



Course Applicability System (CAS) Security Authorization Form

(NOTE: this form is to be used for authorizing security upgrades for CAS Campus Administrators and CAS Advisors)

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.
Note: Do not add this to any existing account this user may have.
- Change Account**
- Delete Account**

You must select “Add” or “Delete” on only one of the items below:

[Definition of Add and Delete:

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

CAS ADMINISTRATOR **Add** **Delete**

For administrators of a campus CAS site to update Account Information, URL's, Header messages, Glossary for CEG, Course Banks, Academic Programs and CIP Codes

CAS ADVISOR **Add** **Delete**

For advisors to be allowed to update and access Account Information and to view their institution's student-run planning guides.

When completed, this form should go to your institutions designated CAS Administrator in charge of upgrading and maintaining accounts: