

DARS Login Notes

IF YOU ARE NEW TO DARS:

The “DARwin (DARS) Security Authorization Form” (<http://www.dars.mntransfer.org/updates/documents/pdf/darsecurity2.pdf>) will need to be completed and faxed to the Office of the Chancellor as noted at the bottom of the form.

For printing DARS audits, you will also need ISRS access. If you have no ISRS access, you will need the “Student Security Authorization Form” (<http://www.its.mnscu.edu/security/securityforms/mnscuinfosystems/pdf/studsec.pdf>). The minimum you will need is “Person Demographic Maintenance” PERSON (Low), “Dars Audit Report” DA 02 (High), “Student Maintenance” ST 10 (Low), and “Grad App Tracking Maintenance” ST 80 (Low). This form can be sent directly to your regional computer center.

Twin Cities Operations Center will give you a DARS userid and ISRS access, if applicable – the format may vary at the different regions, but User ID should be the same as ISRS, but with an added “da” at the end.

You will be sent an email with a temporary password. You will use the temporary password for your initial login, but will be prompted to create a new password. This is the password you will use now to login to DARS.

DARS PASSWORD RESET AS A CURRENT DARS USER:

If you need your password reset or if you have not used DARS for a period of time and your DARS password has expired or been forgotten, you will need to request a password reset.

The DARS Password Reset Request has been posted at http://www.dars.mntransfer.org/documentation/pass_request.php.

Password Reset Request forms submitted will go directly to Computer Operations and reset notification will be emailed directly to the User’s Email Address submitted with the request.

You will be sent an email with a temporary password. You will use the temporary password for your initial login, but will be prompted to create a new password. This is the password you will use now to login to DARS.

If you have questions about your password or reset, please contact: Computer Operations, Phone # 651-917-4733 or Fax # 612-626-545.

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