

Administrative Data Access Authorization Form

To be completed by the unit manager:

1. Supply the requested information and processes the completed form with your Vice President.
 2. On the Security Class Checklist, select the desired security classes to grant to the designated employee. This form supersedes any form currently on file.
 3. If a unique security class is needed, consult with CNS to create and document the new security class and so indicate the new class ID at the bottom of the form.
 4. Once completed and authorized, the form should be forwarded to CNS for implementation.
 5. CNS will sign, date, and return the completed form after the data access has been implemented. Upon return, you should keep a copy for your records and forward the original to the Human Resources Department for placement into the employee's file. Forms for student employees should be filed with the Office of Student Financial Services.
 6. For auditing purposes, CNS will keep a copy of the completed form in its records.
 7. Please make sure you have the employee sign all FERPA and Non-Disclosure documents.
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Affected/New Employee

Date of Request: _____

Name: _____

Requested By: _____

ID Number: _____

Department: _____

Email Address: _____

Reason for Data Access

- New Hire (needs new account)
- Change in Responsibility
- Changed position within same unit
- Changed position to different unit
- Employee terminated

Institutional Officer

- Finance & Operations
- Advancement
- Provost
- Enrollment
- GCS

Signature: _____

To be completed by CNS

Completed on: _____
(Date)

By: _____
(Signature)

Administrative Data Access Security Class Checklist

Check all that apply

Refer to <http://mu-internal.net/~cns/DART/SecClasses/COLLSUM.html> for detail

Admissions

- ADM.ADMIN
- ADM.ALL
- ADM.AR
- ADM.ASUM.INQ
- ADM.CALL
- ADM.INTL
- ADM.REGISTRAR
- ADM.TCEQ
- ADM.TCEQ.INQ
- MC.HAWK

Accounts Payable

- AP.ADMIN
- AP.ALL
- AP.AR
- AP.PCARD

Accounts Receivable

- AR.ADMIN
- AR.ALL
- AR.ARIQ
- AR.FA
- AR.INQUIRY
- AR.LIB
- AR.REFUND.OVERRIDE
- AR.RFND

Communications Management

- CM.CRL.INQ
- CM.MAINT
- CM.USER

Human Resources

- ALL.IN.USE
- HR.ADMIN
- HR.ALL
- HR.PR.BACKUP
- HR.WEB
- PC.ADMIN
- WEBPR.ADMIN

Core

- CC.ADMIN
- CORE.CA
- CORE.CAREER
- CORE.DEMO.INQ
- CORE.DIST
- CORE.HR
- CORE.INTL
- CORE.MAINT
- CORE.NAE.INQ
- CORE.NAMEADDR
- CORE.ORG.P.ADR
- CORE.REGISTRAR
- CORE.RLDE
- CORE.SCHED
- CORE.UTILITIES
- ELF.USER
- RULE.MAINT

Financials

- BGT.ALL
- BUDADMIN
- CF.AP.STUDENT
- CF.BUS.STUDENT
- CF.GL.QUERY
- CHK.BANK.ACCT.PRIV
- GL.ADMIN
- GL.ALL
- GL.VPAA
- OVERRIDE

Advancement (CA)

- CA.ALL
- CA.CAMP
- CA.GIVING
- CA.INQUIRY
- CA.NO.GIVING

Cash Receipts

- CR.ALL

Financial Aid

- FA.ADMIN
- FA.AIDE.INQ
- FA.ALL
- FA.AR
- FA.STUDENT

Physical Plant

- PP.ALL

Purchasing

- PU.ADMIN
- PUR.ALL
- PUR.EXTERNAL

Registrar

- REG.ADMIN
- REG.ALL
- REG.ALLINQ
- REG.AR
- REG.CAL
- REG.DISABILITES
- REG.EDUCSEC
- REG.FA
- REG.GRAD
- REG.GRAD.ADMIN
- REG.GRAD.INQ
- REG.PERC
- REG.SASM
- REG.SCHD
- REG.SPRO.INQ
- REG.STUDENT

Student Affairs

- SA.AC
- SA.ADMIN
- SA.ALL
- SA.AR
- SA.GREEK
- SA.MED
- SA.ORG
- SA.STUCONDUCT

Student System

- ST.1098T
- ST.ADMIN
- ST.BUDMANAGER
- ST.BUS.STUDENT
- ST.CASHRECP
- ST.CTLG
- ST.HR
- ST.LIB
- ST.NURSING
- ST.PAYCLERK
- ST.SSTR
- ST.SUCCESS
- WEB.ADMIN
- XPLO.MENU

Restricted

- MC.BIRTHDATE
- MC.SSN

Unique

- Position Specific Security Class:

CNS Consultation Required

Updated on 8/7/19