



# Contracts 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: \_\_\_\_\_

\*\*Choose one from each group: Add or Delete AND H, M, or L

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 the H, M and L suffixes for each of the identifiers is:

**H = view, insert, update and delete** **M = view, insert & update** **L = view only**

All users will need one of the PERSON identifiers if you need to access the PS9999UG.

If you need access to create companies and students please fill out the Customized Training/Non-Credit Instruction Security Authorization Form.

**Person Demographic Maintenance** PERSON  H  M  L  Add  Delete

PS9999UG Person Demographic Maintenance

**Protected Demographic Data** PS 70  H  Add  Delete

*This security identifier is provided for people who have a business need to view the Birth Date, Gender and Ethnicity data for a person after that data has been collected and stored.*

**Contract Validation** CN 01  H  M  L  Add  Delete

CN2004UG Institution Coordinators & Auth. Agents CN2006UG Contract Field Values Maint.

CN2007UG Valid Service Codes

**Services** CN 02  H  M  L  Add  Delete

CN0030UG Contract Services

**Contracts** CN 03  H  M  L  Add  Delete

NOTE: CN\_03H allows the deletion of records that tie courses and services to contracts.

CN0001UG Contract Maintenance

**Contracts Administration** CN 04  H  Add  Delete

NOTE: CN\_04H allows the ability to delete contracts and the ability to modify a contract after the contract's end date has expired.

CN0001UG Contract Maintenance

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