



Course-Term 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**

Term Course Maintenance (Registrar's Office) CT 05 M L Add Delete

AR0103UG Course Special Fee Entry (L only) CS1101UG Term Course Maintenance

CS1102UG Term Course Additional Fields Maint CS1106UG Term Course Meeting & Instructor Maint.

CS1120UG Term Course Category/Subcategory CS1127UG Term Course Mass Entry

Cat/Subcategory

Term Course Department /Division Maintenance CT 10 H M L Add Delete

CS1112UG Term Course Department Maintenance

Term Course Details Maintenance CT 15 H M L Add Delete

CS1102UG Term Course Additional Fields Maint CS1106UG Term Course Meeting & Instructor Maint.

CS1113UG Term Course Cross-List Maintenance CS1114UG Term Course Co-requisite Maintenance

CS1115UG Term Course Gnrl Ed/Grade Method CS1117UG Term Course Regis Restrictions Maint.

CS1119UG Term Course Print Message Maint. CS1120UG Term Course Category/Subcategory

CS1127UG Term Course Mass Entry Cat/Subcategory CS1150UG Term Course Assessment & Media Codes

CS1157UG Term Course Lecture/Lab Maint.

Term Course Special Utilities (Registrars' Office) CT 20 H M Add Delete

CS1105UG View Student Cancellations CS1111UG Term Course Roll

CS1123UG Term Course History Id Maint. (H only) (NOTE: This is only available to Metro State)

CS1144UG Term Course Room Ownership (H only) CS1147UG Term Course Dept Release Maint (H only)

CS1158UG Registration Edit Override Setup CS1160UG Non-Course Registration Edit Override

UT3020UG Program Error Email Address (H only) UT5002UG Scanned Grade Data Load (H only)

UT5003UG Local Workstation To Regional Server file UT5004UG GR Output Maintenance (H only)

Term Course Reporting CT 25 L Add Delete

CS1101UP Term Course Class List Report CS1102UP Term Course Space Available Report

CS1103UP Class Closed Roster CS1105UP Closed Classes

CS1109UP Course Space Available Report

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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 Remarks: _____

New User Change to an Existing User
 User ID: _____
 E-Mail Address: _____
 Date: _____

Term Course Delete (Registrars' Office only) **CT 30** H L Add Delete
 AR0103UG Course Special Fee Entry (L only) CS1104UG Term Course Delete

Term Course Maintenance (for Departments) **CT 35** H M L Add Delete
 CS1139UG Term Course Department Entry *CS1146UG Term Course Dept Mtg/Instr Maintenance
 CS1156UG Term Course Dept. Release/Roll CS1159UG Student Reg Override by Instructor/Course
 (H,M only)

*Users who are accessing CS1146UG will actually see CS1106UG (and not CS1146UG), but will have limited department level rights to CS1106UG.

Term Course Grade Entry **CT 40** H M L Add Delete
 CS1107UG Grade Data Entry

Term Course Enrollment Maintenance **CT 50** H M L Add Delete
 CS1124UG Term Course Max Size Maintenance CS1130UG Term Course Size/Enrollment View
 CS1153UG Term Course Wait List Maintenance

IMS Staff Extract Control **CT 60** H M L Add Delete
 CS2050UG IMS Staff Extract Control

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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