



# Darwin (DARS) Security Authorization Form

(NOTE: this form is not to be used for authorizing Degree Audit printing rights. Use the MnSCU Student Security Authorization Form.)

**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

Name: \_\_\_\_\_  New User  Change to an Existing User  
(Please Print)

Position: \_\_\_\_\_ User ID: \_\_\_\_\_

Institution: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

- Create** New User Account – All new users must select this choice.
- Change** Account
- Delete** Account

Check the add boxes below as needed. When checking  Add for rights 1 through 6, high rights will be assigned. All users with high rights to any one or more of the tables will automatically have view only access to the remaining tables that are not checked.

1. **DARS ENCODER**  Add  Delete  
Allows creating, updating and deleting of Degree Program and Requirement tables.
2. **DARS TRANSFER**  Add  Delete  
Allows creating, updating and deleting of Transfer Articulation rules and Master Institutional Reference tables.
3. **DARS SUPPORT**  Add  Delete  
Allows creating, updating and deleting of Communication, Condition Descriptions, Convert, Course Bank, Exception Rules, Grades, Repeat, String, and Chart Categories Setup tables. Does not allow update rights to Course Mask table, unless combined with DARS\_TRANSFER (2 above).
4. **DARS ACADREC**  Add  Delete  
Allows creating and updating of student demographic record and transfer courses (Academic Record) in Joe Cool. Does not allow deleting rights unless combined with DARS\_EXCEPTION and DARS\_EVALUATE (5 & 6 below).
5. **DARS EXCEPTION**  Add  Delete  
Allows creating and updating of student demographic record, exception, alternate catalog and marker requirement in Joe Cool. Does not allow deleting rights unless combined with DARS\_ACADREC and DARS\_EVALUATE (4 above & 6 below).
6. **DARS EVALUATE**  Add  Delete  
Allows creating and updating of student demographic record. Does not allow deleting rights unless combined with DARS\_EXCEPTION and DARS\_ACADREC (4 & 5 above). Allows articulation of student transfer courses already entered in Academic Record. Also allows creating, updating and deleting of articulated coursework on the student record (Transfer Evaluation) in Joe Cool.
7. **DARS READ ONLY**  Add  Delete  
Allows VIEW ONLY rights to all Darwin tables. **\*\*Add for DARS\_READ\_ONLY should only be checked for users NOT assigned create, update and delete rights to any other tables.\*\***

Fax to:  
Office of the Chancellor  
Voice: 651-201-1442  
Fax: 651-917-4731