



Contracts Security Authorization Form

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 one from each group: 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**

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

If you need access to create companies and students please fill out the Customized Training/Non-Credit Instruction Security Authorization Form.

Person Demographic Maintenance PERSON H M L Add Delete

PS9999UG Person Demographic Maintenance

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.

Contract Validation CN 01 H M L Add Delete

CN2004UG Institution Coordinators & Auth. Agents CN2006UG Contract Field Values Maint.

CN2007UG Valid Service Codes

Services CN 02 H M L Add Delete

CN0030UG Contract Services

Contracts CN 03 H M L Add Delete

NOTE: CN_03H allows the deletion of records that tie courses and services to contracts.

CN0001UG Contract Maintenance

Contracts Administration CN 04 H Add Delete

NOTE: CN_04H allows the ability to delete contracts and the ability to modify a contract after the contract's end date has expired.

CN0001UG Contract Maintenance

Fax to:

Metro Region Voice: 651-201-1442 Fax: 651-917-4731	Northern (Moorhead) Region Voice: 651-201-1442 Fax: 651-917-4731	Southern (Mankato) Region Voice: 651-201-1442 Fax: 651-917-4731	Central (St. Cloud) Region Voice: 651-917-4733 Fax: 612-626-5450
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