

Annual SERVS Financial Access Authorization

I, (Teresa M Dupre) ← **Identified Official with Authority** (superintendent/executive director/director/board chair name) grant the following staff members access to SERVS Financial for School district number and type: (0130-01), and Organization (Rush City School District).

First column – enter name of the staff member you are authorizing access to SERVS Financial.

Second column – type the working title of the authorized person

Third column – type *add* if you are adding a person; type *remove* if the persons access is to be removed; type *keep* if the person's access is reauthorized.

Columns 4-8 - choose the role you authorize for each staff member by **placing an 'x' in the correct column**. Be sure to designate one person to have one role only. **Do not allow authorized users to create a second user id to enable them to perform another role.**

Include all names of those currently authorized: If you save the authorization to your desktop before sending as an attachment, future updating of the authorization will be easier. **Authorizations are to be updated annually. Review the policy on page two with all authorized persons.**

Instructions: **Identified Official with Authority** (Superintendent/Executive Director/Board Chair):

1. Please type your signature in the area designated (Signature). **Do not insert a jpg picture of a signature, if a jpg picture of signature is inserted, the authorization will be rejected.**
2. Email this authorization from the Superintendent/Director/Board Chair email address only – no exceptions. Complete this authorization by typing directly on the authorization. Save the authorization to your electronic file system where easily located. Send the completed authorization as an attachment mde.servsfinancial@state.mn.us. In the subject line of the email type "SERVS Financial Authorization". If more rows are needed, please insert more rows.
3. Inform your staff that you have authorized their access to SERVS Financial and inform them of their assigned role. **Minnesota Department of Education (MDE) does not send an email for accepted authorizations.** If you need a receipt, select the appropriate message delivery receipt used by your email provider.
4. MDE will send email notification to the **Identified Official with Authority** if the authorization is rejected and the reason for not processing.
5. **Important Message:** You need a minimum of two roles for SERVS Financial:

- SFIN-ApproveApplicationAndBudget
- SFIN-AccountRegister

Each district must define staff members for these two roles. They cannot be the same person, and you cannot swap the same person between these two roles. MDE's policy dictates that we cannot allow one individual to have both roles. This is a mandatory requirement to ensure appropriate separation of duties.

Authorized to Access SERVS Financial:

First and Last Name	Title	Select One of the following: Add/Remove or Keep	Approve Application and Budget	Application and Budget	Account Register	Read Only
Name Vern Koepp	Title Former Superintendent	Select one: <u>add/remove/Keep</u>	Place an "x" here if this is the role assigned	Place an "x" here if this is the role assigned	Place an "x" here if this is the role assigned	Place an "x" here if this is the role assigned
Name Teresa Dupre	Title Superintendent	Select one: <u>add/remove/Keep</u>	x	x	x	Place an "x" here if this is the role assigned
Name Jason Mielke	Title Elementary Principal	Select one: <u>add/remove/Keep</u>	Place an "x" here if this is the role assigned	x	Place an "x" here if this is the role assigned	Place an "x" here if this is the role assigned
Name	Title	Select one: <u>add/remove/Keep</u>	Place an "x" here if this is the role assigned	Place an "x" here if this is the role assigned	Place an "x" here if this is the role assigned	Place an "x" here if this is the role assigned
Name	Title	Select one: <u>add/remove/Keep</u>	Place an "x" here if this is the role assigned	Place an "x" here if this is the role assigned	Place an "x" here if this is the role assigned	Place an "x" here if this is the role assigned
Name	Title	Select one: <u>add/remove/Keep</u>	Place an "x" here if this is the role assigned	Place an "x" here if this is the role assigned	Place an "x" here if this is the role assigned	Place an "x" here if this is the role assigned

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(Signature) Date: (mm/dd/yyyy)

Identified Official with Authority: (Superintendent/Executive Director/Director/Board Chair) - by typing your name on this signature line, you are verifying you are the *Identified Official with legal Authority* to authorize persons listed on this authorization access to Minnesota Department of Education (MDE) secure site and verify that you have reviewed the following agreements and acknowledgements with all authorized persons listed in the above table.

- All authorized persons agree to restrict their activities when using the MDE secure program solely to submitting, gathering, or processing information as permitted by their application role and organization access as authorized by their supervisor.
- All authorized persons agree to abide by the provisions of Minnesota Statutes Chapter 13 (Minnesota Government Data Practices Act); the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; and any other applicable statutes and regulations on privacy and confidentiality of data and information. No private data accessed in the course of the performance of this agreement shall be duplicated, used or disseminated except as authorized by statute or this agreement, either during the period of this agreement or thereafter. All authorized persons agree to abide by the security standards prescribed by the Minnesota Department of Education.
- All electronic data communications are to be encrypted or encoded at the protocol level using security standards developed by the Internet Engineering task Force (IETF) and the IP (IPSec) Working Group. This will ensure the safety and security of all business transactions, communication exchanges and education data protected under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and FERPA, 20 U.S.C. 1232g.
- All authorized persons understand and agree that any sign-on or password instructions issued are for their exclusive use pursuant to this agreement and are not to be shared with or delegated to others.

- All authorized persons further agree to maintain procedures within their office that safeguard the privacy and confidentiality of data. This includes, but is not limited to, always logging off from the MDE secure web site when leaving their computer unattended; protecting their password or sign-on from access by others, and not authorizing another person to access data using their password or sign-on; and any other procedures that may be necessary to prevent unauthorized access to the MDE secure program.
- All authorized persons agree, alone or in combination with any other student data received from any MDE source or school source is to be protected as private data. Further, all secure data and financial information is intended for verification purposes only and is not to be combined with additional available data for other purposes.
- All authorized persons understand and agree that continued access to the software depends upon their compliance with the procedures and data practices policies as outlined. Failure to abide by this agreement will result in access being discontinued.
- All authorized persons acknowledge that they may be subject to criminal and civil penalties if they do not abide by the above policy.