



Financial Aid 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: _____

Definition of Add, and Delete below:

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

* Denotes PS0051UG is only available via PS0050UG.

** Denotes FA0228UG is only available via FA0221UG.

Office Management		FA 02	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
AR0118UG	Cust Receivable Summary Inq	AR2601UG	Customer Daily Summary	
AR2607UG	Customer Financial Aid Summary	FA0004UG	Need Analysis Information	
FA0020UG	FA Application Maintenance	FA0034UG	Award Cntrl Main (Local Awd)	
FA0042UG	Tax Form Data Entry	FA0069UG	Inst Report Param(s) Maint	
FA0070UG	Tax (W-2) Data Entry	FA0071UG	Tax (IVF) Data Entry	
FA0079UG	Base Budget Maint (OLD)	FA0089UG	Letter Paragraphs	
FA0091UG	Budgeting Parameters	FA0095UG	Edit Phase Maintenance	
FA0100UG	Tracking/Verif Parameters	FA0101UG	Student Budget Adjustment	
FA0102UG	ISIR Load Control Maint	FA0107UG	Need Anal Inst. Parameters	
FA0126UG	FA Documents Control Maint	FA0133UG	Budget ISIR/Enrollment Plan	
FA0134UG	Budget Category Maintenance	FA0135UG	Budget Master Maintenance	
FA0136UG	Budget State Maintenance	FA0140UG	Budget Program Adjustment	
FA0142UG	Aid Apply Award Cntrl Maint	FA0149UG	FA Criteria Related Maint	
FA0150UG	FA Condition Maint (Local Def.)	FA0152UG	FA Condition Process Maint	
FA0154UG	Packaging Award Cntrl Maint	FA0170CB	ACB Import Data Load	
FA0171UG	Instruct. Type Cntrl Maint			
FA0172UG	Grade Control Maint	FA0173UG	Course Level Control Maint	
FA0174UG	Grading Method Cntrl Maint	FA0180UG	Lender Award Maint	
FA0183UG	Loan Contact Info Maint	FA0188UG	Create Student Stat Extract	
FA0194UG	Award Letter Seq/Text Maint	FA0196UG	Holiday Schedule Maint	
FA0199UG	FA Condition Override Maint	FA0204UG	Loan Parameters	
FA0207UG	FA Course Override Maint	FA0212UG	Pell Payment Report Maint	
FA0216UG	Overaward Award Cntrl Maint	FA0217UG	Overaward Maint	
FA0218UG	Need Analysis Secondary	FA0219UG	ISIR Data Transfer	
FA0220UG	FA Batch Tracking Submit	FA0223UG	Academic Competitiveness Grant	
FA0225UG	NCAA Aid Type/FA Award Cntrl Maint			
FA0229UG	FA Audit Control Maintenance	FA0232UG	Common Line Loan Creation	
FA0252UGMN	Grant Tuition/Fee Maintenance	FA0253UG	Commonline Loan Change Maint	
FA0254UG	MN Grant Calculation Detail Lookup	FA0257UG	FA Student YRTR Control	
FA7001UG	Budget Award Year Rollover	FA7002UG	Tracking Award Year Rollover	
FA7003UG	Packaging Rollover	FA7004UG	Award Letter Group Rollover	
FA7005UG	Condition Process Rollover	PS0050UG	Person Hold Maintenance	
*PS0051UG	Person Hold Module Maint	ST1138UG	Sat Prog Control Maint	
ST1142UG	Degree Lvl/Abbr Credit Control	UT3020UG	Program Error EMAIL Addr	
UT3056UG	Yrtr Calendar Maint	UT4000UG	Sara/Safe Crosswalk	

Fax to:

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

Financial Aid Security Authorization Form – Page 2

Name: _____ New User Change to an Existing User
 (Please Print)
 Position: _____ User ID: _____
 Institution: _____ E-Mail Address: _____
 Authorized Signature: _____ Date: _____
 Remarks: _____

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.

Batch Processing FA 03 Add Delete

AR0118UG	Cust Receivable Summary Inq	AR2601UG	Customer Daily Summary
AR2607UG	Customer Financial Aid Summary	FA0163UG	FA Eligibility Error Lookup

Packaging Maintenance FA 10 Add Delete

FA0037UG	FA Comment/Message Maint	FA0040UG	Award Packaging Term Cntrl Maint
FA0126UG	FA Documents Control Maint	FA0159UG	Packaging Results (Scrn 1)
FA0160UG	Packaging Results (Scrn 2)	FA0161UG	Packaging Results (Scrn 3)
FA0163UG	FA Eligibility Error Lookup	FA0164UG	Packaging interactive Request
FA0199UG	FA Condition Override Maint	FA0207UG	FA Course Override Maint
FA0212UG	Pell Payment Report Maint	FA0217UG	Overaward Maint
FA0252UG	MN Grant Tuition/Fee Maintenance		

Application Maintenance FA 11 Add Delete

FA0020UG	FA Application Maintenance	FA0037UG	FA Comment/Message Maint
FA0042UG	Tax Form Data Entry	FA0047UG	Tax Info Maint (screen 1)
FA0070UG	Tax (W-2) Data Entry	FA0071UG	Tax (IVF) Data Entry
FA0121UG	App Annual Cntrl Maint(scrn 1)	FA0126UG	FA Documents Control Maint
FA0143UG	FA Applicant Information	FA0162UG	Mn Grant Unit Count Maint
FA0170CB	ACB Import Data Load	FA0213UG	FA App Ann Cntrl(Screen 2)
FA0223UG	Academic Competitiveness Grant	FA9999UG	Person Demographic Maint

ISIR Maintenance FA 12 Add Delete

FA0001UG	Parent Information	FA0002UG	Student General Information
FA0003UG	Student Income and Assets	FA0006UG	Processing Info (Screen 1)
FA0008UG	Student Address	FA0037UG	FA Comment/Message Maint
FA0101UG	Student Budget Adjustment	FA0113UG	Need Anal Recalc Results Lookup
FA0114UG	Need Anal Recalc Award Lookup	FA0126UG	FA Documents Control Maint
FA0145UG	PELL Corrections	FA0162UG	Mn Grant Unit Count Maint
FA0219UG	ISIR Data Transfer		

Tracking Maintenance FA 13 Add Delete

FA0101UG	Student Budget Adjustment	FA0117UG	Student Stat/Tracking Info
FA0126UG	FA Documents Control Maint	FA0139UG	Student Edit Override
FA0143UG	FA Applicant Information	FA0188UG	Create Student Stat Extract

Award Maintenance FA 14 Add Delete

FA0040UG	Award Pckging Term Cntrl Maint	FA0106UG	Award Maintenance
FA0158UG	Transfer Student Award Maint	FA0163UG	FA Eligibility Error Lookup

Loan Maintenance FA 15 Add Delete

FA0037UG	FA Comment/Message Maint	FA0101UG	Student Budget Adjustment
FA0126UG	FA Documents Control Maint	FA0163UG	FA Eligibility Error Lookup
FA0232UG	Common Line Loan Creation		

Maintenance - Non-Office Staff FA 20 Add Delete

FA0252UG	MN Grant Tuition/Fee Maintenance	FA0254UG	MN Grant Calculation Detail Lookup
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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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Financial Aid Security Authorization Form – Page 3

Name: _____
(Please Print)

New User Change to an Existing User

Position: _____

User ID: _____

Institution: _____

E-Mail Address: _____

Authorized Signature: _____

Date: _____

Remarks: _____

Managerial Query	FA 30	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
FA0001UG	Parent Information	FA0002UG	Student General Information
FA0003UG	Student Income and Assets	FA0004UG	Need Analysis Information
FA0005UG	Alternate Month Calculation	FA0006UG	Processing Info (Screen 1)
FA0007UG	Processing Info (Screen 2)	FA0008UG	Student Address
FA0009UG	College Choices/Housing	FA0010UG	Expected Income/Special Condition
FA0011UG	Parent Assumptions	FA0012UG	Student Assumptions
FA0013UG	Application Rejects	FA0014UG	Application Corrections
FA0015UG	SAR Comments	FA0016UG	NSLDS Information
FA0019UG	SAR Acknowledgment Codes	FA0020UG	FA Application Maintenance
FA0034UG	Award Cntrl Maint (Local Awd)	FA0035UG	Award Cntrl Maint (Common Awards)
FA0037UG	FA Comment/Message Maint	FA0040UG	Award Packaging Term Control Maint
FA0042UG	Tax Form Data Entry	FA0043UG	Tax Form Field Maintenance
FA0047UG	Tax Info Maint (screen 1)	FA0069UG	Tax Info Maint (screen 4)
FA0070UG	Tax (W-2) Data Entry	FA0071UG	Tax (IVF) Data Entry
FA0079UG	FA Cond/Crit/Attr Lookup	FA0083UG	MN Grant Cred/Units Convert
FA0084UG	FA Criteria Maint (Central)	FA0089UG	Letter Paragraphs
FA0090UG	Edit Maintenance	FA0091UG	Budgeting Parameters
FA0095UG	Edit Phase Maintenance	FA0099UG	Status Code Maintenance
FA0100UG	Tracking/Verif Parameters	FA0101UG	Student Budget Adjustment
FA0102UG	ISIR Load Control Maint	FA0106UG	Award Maintenance
FA0107UG	Need Anal Inst. Parameters	FA0108UG	Need Anal System Parameters
FA0112UG	Award Lookup	FA0113UG	Need Anal Recalc Results Lookup
FA0114UG	Need Anal Recalc Award Lookup	FA0117UG	Student Stat/Tracking Info
FA0121UG	App Annual Cntrl Maint(scrn 1)	FA0126UG	FA Document Lookup
FA0127UG	FA Processing Status Lookup	FA0133UG	Budget ISIR/Enrollment Plan
FA0134UG	Budget Category Maintenance	FA0135UG	Budget Master Maintenance
FA0136UG	Budget State Maintenance	FA0137UG	Student Budget Calc Detail
FA0138UG	Student Budget Calc Summary	FA0139UG	Student Edit Override
FA0140UG	Budget Program Adjustment	FA0141UG	FA (Mandatory) Cond Proc Maint
FA0143UG	FA Applicant Information	FA0144UG	FA Condition Maint (Centr Def.)
FA0145UG	PELL Corrections	FA0148UG	FA Attribute Maintenance
FA0149UG	FA Criteria Related Maintenance	FA0150UG	FA Condition Maint (Local Def.)
FA0152UG	FA Condition Process Maint	FA0154UG	Packaging Award Cntrl Maint
FA0156UG	Packaging Budget Cntrl Lookup	FA0157UG	Packaging Award Criteria Lookup
FA0158UG	Transfer Student Award Maint	FA0159UG	Packaging Results (Scrn 1)
FA0160UG	Packaging Results (Scrn 2)	FA0161UG	Packaging Results (Scrn 3)
FA0162UG	Mn Grant Unit Count Maint	FA0163UG	FA Eligibility Error Lookup
FA0165UG	NSLDS Pell Reported Info	FA0166UG	NSLDS Loan Reported Info
FA0168UG	FA Loan Create (Man. Input)	FA0169UG	FA Loan Acceptance
FA0170UG	FA Loan Maintenance	FA0171UG	Instruct. Type Cntrl Maint
FA0172UG	Grade Control Maint	FA0173UG	Course Level Control Maint
FA0174UG	Grading Method Cntrl Maint	FA0178UG	Lender Master Maint
FA0180UG	Lender Award Maint	FA0181UG	Loan Guarantor Master Maint
FA0182UG	Loan Servicer Master Maint	FA0183UG	Loan Contact Info Maint
FA0192UG	FA Award Limit Maintenance	FA0193UG	Award Letter Group Maint

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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Financial Aid Security Authorization Form – Page 4

Name: _____
 (Please Print)
 Position: _____
 Institution: _____
 Authorized Signature: _____

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

Remarks: _____

FA0194UG	Award Letter Seq/Text Maint	FA0196UG	Holiday Schedule Maint
FA0197UG	FA Loan Disb (Manual Input)	FA0198UG	FA Loan Disb Maintenance
FA0199UG	FA Condition Override Maint	FA0201UG	FA Loan Accept (Mass Entry)
FA0202UG	Unproc EFT Loan Disb Lookup	FA0203UG	Unproc EFT Loan Disb Maint
FA0204UG	Loan Parameters	FA0205UG	DL-Prom Not (Mass Entry)
FA0207UG	FA Course Override Maint	FA0212UG	Pell Payment Report Maint
FA0213UG	FA App Ann Cntrl (screen 2)	FA0216UG	Overaward Award Cntrl Maint
FA0217UG	Overaward Maint	FA0218UG	Need Analysis Secondary
FA0221UG	Aid & Funds Applied Lookup	FA0222UG	Query for "FA" Holds
FA0223UG	Academic Competitiveness Grant	FA0225UG	NCAA Aid Type/FA Award Cntrl Maint
FA0226UG	FA Aid Applied Award Details	FA0227UG	Award Control Table Lookup
FA0228UG	JG/EG Detail Screen	FA0229UG	FA Audit Control Maintenance
FA0232UG	Common Line Loan Creation		
FA0252UG	MN Grant Tuition/Fee Maintenance	FA0253UG	Commonline Loan Change Maint
FA0254UG	MN Grant Calculation Detail Lookup	FA9999UG	Person Demographic Maintenance
PS0050UG	Person Hold Maintenance	*PS0051UG	Person Hold Module Maintenance
ST1138UG	Satisfactory Academic Progress Control	ST1139UG	Satis Acad Prog Dependent Hold
ST1142UG	Degree Lvl/Abbr Credit Control	UT3056UG	Yrtr Calendar Maint

General Office Query

FA 31

Add Delete

FA0001UG	Parent Information	FA0002UG	Student General Information
FA0003UG	Student Income and Assets	FA0004UG	Need Analysis Information
FA0005UG	Alternate Month Calculation	FA0006UG	Processing Info (Screen 1)
FA0007UG	Processing Info (Screen 2)	FA0008UG	Student Address
FA0009UG	College Choices/Housing	FA0010UG	Expected Income/Special Condition
FA0011UG	Parent Assumptions	FA0012UG	Student Assumptions
FA0013UG	Application Rejects	FA0014UG	Application Corrections
FA0015UG	SAR Comments	FA0016UG	NSLDS Information
FA0037UG	FA Comment/Message Maint	FA0040UG	Award Packaging Term Control Maint
FA0042UG	Tax Form Data Entry	FA0047UG	Tax Info Maint (screen 1)
FA0069UG	Tax Info Maint (screen 4)	FA0070UG	Tax (W-2) Data Entry
FA0071UG	Tax (IVF) Data Entry	FA0089UG	Letter Paragraphs
FA0091UG	Budgeting Parameters	FA0101UG	Student Budget Adjustment
FA0106UG	Award Maintenance	FA0112UG	Award Lookup
FA0113UG	Need Anal Recalc Results Lookup	FA0114UG	Need Anal Recalc Award Lookup
FA0117UG	Student Stat/Tracking Info	FA0121UG	App Annual Control Maint(scrn 1)
FA0126UG	FA Document Lookup	FA0127UG	FA Processing Status Lookup
FA0133UG	Budget ISIR/Enrollment Plan	FA0134UG	Budget Category Maintenance
FA0135UG	Budget Master Maintenance	FA0136UG	Budget State Maintenance
FA0137UG	Student Budget Calc Detail	FA0138UG	Student Budget Calc Summary
FA0139UG	Student Edit Override	FA0140UG	Budget Program Adjustment
FA0143UG	FA Applicant Information	FA0145UG	PELL Corrections
FA0154UG	Packaging Award Cntrl Maint	FA0156UG	Packaging Budget Cntrl Lookup
FA0157UG	Packaging Award Criteria Lookup	FA0158UG	Transfer Student Award Maint
FA0159UG	Packaging Results (Scr 1)	FA0160UG	Packaging Results (Scr 2)
FA0161UG	Packaging Results (Scr 3)	FA0162UG	Mn Grant Unit Count Maint
FA0163UG	FA Eligibility Error Lookup	FA0165UG	NSLDS Pell Reported Info

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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Financial Aid Security Authorization Form – Page 5

Name: _____
(Please Print)

New User Change to an Existing User

Position: _____

User ID: _____

Institution: _____

E-Mail Address: _____

Authorized Signature: _____

Date: _____

Remarks: _____

FA0166UG	NSLDS Loan Reported Info	FA0168UG	FA Loan Create (Man. Input)
FA0169UG	FA Loan Acceptance	FA0170UG	FA Loan Maintenance
FA0171UG	Instruct. Type Cntrl Maint	FA0172UG	Grade Control Maint
FA0173UG	Course Level Control Maint	FA0174UG	Grading Method Cntrl Maint
FA0178UG	Lender Master Maint	FA0180UG	Lender Award Maint
FA0181UG	Loan Guarantor Master Maint	FA0182UG	Loan Servicer Master Maint
FA0183UG	Loan Contact Info Maint	FA0192UG	FA Award Limit Maintenance
FA0193UG	Award Letter Group Maint	FA0194UG	Award Letter Seq/Text Maint
FA0196UG	Holiday Schedule Maint	FA0197UG	FA Loan Disb (Manual Input)
FA0198UG	FA Loan Disb Maintenance	FA0199UG	FA Condition Override Maint
FA0201UG	FA Loan Accept (Mass Entry)	FA0202UG	Unproc EFT Loan Disb Lookup
FA0203UG	Unproc EFT Loan Disb Maint	FA0204UG	Loan Parameters
FA0205UG	DL-Prom Not (Mass Entry)	FA0207UG	FA Course Override Maint
FA0212UG	Pell Payment Report Maint	FA0213UG	FA App Ann Cntrl (screen 2)
FA0216UG	Overaward Award Cntrl Maint	FA0217UG	Overaward Maint
FA0218UG	Need Analysis Secondary	FA0222UG	Query for "FA" Holds
FA0223UG	Academic Competitiveness Grant	FA0225UG	NCAA Aid Type/FA Award Cntrl Maint
FA0229UG	FA Audit Control Maintenance	FA0227UG	Award Control Table Lookup
FA0232UG	Common Line Loan Creation		
FA0252UG	MN Grant Tuition/Fee Maintenance	FA0253UG	Commonline Loan Change Maint
FA0254UG	MN Grant Calculation Detail Lookup	FA9999UG	Person Demographic Maintenance
PS0050UG	Person Hold Maintenance	*PS0051UG	Person Hold Module Maintenance

Student Workers Query

FA 32

Add

Delete

FA0020UG	FA Application Maintenance	FA0037UG	FA Comment/Message Maint
FA0040UG	Award Pckging Term Cntrl Maint	FA0042UG	Tax Form Data Entry
FA0047UG	Tax Info Maint (screen 1)	FA0070UG	Tax (W-2) Data Entry
FA0071UG	Tax (IVF) Data Entry	FA0112UG	Award Lookup
FA0121UG	App Annual Cntrl Maint(scrn 1)	FA0126UG	FA Document Lookup
FA0127UG	FA Processing Status Lookup	FA0143UG	FA Applicant Information
FA0154UG	Packaging Award Cntrl Maint	FA0156UG	Packaging Budget Cntrl Lookup
FA0157UG	Packaging Award Criteria Lookup	FA0159UG	Packaging Results (Scrn 1)
FA0160UG	Packaging Results (Scrn 2)	FA0161UG	Packaging Results (Scrn 3)
FA0162UG	Mn Grant Unit Count Maint	FA0163UG	FA Eligibility Error Lookup
FA0168UG	FA Loan Create (Man. Input)	FA0169UG	FA Loan Acceptance
FA0170UG	FA Loan Maintenance	FA0193UG	Award Letter Group Maint
FA0194UG	Award Letter Seq/Text Maint	FA0197UG	FA Loan Disb (Manual Input)
FA0198UG	FA Loan Disb Maintenance	FA0199UG	FA Condition Override Maint
FA0201UG	FA Loan Accept (Mass Entry)	FA0202UG	Unproc EFT Loan Disb Lookup
FA0203UG	Unproc EFT Loan Disb Maint	FA0205UG	DL-Prom Not (Mass Entry)
FA0213UG	FA App Ann Cntrl (screen 2)	FA0216UG	Overaward Award Cntrl Maint
FA0225UG	NCAA Aid Type/FA Award Cntrl Maint	FA0217UG	Overaward Maint
FA0222UG	Query for "FA" Holds	FA0223UG	Detail Query for "FA" Holds
FA0229UG	FA Audit Control Maintenance	FA0232UG	Common Line Loan Creation
FA9999UG	Person Demographic 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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Financial Aid Security Authorization Form – Page 6

Name: _____

(Please Print)

New User Change to an Existing User _____

Position: _____

User ID: _____

Institution: _____

E-Mail Address: _____

Authorized Signature: _____

Date: _____

Remarks: _____

Non-Office Query

FA 33

Add

Delete

FA0112UG	Award Lookup	FA0114UG	Need Anal Recalc Award Lookup
FA0138UG	Student Budget Calc Summary	FA0143UG	FA Applicant Information
FA0222UG	Query for "FA" Holds	FA0223UG	Detail Query for "FA" Holds
FA0229UG	FA Audit Control Maintenance	FA0232UG	Common Line Loan Creation

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