



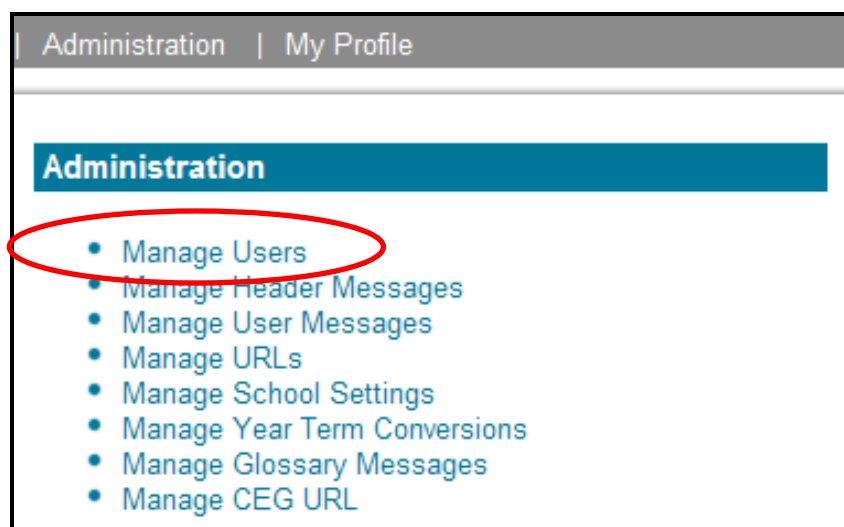
## u.select Security (Web-based Course Transfer System)

[http://www.dars.mntransfer.org/updates/documents/pdf/u.select\\_security\\_fo.pdf](http://www.dars.mntransfer.org/updates/documents/pdf/u.select_security_fo.pdf)

The link above will take you to a .pdf file of the u.select Security form.

- A u.select Administrator on each campus should work with their Campus Security Officer to make sure every staff person with either System Administrator or College Advisor access to their u.select site has a form on file.
- Decide who will retain these forms at your institution in case u.select security is subject to an audit.
- It is not necessary to send these forms to the MnSCU ITS security staff, as your Campus u.select System Administrator makes the determination of granting additional security rights on your u.select site.
- Create a process for deleting accounts for staff that leave your institution.
- For new security upgrade requests, the requestor must FIRST create a u.select member account.

To find all accounts currently in effect for your campus, in the u.select Administrator account, go to Manage Users in the Administration Area menu:



Next, in the E-mail field, type in @ and click Find. You will see a list of all accounts at your institution.

**Manage Users**  
Enter a User ID, partial user name, or partial e-mail to search for accounts at your school.

User ID	<input type="text"/> @ ARCC-MN
User Name	<input type="text"/>
E-mail	<input type="text"/>
Authority Level	Please Select
User Role	All
Created between	<input type="text"/> and <input type="text"/>
Days since last activity	<input type="text"/>
Number Of Logons <sup>?</sup>	<input type="text"/>

When your list appears, look for the words 'Advisor' or 'Admin' in the Authority column. These are the people who should have security forms on file at your institution.

**Search Results - 588**

Name	User ID @ School	Roles	Authority Level	Ema
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Here is what the list will look like:

Amanda	@ ARCC-MN	College Student	Student	janetr
Maria Barlage	mariabarlage @ ARCC-MN	College Advisor	Advisor	maria edu
Marla Delaney	marla @ ARCC-MN	System Administrator	Admin	marla u

Reminder: All accounts are deleted after 12 months of inactivity by the DARS/u.select Team at the MnSCU Office of the Chancellor.

If you have any questions, or need assistance please email [darsinfo@csu.mnscu.edu](mailto:darsinfo@csu.mnscu.edu)

Revised: 12/11/08