



# Student Housing 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: \_\_\_\_\_

H = view, insert, update and delete      L = view only  
 Definition of Add, and Delete below:  
**Add** = adds the specified right to the user ID    **Delete** = removes the specified right from the user ID

<b>Housing Set-up &amp; View</b>		<b>SH 01</b>	<input type="checkbox"/> H <input type="checkbox"/> L	<input type="checkbox"/> Add <input type="checkbox"/> Delete
SH2001UG	Room/Floor Setup	SH2005UG	Meal Plan Set-up	
SH2010UG	Validation Codes	SH2011UG	Process Control	
UT5056UG	Calendar Set-up			
<b>Resident Processing &amp; View</b>		<b>SH 02</b>	<input type="checkbox"/> H <input type="checkbox"/> L	<input type="checkbox"/> Add <input type="checkbox"/> Delete
SH2000UG	Resident Information			
<b>Reservation/Meal Plan Entry</b>		<b>SH 03</b>	<input type="checkbox"/> H	<input type="checkbox"/> Add <input type="checkbox"/> Delete
SH2000UG	Resident Information (Reservation & Meal Plan Tabs)			
<b>Off-Campus Meal Plan Entry</b>		<b>SH 05</b>	<input type="checkbox"/> H	<input type="checkbox"/> Add <input type="checkbox"/> Delete
SH2000UG	Resident Information (Meal Plan Tab)			

**Fax to:**

<b>Metro Region</b> Voice: 651-201-1442 Fax: 651-917-4731	<b>Northern (Moorhead) Region</b> Voice: 218-477-5033 Fax: 651-917-4731	<b>Southern (Mankato) Region</b> Voice: 507-389-6924 Fax: 651-917-4731	<b>Central (St. Cloud) Region</b> Voice: 320-308-2066 Fax: 320-308-1514
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