



Student Housing 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: _____

Definition of Add, and Delete below:

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

Business Office Accountant		SH B 01	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
SH0003UG	Room/Meal Assignment	SH0016UG	Student History Inquiry (View Only)	
SH0018UG	Room History Inquiry (View Only)	SH0026UG	Meal Assignment Only	
UT3020UG	Program Error EMAIL Addr			
Business Office Staff		SH B 02	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
SH0016UG	Student History Inq (View Only)	SH0018UG	Room History Inquiry (View Only)	
Room Coordinator		SH R 01	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
SH0002UG	Contract Processing	SH0003UG	Room/Meal Assignment	
SH0004UG	Roommate Information	SH0005UG	Room Database Update	
SH0012UG	Fee Processing	SH0013UG	Transaction Comments	
SH0014UG	Vacant Room Inquiry (I)	SH0015UG	Vacant Room Inquiry (II)	
SH0016UG	Student History Inquiry	SH0017UG	Room Assignment Switch	
SH0018UG	Room History Inquiry	SH0019UG	Residential Life Marketing	
SH0022UG	Residential Life Mktg Batch 2	SH0023UG	Vacant Room Inquiry (III)	
SH0025UG	Room Draw Screen	SH1011UG	Room Type Validation	
SH1012UG	Floor Type Validation	SH1013UG	Health Cond Validation	
SH1014UG	Room Reservation Validation	SH1015UG	Life Style Validation	
SH1016UG	Roommate Preference Validation	SH1017UG	Cancellation Codes Validation	
SH1018UG	Exempt Status Validation	UT0046UG	Calendar screen to record events	
UT0047UG	Maintain Event Code Table			
Residential Life Staff		SH R 02	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
SH0003UG	Room/Meal Assignment	SH0004UG	Roommate Information (View Only)	
SH0014UG	Vacant Room Inq (I) (View Only)	SH0015UG	Vacant Room Inquiry (II) (View Only)	
SH0016UG	Student Hist Inquiry (View Only)	SH0018UG	Room History Inquiry (View Only)	
SH0019UG	Residential Life Mktg (View Only)	SH0022UG	Residential Life Mktg Batch 2 (View Only)	
SH0023UG	Vacant Room Inq (III) (View Only)			

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

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Residential Life Management

SH R 03

Add

Delete

SH0003UG Room/Meal Assignment
 SH0013UG Transaction Comments
 SH0015UG Vacant Room Inquiry (II)
 SH0017UG Room Assignment Switch

SH0004UG Roommate Information
 SH0014UG Vacant Room Inquiry (I)
 SH0016UG Student History Inquiry
 SH0018UG Room History Inquiry

SH0019UG Residential Life Marketing
 SH0023UG Vacant Room Inquiry (III)

SH0022UG Residential Life Mktg Batch 2
 SH0025UG Room Draw Screen

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