



u.achieve (DARS) Security Authorization Form

Minnesota
STATE COLLEGES
& UNIVERSITIES

NOTE: this form is not to be used for authorizing Degree Audit Printing rights. Use the MnSCU Student Security Authorization Form.

This is an electronic PDF form. Type within the light blue fields and sign with your signature. Submit to MNSCU for security authorization.

Name: (Please Type) New User Change to an Existing User

Position: _____ User ID: _____

Institution: _____ RC_ID: _____ Tech ID: _____

Supervisor: Print: _____ Phone: _____

Supervisor Signature: _____ E-mail Address: _____

- Create New User Account** – All new users must select this choice.
Note: Do not add this to any existing account this user may have.
- Change Account**
- Delete Account**

Check the add boxes as needed. When checking Add for rights 1 through 6 below, high rights will be assigned. All users with high rights to any one or more of the tables will automatically have view only access to the remaining tables that are not checked.

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1. **DARS ENCODER** "DA 05" Add Delete
Allows creating, updating and deleting of Degree Program and Requirement tables.
2. **DARS TRANSFER** "DA 04" Add Delete
Allows creating, updating and deleting of Transfer Articulation rules and Master Institutional Reference tables.
3. **DARS SUPPORT** "DA 07" Add Delete
Allows creating, updating and deleting of Communication, Condition Descriptions, Convert, Course Bank, Exception Rules, Grades, Repeat, String, and Course Mask, and Chart Categories Setup tables.
4. **DARS ACADREC** "DA 06" Add Delete
Allows creating, updating and deleting of student demographic record and transfer courses (Academic Record) in Joe Cool.
5. **DARS EXCEPTION** "DA 06" Add Delete
Allows creating, updating and deleting of student demographic record and exception, alternate catalog and marker requirement in Joe Cool.
6. **DARS EVALUATE** "DA 06" Add Delete
Allows creating, updating and deleting of student demographic record and articulation of student transfer courses already entered in Academic Record. Also allows creating, updating and deleting of articulated coursework on the student record (Transfer Evaluation) in Joe Cool.
7. **DARS READ ONLY** "DA 04, 05, 06 and 07Low" Add Delete
Allows VIEW ONLY rights to all DARwin tables. *✗ Add for 7. DARS_READ_ONLY should only be checked for users NOT assigned create, update and delete rights to any DARwin tables ✗ RD account creation ONLY* Add

Submit to:
MNSCU System Security Office
AccountLifeCycleTeam@so.mnscu.edu