



Minnesota
STATE COLLEGES
& UNIVERSITIES

Financial Aid - D2L Archive Request Form

This form is used to request access to student data from the Financial Aid - Desire2Learn (D2L) historical archives in support of financial aid compliance activities. The data provided as a result of this request is consider private. The designated employee(s) must have a legitimate educational interest requiring access to the information..

Requestor Information:

Request Date: _____ Need by Date: _____
(Please note that the average lead time to complete a valid request is 2-3 business days)

Requestor Name (please print): _____

Position: _____

Institution Name: _____

Work Telephone Number: (____) ____ - _____

Work E-mail Address: _____

The information above is mandatory. Your request will not be processed if the information is not provided.

Student Data Requested:

Institution Name: _____

(Office of the Chancellor approval is required if you need information from an institution other than your own)

Year/Term:	Student Name :	Student TechID:

NOTE: This request will provide information for all courses available in the D2L historical archive for the student (s) in the year term requested. You will receive multiple reports (.xls): one for each type of student activity available from the specific year/term archive requested (e.g., quizzes taken, dropbox activity, etc.).

Report Distribution Information

Please select a method of distribution:

☐ **D2L Locker (Preferred)**

If you have a D2L username and password, the reports will be placed in your D2L Locker.

☐ **Encrypted via MSOffice 2007**

If you do not have access to D2L, the data may be sent to you via email as a set of encrypted documents. You must have MSOffice 2007 installed on your laptop or desktop PC to utilize this option.

☐ **Other**

Please contact the D2L Help Desk for Assistance.

Once you receive the data. You must comply with all system and institutional security policies related to storing private data including [System Guideline 5.23.1.2 Encryption for Mobile Computing and Storage Devices](#).

Data Privacy Statement (Required):

I understand that by virtue of my employment with MnSCU, I am authorized to access and use individually identifiable information that is protected by state and federal privacy laws. I acknowledge that I understand that I may be subject to discipline, up to and including termination, for the intentional unauthorized use or disclosure of this information. I further understand that I may be subject to legal action for the intentional misuse of MnSCU records.

Requestor's Signature: _____

Date: _____

Financial Aid Department Authorizations (Required):

By my signature below I verify that the designated employee above has a legitimate educational interest in having access to the information requested from the Financial Aid - Desire2Learn (D2L) historical archives:

Campus Financial Aid Director (*please print*):

Work Telephone Number: (_____) ____-_____

Work E-mail Address: _____

Campus Financial Aid Director's Signature: _____

Institution Name: _____ Date: _____

Access to Multiple Institutions – Office of the Chancellor Authorizations:

If you require access to the private student data from the Financial Aid - Desire2Learn (D2L) historical archives at an institution other than your own, the following additional authorization is required:

Christopher Halling, System Director for Financial Aid
30 7th Street East, Suite 350 Wells Fargo Place
St. Paul, MN 55101
Email Address: Christopher.Halling@so.mnscu.edu
Office: 651-296-7486

System Director for Financial Aid's Signature:

Date: _____

Fax or email the completed and signed forms to:

Bill Russ, Security Administrator
Wells Fargo Place, 30 7th St. East, Suite 350
St. Paul, MN 55101-7804
Office: 651-201-1442
Fax: 651-917-4731
William.Russ@csu.mnscu.edu

Technical Contacts:

Michael Condon, IMS System Administrator	Joseph Jeffries SQL Database Administrator
Centennial Hall 366AH, 720 4th Avenue South St. Cloud, MN 56301-4498	Wells Fargo Place 30 7th Street E, Suite 350 St. Paul, MN 55101-7804
Office: 651-201-1496 Michael.Condon@csu.mnscu.edu	Office: 651-201-1435 Joseph.Jeffries@csu.mnscu.edu