



# REQUEST FOR MNSCU SYSTEMS USER ID

**Minnesota**  
STATE COLLEGES  
& UNIVERSITIES

A User ID is required to use any of the MnSCU systems: Finance, HR/Payroll, Student Systems, and Data Warehouse. Only one User ID per person will be assigned for all the systems except under special circumstances. Complete this form to request a new User ID, reactivate a suspended User ID, or delete a User ID. Also complete a MnSCU Security Authorization Form to request access to any of the MnSCU information systems. Fax both forms to the appropriate regional computer center for processing.

*Note:* Use the 'Delete' action on this form when an employee changes institutions, terminates from MnSCU or no longer requires access to the MnSCU information systems. This action will delete the User ID and all security groups for all MnSCU information systems.

Action:  Request New User ID  
 Reactivate a Suspended User ID  
 Delete User ID      Effective Date for Deletion of User ID: \_\_\_\_\_  
Reason for Delete: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_ (Please Print)

MnSCU Tech ID: \_\_\_\_\_ (contact Human Resources at your institution for your eight digit Tech ID)  
**(If you are a System Office employee and you are requesting access to other institutions, you DO NOT need to supply your MnSCU Tech ID.)**

Check ONLY ONE Box:

- Institution/Campus employee
- Shared employee (you are an employee of a different institution)
- Student employee
- Office of the Chancellor employee
- Consultant
- Auditor

Job Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Institution:/Campus Loc \_\_\_\_\_ Fax Number: \_\_\_\_\_  
*(complete one form for each institution requested - note that your tech ID is different for each institution)*

E-Mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ (Please Print) Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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<b>Fax to:</b>	<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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