



# Darwin (DARS) Security Authorization Form

(NOTE: this form is not to be used for authorizing Degree Audit Printing rights. Use the MnSCU Student Security Authorization Form.)

**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**

Check the add boxes as needed. When checking  Add for rights 1 through 6 below, high rights will be assigned. All users with high rights to any one or more of the tables will automatically have view only access to the remaining tables that are not checked.

1. **DARS ENCODER** "DA 05"  Add  Delete  
Allows creating, updating and deleting of Degree Program and Requirement tables.
2. **DARS TRANSFER** "DA 04"  Add  Delete  
Allows creating, updating and deleting of Transfer Articulation rules and Master Institutional Reference tables.
3. **DARS SUPPORT** "DA 07"  Add  Delete  
Allows creating, updating and deleting of Communication, Condition Descriptions, Convert, Course Bank, Exception Rules, Grades, Repeat, String, and Course Mask, and Chart Categories Setup tables.
4. **DARS ACADREC** "DA 06"  Add  Delete  
Allows creating, updating and deleting of student demographic record and transfer courses (Academic Record) in Joe Cool.
5. **DARS EXCEPTION** "DA 06"  Add  Delete  
Allows creating, updating and deleting of student demographic record and exception, alternate catalog and marker requirement in Joe Cool.
6. **DARS EVALUATE** "DA 06"  Add  Delete  
Allows creating, updating and deleting of student demographic record and articulation of student transfer courses already entered in Academic Record. Also allows creating, updating and deleting of articulated coursework on the student record (Transfer Evaluation) in Joe Cool.
7. **DARS READ ONLY** "DA 04, 05, 06 and 07Low"  Add  Delete  
Allows VIEW ONLY rights to all DARwin tables. *✎ Add for 7. DARS\_READ\_ONLY should only be checked for users NOT assigned create, update and delete rights to any DARwin tables ✎*

**Fax to:**

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