.tmc.edu

FOR UPDATES TO EXISTING UTHEALTH START ACCESS: Complete this form and list updates needed in the e-mail when submitting the form.

○ New Access   ○ Change Access   Employee ID: [   ]   Date [   ]

First Name: Middle Initial:
[   ]   [   ]

Last Name:
If your name has changed, please provide your name as used by Human Resources.
[   ]

Degree: Degree Year :
[   ]   [   ]

Physical Address:
[   ]

Phone Number:
[   ]

E-Mail:
Enter e-mail address. Personal e-mail addresses are not accepted for new user profiles.
[   ]

eRA Commons ID: NSF ID:
[   ]   [   ]

Job Title:
If multiple titles, enter the title held with your primary department.
[   ]

Position Type:
[   ]

School(s)/ Department(s)/Division(s):
Enter the school(s)/division(s) where you provide support & work.
[   ]

☐ YES   ☐ NO

Which role do you need?
Each new user is assigned a role in UTHealth START. This specifies what you can do in UTHealth START (edit, view, delete, approve, etc). If unsure, choose
the role which most closely fits your job title.
Note: Roles are not required for SPIN/SMARTS/GENIUS access.

Investigator (PI/Co-PI)

Department Administrator

Department Chair

Department Approver/Manager

Central Administrator: SPA Teams   Central Dept. [   ]

Other

If you selected Other, please explain below:

[   ]

Notes/Comments:

[   ]

Employee Signature: [   ]   Date: [   ]

Department Manager Signature: [   ]   Date: [   ]

S&R Director: [   ]   Date: [   ]