

Academic Year 2018-19 MiSSG Aid Administrator Security Access Form

1. Financial Aid Director Information

Complete this form and return electronically to Student Scholarships and Grants (SSG).

Financial Aid Director Name	Financial Aid Director E-Mail Address	Direct Phone Number	Institution Name
Institution Street Address		City	ZIP Code

2. Employee Access Roster

List employees who will have access to MiSSG and what security level they will have for each program.

SSG Programs: MCS/MTG, TIP, CVTG, STG, FFS, and MI GEAR UP

Security Level Key: Administrator 1 (A1), Update 1 (U1), View-Only (VO), and No Access (NA). **Emails:** Indicate 'NO' to stop receiving automated student transfer emails.

Emails	Employee Last Name	Employee First Name	Employee E-mail Address	MCS/MTG	TIP	CVTG	STG	FFS	MI GEAR UP

3. Financial Aid Director Certification

I certify that each person(s) listed on the employee access roster is an employee of the institution and is authorized to have access to MiSSG. Additionally, I understand that MiSSG data, information, and reports are confidential and should be handled as such. I understand it is my responsibility to notify SSG when an employee's account should be terminated.

/s/	Financial Aid Director Signature	Date of Signature
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E-mail completed form to mistudentaid@michigan.gov.