



Student Security Authorization Form (Applicant/Admissions)

Minnesota
STATE COLLEGES
& UNIVERSITIES

Name: _____
(Please Print)

☐ New User ☐ Change to an Existing User

Position: _____

User ID: _____

Institution: _____

E-Mail Address: _____

Authorized Signature: _____

Date: _____

Remarks: _____

****Choose: Add or Delete AND H, M, or L**

Definition of Add and Delete below:

Add = adds the specified right to the user ID **Delete** = removes the specified right from the user ID

Definition of the H, M and L suffixes for each of the identifiers is:

H = view, insert, update and delete

M = view, insert & update

L = view only

*** Denotes menu item is available only from the previous menu listing.**

All users will need one of the PERSON identifiers if you need to access the PS9999UG

When assigning users to ST_10H and ST_10M, be aware that the users will have the ability to perform ALL functions under this identifier.

If the user should not perform all functions, look at the identifiers 40 - 60 to find the appropriate break out.

Person Demographic Maintenance

PERSON

☐ H ☐ M ☐ L

☐ Add ☐ Delete

PS0017UG Other ID Maintenance

PS9999UG

Person Demographic Maintenance

Person Hold Maintenance

PS 50

☐ H ☐ M ☐ L

☐ Add ☐ Delete

PS0050UG Person Hold Maintenance

*PS0051UG

Person Hold Maintenance

Person Immunization Maintenance

PS 55

☐ H ☐ M ☐ L

☐ Add ☐ Delete

PS2104UG Person Immunization Maintenance

Person Hold Area Control

PS 60

☐ H

☐ Add ☐ Delete

PS2010UG Person Hold Area Control

Protected Test Data

PS 65

☐ H

☐ Add ☐ Delete

This security identifier is provided for people who have a business need to delete loaded (L) test scores and Placement levels.

Protected Demographic Data

PS 70

☐ H

☐ Add ☐ Delete

This security identifier is provided for people who have a business need to view the Birth Date, Gender and Ethnicity data for a person after that data has been collected and stored.

Dars Audit Report

DA 02

☐ H

☐ Add ☐ Delete

DA0001CP Dars Audit Report

Fax to:

Metro Region

Voice: 651-201-1442

Fax: 651-917-4731

Northern (Moorhead) Region

Voice: 218-477-5033

Fax: 651-917-4731

Southern (Mankato) Region

Voice: 507-389-6924

Fax: 651-917-4731

Central (St. Cloud) Region

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Student Security Authorization Form – Page 2

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 Remarks: _____

Applicant Set Up/Validation - Undergraduate ST 01 ☐ H ☐ M ☐ L ☐ Add ☐ Delete

ST6000UG – Applicant Validation/Control Table Maint.

This security identifier will limit you to entering/inserting/updating/deleting data on the Applicant Validation/Control tables for only undergraduate applications.

Applicant Set Up/Validation - Graduate ST 02 ☐ H ☐ M ☐ L ☐ Add ☐ Delete

ST6000UG – Applicant Validation/Control Table Maint.

This security identifier will limit you to entering/inserting/updating/deleting data on the Applicant Validation/Control tables for only graduate applications.

Applicant Set Up/Validation - PSEO ST 03 ☐ H ☐ M ☐ L ☐ Add ☐ Delete

ST6000UG – Applicant Validation/Control Table Maint.

This security identifier will limit you to entering/inserting/updating/deleting data on the Applicant Validation/Control tables for only PSEO applications.

Universal Web Application Correction/Entry ST 05 ☐ H ☐ Add ☐ Delete

ST1050UG – Universal Application Correction/Entry

Applicant Student Maintenance - Undergraduate ST 06 ☐ H ☐ M ☐ L ☐ Add ☐ Delete

ST1001UG	Applicant Information**	ST1131UG	Student Degree Maint (L only)
ST1025UG	Resolution of Duplicates (H only)	ST3506UG	Stud CAPP Placement Levels (M, L only)
ST1050UG	Universal App Correction/Entry (H only)		

***This security identifier will limit you to entering/inserting/updating/deleting data on the App/Admit tab for only Undergraduate Applicants.*

Applicant Student Maintenance - Graduate ST 07 ☐ H ☐ M ☐ L ☐ Add ☐ Delete

ST1001UG	Applicant Information**	ST1131UG	Student Degree Maint (L only)
ST1025UG	Resolution of Duplicates (H only)	ST3506UG	Stud CAPP Placement Levels (M, L only)
ST1050UG	Universal App Correction/Entry (H only)		

***This security identifier will limit you to entering/inserting/updating/deleting data on the App/Admit tab for only Graduate Applicants.*

Applicant Student Maintenance - PSEO ST 08 ☐ H ☐ M ☐ L ☐ Add ☐ Delete

ST1001UG	Applicant Information**	ST1131UG	Student Degree Maint (L only)
ST1025UG	Resolution of Duplicates (H only)	ST3506UG	Stud CAPP Placement Levels (M, L only)
ST1050UG	Universal App Correction/Entry (H only)		

***This security identifier will limit you to entering/inserting/updating/deleting data on the App/Admit tab for only PSEO Applicants.*

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 Authorized Signature: _____ Date: _____
 Remarks: _____

Student Maintenance **ST 10** ☐ H ☐ M ☐ L ☐ Add ☐ Delete

ST1100UG	Student Information	*ST1136UG	Student Test Score Override Maint
ST1107UG	Division/College Maintenance	ST1137UG	Enrollment Verification
ST1115UG	Student Term Management Maint	ST3506UG	Stud CAPP Placement Levels (M, L only)
PS0050UG	Person Hold Maintenance	*PS0051UG	Person Hold Module Maintenance
ST1131UG	Student Degree Maint (H, M only)		
*ST1132UG	Student Degree Major Maintenance	*ST1133UG	Student Degree Minor Maint

Applicant/Student Admission Override - Undergraduate **ST 11** ☐ H ☐ Add ☐ Delete

ST1001UG	Applicant Information	^ST1100UG	Student Information
ST6000UG	Applicant Validation/Control Maint.		

! ST_11H only provides security to override the admissions process for applicants with 0001-Undergraduate appl types
^To access ST1100UG to perform the "override function", you must also have the ST_10L, M, or H security identifier

Applicant/Student Admission Override - Graduate **ST 12** ☐ H ☐ Add ☐ Delete

ST1001UG	Applicant Information	^ST1100UG	Student Information
ST6000UG	Applicant Validation/Control Maint.		

! ST_12H only provides security to override the admissions process for applicants with 0002-Graduate application types
^To access ST1100UG to perform the "override function", you must also have the ST_10L, M, or H security identifier

Applicant/Student Admission Override - PSEO **ST 13** ☐ H ☐ Add ☐ Delete

ST1001UG	Applicant Information	^ST1100UG	Student Information
ST6000UG	Applicant Validation/Control Maint		

! ST_13H only provides security to override the admissions process for applicants with 0005-PSEO application types
^To access ST1100UG to perform the "override function", you must also have the ST_10L, M, or H security identifier

Student Residency Status Maintenance **ST 15** ☐ H ☐ M ☐ L ☐ Add ☐ Delete

ST2103UG	Student Residency Status Maintenance		
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Student Term Management View **ST 20** ☐ M ☐ L ☐ Add ☐ Delete

ST1115UG	Student Term Management Maint	ST1137UG	Enrollment Verification
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Student Course Schedule Maintenance **ST 25** ☐ H ☐ M ☐ L ☐ Add ☐ Delete

ST1120UG	Student Registered Credit Hours	ST1121UG	Student Registration Maintenance
ST1140UG	Student Grade Change History		

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Position: _____

User ID: _____

Institution: _____

E-Mail Address: _____

Authorized Signature: _____

Date: _____

Remarks: _____

Student Validation Maintenance		ST 30	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> Add <input type="checkbox"/> Delete
CS2028UG	Valid Course Division Codes	PS0081UG	Valid Immunization Codes	
ST1138UG	Sat Prog Control Maint	ST2002UG	Valid Major Codes	
ST2003UG	Valid Program Codes	ST2006UG	Valid Minor Codes	
ST2007UG	Valid Major Concentrations	ST2008UG	Valid Minor Concentrations	
ST2011UG	Valid Student Cohort Codes	ST2013UG	Valid Student Cancellation Codes	
ST2015UG	Valid Student Credit Type Codes	ST2024UG	Valid Transcript Msg Codes	
ST3504UG	Valid Student CAPP Level Maintenance	ST3600UG	Valid Graduate Plans Maint	
ST3601UG	Valid Catalogs Maint	UT3020UG	Prog Error EMAIL Addr (H only)	
UT5006UG	Generic Data File Download			

Student Admission Status Maintenance		ST 40	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> Add <input type="checkbox"/> Delete
ST2102UG	Student Admission Status Maintenance			

Student Major/Minor/Program/College Maintenance		ST 45	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> Add <input type="checkbox"/> Delete
ST2104UG	Student Major/Minor/Program Maintenance	ST1107UG	Student Division/College Maint	

Student Transfer University Maintenance		ST 50	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> Add <input type="checkbox"/> Delete
ST2111UG	Student Transfer Univ. Maintenance			

Miscellaneous Student Information Maintenance		ST 55	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> Add <input type="checkbox"/> Delete
ST2105UG	Student Miscellaneous Maint.	ST1118UG	Student Test Score Maintenance	
		*ST1136UG	Student Test Score Ovrdr Maint	

Student Degree Maintenance		ST 60	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> Add <input type="checkbox"/> Delete
ST1131UG	Student Degree Maintenance	*ST1133UG	Student Degree Minor Maintenance	
*ST1132UG	Student Degree Major Maint			

Datacard/Barcode Maintenance		ST 65	<input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> Add <input type="checkbox"/> Delete
PS0017UG	Other ID Maintenance	UT5003UG	Local Workstation to Regional File Server	
UT5004UG	GR Output Maintenance (M only)		File (M only)	

Student Assessments Maint		ST 70	<input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> Add <input type="checkbox"/> Delete
ST3503UG	Valid CAPP Test Crosswalk Maintenance	ST3506UG	Student CAPP Placement Levels	
ST3507UG	Student Test Subscores	ST3508UG	CAPP Data File Load	

Grad App Tracking Maintenance		ST 80	<input type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	<input type="checkbox"/> Add <input type="checkbox"/> Delete
ST2600UG	Grad App Tracking Maintenance	*ST3603UG	Grad Application Tracking Major Maint	
ST3602UG	Grad Application Degree Tracking	*ST3604UG	Grad Application Tracking Minor Maint	

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