# 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 CC  Itasca CC  Dakota County Technical College  Anoka Technical College | Initiator  Curriculum Committee  CAO/Provost |
| **ADCP:**  Pine Technical College | Initiator  Curriculum Committee  Dean  CAO/Provost  President |
| **C:**  North Hennepin Community College  Alexandria Tech and Community College | Initiator  CAO/Provost  President  CAO Final |
| **CP:**  Minneapolis College  St. Cloud State University | Initiator  CAO/Provost  President |
| **CwoP:**  Bemidji State University  Central Lakes College  Fond du Lac Tribal College  Hibbing Community College  Mesabi Range College  Minnesota State College-SouthEast  Minnesota State Comm and Tech College  Minnesota State U Mankato  Minnesota State U Moorhead  Minnesota West Comm and Tech College  Northland Com and Tech College  Northwest Technical College  Normandale Community College  Rainy River Community College  Saint Paul College  Southwest Minnesota State University  Vermillion Com College  Winona State University | Initiator  CAO/Provost |
| **DACwoP:**  Rochester Com and Technical College  Inverhills Community College  Hennepin Technical College | Initiator  Dean  Curriculum Committee  CAO/Provost |
| **DCwoP:**  Ridgewater College  Riverland Com College  Century College  Lake Superior College  St. Cloud Tech and Com College  South Central College | Initiator  Dean  CAO/Provost |
| **IDSPP:**  Metropolitan State University | Initiator  Dean  Support Person  CAO  President |
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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 Date  Submit completed form: Attach to a Service Desk Ticket at: <https://servicedesk.minnstate.edu>  *For questions completing the form contact* [sheri.hutchinson@minnstate.edu](mailto:sheri.hutchinson@minnstate.edu) Academic Program Director | |