



# SELF Application Review System Access Request Form

The User Request Form must be completed to gain access to the Application Review System for the purpose of reviewing SELF Loan applications and loan records.

This form serves to identify, authorize and establish a User ID and appropriate access levels for each person requesting access to view student loan data. It is also used to remove a user's access or update a user's Security Profile.

## How to complete the form:

The user completes the first three sections of the form as described below in steps 1–4.

1. Check whether to *Add, Update* or *Remove* a user. A separate form is required for each user.
2. Enter *School Information*.
3. Complete the *User Information* section.
4. Once complete, forward the form to [Sarah.Linehan@state.mn.us](mailto:Sarah.Linehan@state.mn.us) for User Administrator approval.

The SELF Loan user administrator will review and provide approval as necessary.

## Next steps:

New users will receive an email with a link to complete the setup of their account access. The user will be asked to log in using the Temporary Password provided on this form, after which they will be required to provide security information and electronically accept the Aspire Rules of Behavior upon first-time login.

The Rules of Behavior explains a user's responsibilities for using the system. If the Rules of Behavior change for any reason, a user will be required to electronically accept the new version upon their next login.



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## Action Requested (Choose one.)

Add a New User

Update an Existing User

Remove a User

## School Information

\_\_\_\_\_  
*School Name*

\_\_\_\_\_  
*DOE ID or SELF Assigned ID*

## User Information

\_\_\_\_\_  
*First Name*

\_\_\_\_\_  
*Middle Initial*

\_\_\_\_\_  
*Last Name*

\_\_\_\_\_  
*Position or Title*

\_\_\_\_\_  
*Phone Number, Including Extension, If Applicable*

\_\_\_\_\_  
*Temporary Password*

- Minimum 8 characters
- Case-sensitive
- With at least: 1 upper case letter, 1 lower case letter, 1 number **and** 1 special character
- Cannot contain any variation of the word "password" or any part of the user's personal information
- Cannot contain consecutive numbers or letters (e.g., 123 or abc).

\_\_\_\_\_  
*User Email Address*

\_\_\_\_\_  
*Signature*

## Authorized Official Signature

I hereby declare that the user account information listed above is true and complete to the best of my knowledge and belief. I further authorize that the access requested is necessary for the above user to complete their job functions.

\_\_\_\_\_  
*Printed Name of the MNOHE User Administrator on File with Aspire*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of the MNOHE User Administrator*

\_\_\_\_\_  
*MNOHE User Administrator Email Address*