



Minnesota
STATE COLLEGES
& UNIVERSITIES

OPERATIONAL DATA SECURITY REQUEST FORM

NOTE: The below options ONLY pertain to the
Oracle ISRS Replicated Database.

USER INFORMATION:

Employee Name (Please Print): _____

Position: _____ Institution Name: _____

Telephone Number: (____) _____ - _____ E-mail Address: _____

Check one of the below options.

Create New User Account Change Existing User Account Delete Existing User Account

User ID: _____

RIGHTS: Definition below:

Add = adds the specified right to the user ID

Delete = removes the specified right from the user ID

| <u>Module</u> | <u>Role</u> | <u>Action</u> |
|---|-------------|--|
| Career Service..... | CS_L | <input type="checkbox"/> Add <input type="checkbox"/> Delete |
| Course Term / Curriculum..... | CT_L | <input type="checkbox"/> Add <input type="checkbox"/> Delete |
| Customized Training..... | CN_L | <input type="checkbox"/> Add <input type="checkbox"/> Delete |
| Facilities..... | FC_L | <input type="checkbox"/> Add <input type="checkbox"/> Delete |
| Finance | AC_L | <input type="checkbox"/> Add <input type="checkbox"/> Delete |
| Finance | AC_H | <input type="checkbox"/> Add <input type="checkbox"/> Delete |
| Financial Aid..... | FA_L | <input type="checkbox"/> Add <input type="checkbox"/> Delete |
| Financial Aid..... | FA_H | <input type="checkbox"/> Add <input type="checkbox"/> Delete |
| *Human Resources..... | HR_L | <input type="checkbox"/> Add <input type="checkbox"/> Delete |
| *Human Resources..... | HR_H | <input type="checkbox"/> Add <input type="checkbox"/> Delete |
| Prospect/Applicant..... | PA_L | <input type="checkbox"/> Add <input type="checkbox"/> Delete |
| Student Data..... | ST_L | <input type="checkbox"/> Add <input type="checkbox"/> Delete |
| Student Data – Private data included | ST_H | <input type="checkbox"/> Add <input type="checkbox"/> Delete |
| Student Disabilities – Private data included..... | SD_H | <input type="checkbox"/> Add <input type="checkbox"/> Delete |
| Student Housing..... | SH_L | <input type="checkbox"/> Add <input type="checkbox"/> Delete |
| Student Housing..... | SH_H | <input type="checkbox"/> Add <input type="checkbox"/> Delete |
| Student Placement..... | SP_L | <input type="checkbox"/> Add <input type="checkbox"/> Delete |

- See Note on Page 2:

DATA PRIVACY STATEMENT

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.

Signature of User _____ Date: _____

OPERATIONAL DATA SECURITY REQUEST FORM

**NOTE: The below options ONLY pertain to the
Oracle ISRS Replicated Database.**

USER INFORMATION:

Employee Name (Please Print): _____ Date: _____

CAMPUS AUTHORIZATIONS:

By my signature below I verify that the above user has a bona fide business reason for the security profile requested:

User's Immediate Supervisor: _____ Title: _____
(Please Print) (Please Print)

Immediate Supervisor's Signature: _____ Date: _____

Authorized Signature: _____ Date: _____

Authorized Signature: _____ Date: _____

Authorized Signature: _____ Date: _____

*NOTE: For HR Module Only.

By my signature below I verify the above user has a bona fide business reason for the security profile requested, therefore I grant approval:

Campus CHRO: _____ Print Name: _____ Date: _____
(Signature)

OOB HR Approval: _____ Print Name : _____ Date: _____
(Signature)

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.

Direct Business Reason statement questions to:

Toni T. Munos
System Director
Office of the Chancellor
Toni.Munos@so.mnscu.edu
Voice # 651-296-7985

Fax to: Metro Region - Reporting and Data Services: 651-917-4731