

Requester's Name: \_\_\_\_\_

**SA PeopleSoft System**

✓ To Request Access	<b>DATA/FUNCTIONS REQUEST</b>	
	Student Records Data Inquiry	<b>NOTE: Student Workers and/or Temporary Workers are only eligible for these roles.</b>
	Student Records Data Update	
	Registration	
	Program/Plan Process	
	Block Enrollment	
	<b>SR</b> Comments	
	Application Processing	
	Post Student Account Transaction (formerly Student Post)	
	Third Party Contracts (includes SF Comments)	
	Refunding Credit Balances (includes SF Comments. Restricted to ASR staff)	
	Collections (includes SF Comments. Restricted to ASR staff)	
<b>REQUIRED INFORMATION</b>		
Provide the name and X.500 ID of someone within your department who already has the SA PeopleSoft access this requester will need. (Note: The requester will have to meet any/all applicable training requirements before access will be granted.)		

**The Student Worker's Supervisor is responsible for:**

1. FAXing a copy of this ARF & attachment to the Student Records Training Team (612-624-5857) to ensure that this student worker's training record is updated indicating that the student worker will be trained within their department. OIT Data Security cannot setup the student worker's access until this step is completed.
2. FAXing a copy to OIT Data Security (612-625-0303)
3. Ensuring that all Student Workers are fully trained to use the PeopleSoft application, understand the U of MN Access and Compliance policy, and are aware of FERPA requirements.
4. Any PeopleSoft information which the student worker will have access for viewing or updating.
5. Completing and submitting the [Change of Employment Status](#) form if/when the student worker is no longer working for them. (Use the link, or find the form at: <http://www1.umn.edu/datasec/security/>).

Signature Required:

<b>SA Key Contact Authorization Printed Name:</b>	<b>SA Key Contact Authorization Signature:</b>	
<b>Email address:</b>	<b>Phone:</b>	<b>Date:</b>