

# Campus Partners

## SECURITY CLEARANCE SELECTION FORM

SCREEN GROUPING	SCREENS	SECURITY CLEARANCE LEVEL DESCRIPTIONS						
<b>Borrower Display and Borrower Addresses</b>	<b>BOR/BADR</b> 1	Access 1	Update Name, Address, and Remarks 2	Update all Demographic Data 4				
<b>Remarks/Student ID, Name Index, and Name Inquiry</b>	<b>RMK/NAMX/NAMQ</b> 2	Access 1	Update Name and Remarks 2	Update Student ID 4				
<b>History Comments, Exit Interview Package Requests and QuikLetters</b>	<b>HCOM/XPKG/AUDT</b> 4	Access 1	Update Name, Address, and Remarks 2	Add History Comments 3	Request Exit Interview Package 4	Request QuikLetters 5		
<b>Special Billing Hardship Deferments</b>	<b>MAIN</b> 9	Access and Calculation 1	Place Loan in Special Billing or Hardship Deferment 7					
<b>Loan Summary, Loan Scheduling Screen, and Separation Date Chg. Capitalization</b>	<b>LN1/SCHD/SEPD MCAP</b> 10	Access 1	Update Name, Address, and Remarks 2	Separation Date and Customer Adjustment Option 3	Update Loan Status 4	Update Stop Codes and Note Date 5	Update Next Due Date, Grace Months, Minimum and Int Rate fields* Manual Capitalization 6	Update Payment Amount, Frequency, Term, and Plan 7
<b>Due Diligence Summary and Fees Reversal</b>	<b>LN2/FEES</b> 11	Access 1	Update Remarks 2	Update all Fees, Late Charge Flag, and Bankruptcy Petition Date 4	Start Credit Bureau Reporting. Update Amount Placed in Collection, Accelerate Loans 5			
<b>DEF and CANC Summaries (2 screens), Loan Capitalization and Payment Schedule, and History (All Screens)</b>	<b>LN3/LN4/LN6/HALL</b> 12	Access 1	Update Remarks 2	Update Loan Status 4				
<b>Interest Accrual, and Miscellaneous Summary</b>	<b>LN5/LN6</b> 13	Access 1	Update Remarks 2	Update Loan Status and Loan Monitoring Flag 4	Update Non-Monetary Codes. Input Dates Assigned, Referred, or Accepted. 5	Update Interest Accrual and Rate Codes (For Institutional Programs) 6		

**I CERTIFY THAT I HAVE AUTHORIZED ACCESS UP TO AND INCLUDING THE LEVELS CIRCLED ABOVE FOR THE FOLLOWING EMPLOYEE:**

Employee Name: \_\_\_\_\_

Signature of Requesting Official: \_\_\_\_\_

Date: \_\_\_\_\_

School Name: \_\_\_\_\_

Campus Partners Only: User Code Assigned \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_

SCREEN GROUPING	SCREENS	SECURITY CLEARANCE LEVEL DESCRIPTIONS						
Base Display and Co-Maker/Co-Signer Addresses	BASE/CADR 14	Access 1	Update Name, Co-Signer/Co-Maker Address, and Remarks 2	Update Fund Issue ID 5				
Consolidation Maintenance	CONM 16	Access 1	Update Name, Address, Remarks, Next Due Day, and Coupon Code 3					
Collection Processing	COLL 17	Access 1	Update Name, Address, and Remarks 2	Place, Transfer, Remove and Withhold Collection Loans 4	Update Stop Codes and Accelerate Loans 5			
Change Loan Number/ Social Security Number	CGLN 18	Update Social Security Number 3	Update Loan Number 4					
Writeoff and Writeoff Reversal	WOL/WOR 19	Perform Writeoff Reversal 3	Perform Writeoff 4					
Payments, Payment Reversals and Credit Balance Refunds	PAY/PAYR 20	Apply Non-Cash Payments 3	Reverse Non-Cash Payments 4	Process/Reverse Credit Balance Refund 5				
Collection Payments and Collection Payment Reversals	PAYC/PAYR 21	Apply Non-Cash Collection Agency Payments 3	Reverse Non-Cash Collection Agency Payments 4					
Advances	ADVA/ADVR 22	Apply Advances 3	Reverse Advances 5					
Reprocessing (Standard Option)	 23	Create Automatic Reprocessing* 1						
*DataLink Dispatch	CMSG/RMSG/MAIL/ LIST 26	Send and receive messages 1	Access Messages Created by Fellow Employees 2	Acknowledge Messages Received by Fellow Employees 3				
New Loans and Advances	NEWL/ADV 27	Access 1	Add, Change, Delete, Program, Program Batch, Fund Issue and Loan Number 6					

**I CERTIFY THAT I HAVE AUTHORIZED ACCESS UP TO AND INCLUDING THE LEVELS CIRCLED ABOVE FOR THE FOLLOWING EMPLOYEE:**

Employee Name: \_\_\_\_\_ Signature of Requesting Official: \_\_\_\_\_ Date: \_\_\_\_\_

School Name: \_\_\_\_\_

Campus Partners Only: User Code Assigned _____ Initials _____ Date _____
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\* Security Levels 2 and 3 can be used to expand on DataLink Access for multi-campus systems.