



Minnesota
STATE COLLEGES
& UNIVERSITIES

Operational Data Security Request Form

Internal Use Only	Username:	
	REPL Granted	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Date:	Initials:
	Hyperion Granted	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Date:	Initials:
	Listserv Granted	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date:	Initials:	

I am requesting authorization to Operational Data in the Oracle/REPL environment and will use the following software to access the data:

<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> Hyperion	<input type="checkbox"/> Other _____
<input type="checkbox"/> Create New User Account	<input type="checkbox"/> Change Existing User Account	<input type="checkbox"/> Delete Existing User Account

User Information

Employee Name (please print) ↑		Position ↑
Institution Name ↑	Telephone Number ↑	E-mail Address ↑
<p><i>DATA PRIVACY STATEMENT</i> <i>I understand that by virtue of my employment with MnSCU, I am authorized to access and use individually identifiable information that is protected by state and federal privacy laws. I acknowledge that I understand that I may be subject to discipline, up to and including termination, for the intentional unauthorized use or disclosure of this information. I further understand that I may be subject to legal action for the intentional misuse of MnSCU records.</i></p>		
Signature of User ↑		Date ↑

Explanation of Roles: H (High Access Grants Permission to Private Data)
L (Low Access No access to Private Data)
Actions: **Add** = adds the specified right to the user ID.
Delete = removes the specified right from the user ID.

<u>Module</u>	<u>Oracle Role</u>	<u>Action</u>
Academic Programs	Public	<input type="checkbox"/> Add <input type="checkbox"/> Del
Accountability Dashboards	IR <input type="checkbox"/> L	<input type="checkbox"/> Add <input type="checkbox"/> Del
Carl Perkins Data	ST <input type="checkbox"/> L <input type="checkbox"/> H	<input type="checkbox"/> Add <input type="checkbox"/> Del
Career Service	CS <input type="checkbox"/> L	<input type="checkbox"/> Add <input type="checkbox"/> Del
Course Term / Curriculum	CT <input type="checkbox"/> L	<input type="checkbox"/> Add <input type="checkbox"/> Del
Customized Training	CN <input type="checkbox"/> L	<input type="checkbox"/> Add <input type="checkbox"/> Del
Facilities	FC <input type="checkbox"/> L	<input type="checkbox"/> Add <input type="checkbox"/> Del
Finance	AC <input type="checkbox"/> L <input type="checkbox"/> H	<input type="checkbox"/> Add <input type="checkbox"/> Del
Financial Aid	FA <input type="checkbox"/> L <input type="checkbox"/> H	<input type="checkbox"/> Add <input type="checkbox"/> Del
*Human Resources	HR <input type="checkbox"/> L <input type="checkbox"/> H	<input type="checkbox"/> Add <input type="checkbox"/> Del
Institutional Research	IR <input type="checkbox"/> L <input type="checkbox"/> H	<input type="checkbox"/> Add <input type="checkbox"/> Del
Prospect/Applicant	PA <input type="checkbox"/> L	<input type="checkbox"/> Add <input type="checkbox"/> Del
Security (ISRS User Rights)	AC <input type="checkbox"/> L <input type="checkbox"/> H	<input type="checkbox"/> Add <input type="checkbox"/> Del
Student Data – Private data access	ST <input type="checkbox"/> L <input type="checkbox"/> H	<input type="checkbox"/> Add <input type="checkbox"/> Del
Student Disabilities – Private data access	SD <input type="checkbox"/> L <input type="checkbox"/> H	<input type="checkbox"/> Add <input type="checkbox"/> Del
Student Housing	SH <input type="checkbox"/> L <input type="checkbox"/> H	<input type="checkbox"/> Add <input type="checkbox"/> Del
Student Placement	SP <input type="checkbox"/> L	<input type="checkbox"/> Add <input type="checkbox"/> Del
TRIO-Student Support Service	ST <input type="checkbox"/> L <input type="checkbox"/> H	<input type="checkbox"/> Add <input type="checkbox"/> Del

*see HR Module Authorizations on page 2

Operational Data Security Request Form

USER INFORMATION		
Employee Name (please print) ↑	Date ↑	
<i>By my signature below I verify that the above user has a business reason for the security profile requested:</i>		
Immediate Supervisor (Please Print) ↑	Immediate Supervisor's Signature ↑	Date ↑
Authorized Signer (Please Print) ↑	Authorized Signature ↑	Date ↑
Authorized Signer (Please Print) ↑	Authorized Signature ↑	Date ↑
Authorized Signer (Please Print) ↑	Authorized Signature ↑	Date ↑

**CAMPUS
AUTHORIZATIONS**

<i>By my signature below I verify that the above user has a business reason for the security profile requested:</i>		
Campus CHRO (Please Print Name) ↑	Campus CHRO Signature ↑	Date ↑
OOO HR Approval (Please Print Name) ↑	OOO HR Approval Signature ↑	Date ↑
<p>To request access to additional data elements not included in the HR_L tables, a "Business Reason" statement must be included with this request form. The Business Reason should include descriptions of the campus applications used when accessing HR private data, which private data elements are needed, how the data will be secured, and who will be able to access the private data.</p> <p>Direct Business Reason statement questions to:</p> <p>Toni T. Munos System Director Office of the Chancellor Toni.Munos@so.mnscu.edu Voice # 651-296-7985</p>		

**HR MODULE
AUTHORIZATIONS**

**FAX To:
Office of the Chancellor
Fax: 651-917-4731
Voice: 651-201-1430**