



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: _____

Authorized Signature: _____ Date: _____

Fax To:
Office of the Chancellor
Voice: 651-917-4733
Fax: 612-626-5450