

Requester's Name: _____

Scholarship Processing¹*Check all Access level(s) for each Department ID.*

ENTERER	APPROVER 1	APPROVER 2	CERTIFIED APPROVER	DEPARTMENT ID FOR SCHOLARSHIP PROCESSING ²
SA Key Contact Authorization Printed Name:				Phone:
SA Key Contact Authorization Signature:				Date:

Promotional Scholarship Management*Check all Access level(s) for each Department ID.*

DEPARTMENT ID TO MANAGE ²	VIEW ONLY ACCESS	UPDATE ACCESS
SA Key Contact Authorization Printed Name:		Phone:
SA Key Contact Authorization Signature:		Date:

¹ Enterer access cannot be granted until there is an approver for the same department. Each Enterer and Approver (1 and/or 2) must complete the required tutorial and the Access Request Form to gain access.

² This is an identifier that your department was asked to choose for this process. Please note that all colleges and campuses have Department IDs as well. Consult the Office of Student Finance at sfhelp@umn.edu if you have questions about choosing your Department ID for Scholarship or Promotional Scholarship Processing.