



# Loan Management System 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

Definition of View and Update below:

**View** = user can view information    **Update** = user can update information

## Option 1 Schools

**Financial Aid Office**  Add  Delete  
Performs update functions including authorizations, award adjustments, status, address, and biographic information.

**Business Office**  Add  Delete  
Performs update functions including disbursements, disbursement adjustments, status, address, biographic information.

## Option 2 Schools (For Institution Collections)

### Audit Trails (Used By Staff)

136	Notes Display		<input type="checkbox"/> Update
137	Notes Entry		<input type="checkbox"/> Update
138	Transaction Detail Display	<input type="checkbox"/> View	
139	Transaction Verification Display	<input type="checkbox"/> View	
140	Operator Summary Display	<input type="checkbox"/> View	
141	Operator Transaction Totals	<input type="checkbox"/> View	

### Borrower Information Screens

002	Name Search	<input type="checkbox"/> View	<input type="checkbox"/> Update
003	Borrower Demographic	<input type="checkbox"/> View	<input type="checkbox"/> Update
004	Personal Data	<input type="checkbox"/> View	<input type="checkbox"/> Update
005	References	<input type="checkbox"/> View	<input type="checkbox"/> Update
006	Anecdotal Display	<input type="checkbox"/> View	
007	Anecdotal Entry		<input type="checkbox"/> Update
047	Name Cross-Reference	<input type="checkbox"/> View	

**Fax to:**

**Metro Region**

Voice: 651-201-1442

Fax: 651-917-4731

# MnSCU Loan Management System 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: \_\_\_\_\_

## Collection Menus

033	Collector Code Table	<input type="checkbox"/> View	<input type="checkbox"/> Update
034	Borrower/Collector History	<input type="checkbox"/> View	
035	Collector Placement/Removal		<input type="checkbox"/> Update
036	Collector Account List	<input type="checkbox"/> View	
037	Collector Account Maintenance	<input type="checkbox"/> View	<input type="checkbox"/> Update
038	Borrower/Collector Account Summary	<input type="checkbox"/> View	
039	Collector Statistics	<input type="checkbox"/> View	
233	Collector Code List	<input type="checkbox"/> View	
238	Collector Account Display	<input type="checkbox"/> View	
239	Collector Stat Display	<input type="checkbox"/> View	

## File List Screens (Borrower and Loan List Screens)

203	Borrower/NSLDS List	<input type="checkbox"/> View
209	Borrower List	<input type="checkbox"/> View
210	Generalized Loan List	<input type="checkbox"/> View
211	Loan Data	<input type="checkbox"/> View
212	Loan Dollars	<input type="checkbox"/> View
215	Transaction Display	<input type="checkbox"/> View
220	Tran Print List	<input type="checkbox"/> View
221	Batch File List	<input type="checkbox"/> View
222	Awards List	<input type="checkbox"/> View
223	Tran Print Display	<input type="checkbox"/> View
224	Status Change List	<input type="checkbox"/> View
245	Messages List	<input type="checkbox"/> View
246	Letters List	<input type="checkbox"/> View
24E	Fund Entitlement List	<input type="checkbox"/> View

## Loan Fund Information Screens

040	Loan Fund Attributes	<input type="checkbox"/> View	<input type="checkbox"/> Update
041	Loan Fund Statistics	<input type="checkbox"/> View	
042	FRS Accounting Feed Rules	<input type="checkbox"/> View	<input type="checkbox"/> Update
043	Institution Attributes	<input type="checkbox"/> View	<input type="checkbox"/> Update
044	System Attributes	<input type="checkbox"/> View	<input type="checkbox"/> Update
045	Message Text	<input type="checkbox"/> View	<input type="checkbox"/> Update
046	Letter Text	<input type="checkbox"/> View	<input type="checkbox"/> Update
40E	Loan Fund Entitlement Update	<input type="checkbox"/> View	<input type="checkbox"/> Update

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# MnSCU Loan Management System Security Authorization Form – Page 3

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

## Loan Information Screens

010	Loan Summary Display	<input type="checkbox"/> View	
011	Loan Attributes	<input type="checkbox"/> View	<input type="checkbox"/> Update
012	Loan Receivables Due	<input type="checkbox"/> View	<input type="checkbox"/> Update
013	Loan Due Diligence	<input type="checkbox"/> View	<input type="checkbox"/> Update
014	Document Tracking	<input type="checkbox"/> View	<input type="checkbox"/> Update
016	Repayment Schedule Display	<input type="checkbox"/> View	
017	Repayment Schedule Request	<input type="checkbox"/> View	<input type="checkbox"/> Update
018	Loan Billing History	<input type="checkbox"/> View	
020	24 Month Credit Bureau History	<input type="checkbox"/> View	<input type="checkbox"/> Update
031	Letter Request		<input type="checkbox"/> Update
032	Letters Sent Screen	<input type="checkbox"/> View	<input type="checkbox"/> Update

## Miscellaneous Screens

PPC	NSLDS Past Period Change Entry	<input type="checkbox"/> View	<input type="checkbox"/> Update
PPL	NSLDS Past Period Change List	<input type="checkbox"/> View	<input type="checkbox"/> Update

## Real Time Transaction Update Screens (Enrolled and Grace Status)

120	Authorization/Adjustment	<input type="checkbox"/> View	<input type="checkbox"/> Update
121	Disbursement/Adjustment	<input type="checkbox"/> View	<input type="checkbox"/> Update
124	Exit Interview Status Changes	<input type="checkbox"/> View	<input type="checkbox"/> Update
125	Status Change/Comments		<input type="checkbox"/> Update

## Repayment Status

126	Forbearance		<input type="checkbox"/> Update
127	Refund		<input type="checkbox"/> Update
128	Transfers		<input type="checkbox"/> Update
130	Payment Processing		<input type="checkbox"/> Update
131	Postponement (Tracked)	<input type="checkbox"/> View	<input type="checkbox"/> Update
133	Deferment		<input type="checkbox"/> Update
134	Cancellation/Adjustment		<input type="checkbox"/> Update
135	Transaction Reversal		<input type="checkbox"/> Update

NOTE: LMS STAFF WILL E-MAIL YOU WHEN YOUR ACCOUNT IS AVAILABLE.

FOR OFFICE USE ONLY: LMS STAFF AUTHORIZED SIGNATURE: \_\_\_\_\_

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