# Program Navigator Security Request Form:

## Complete the table(s) and for activation you must identify the role. You must complete the full information for deactivations to ensure accuracy. Upload this completed and authorized by the campus Senior Academic Officer to the Service Desk portal for Minnesota State.

[ ]  Activate Account [ ]  Change account [ ]  Deactivate Account

* **Activation(s) Table:** Name, Position & Role, College/University, Telephone, Employee StarID, Employee email, and Role MUST be added:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Position & Role** | **College/University** | **Telephone** | **StarID** | **Email** | **Role** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

* **Deactivations Table**. If you have individuals to deactivate from Program Navigator include the name, starID, and email.

|  |  |  |
| --- | --- | --- |
| **Name** | **StarID** | **Email** |
|  |  |  |
|  |  |  |

Look for your campus in the following table of workflows in order to **identify the Role** for the person that you are adding:

| **Workflow ID** | **Role:** SELECT ONE UNLESS CAO IS ALSO AN INITIATOR |
| --- | --- |
| **ACwoP:**Anoka Ramsey CCItasca CCDakota County Technical CollegeAnoka Technical College | InitiatorCurriculum CommitteeCAO/Provost |
| **ADCP:**Pine Technical College | InitiatorCurriculum CommitteeDeanCAO/ProvostPresident |
| **C:**North Hennepin Community CollegeAlexandria Tech and Community College | InitiatorCAO/ProvostPresidentCAO Final |
| **CP:**Minneapolis CollegeSt. Cloud State University | InitiatorCAO/ProvostPresident |
| **CwoP:**Bemidji State UniversityCentral Lakes CollegeFond du Lac Tribal CollegeHibbing Community CollegeMesabi Range CollegeMinnesota State College-SouthEastMinnesota State Comm and Tech CollegeMinnesota State U MankatoMinnesota State U MoorheadMinnesota West Comm and Tech CollegeNorthland Com and Tech CollegeNorthwest Technical CollegeNormandale Community CollegeRainy River Community CollegeSaint Paul CollegeSouthwest Minnesota State UniversityVermillion Com CollegeWinona State University | InitiatorCAO/Provost |
| **DACwoP:**Rochester Com and Technical CollegeInverhills Community CollegeHennepin Technical College | InitiatorDeanCurriculum CommitteeCAO/Provost |
| **DCwoP:**Ridgewater CollegeRiverland Com CollegeCentury CollegeLake Superior CollegeSt. Cloud Tech and Com CollegeSouth Central College | InitiatorDeanCAO/Provost |
| **IDSPP:**Metropolitan State University | InitiatorDeanSupport PersonCAOPresident |
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| **Signature SAO** |
| I verify that the employee has a business reason for the security access requested:SAO/Provost Name SAO (e-Signature) and DateSubmit completed form: Attach to a Service Desk Ticket at: <https://servicedesk.minnstate.edu>*For questions completing the form contact* sheri.hutchinson@minnstate.edu Academic Program Director |