

* Starfish Security and Verification Form for **General Adviser** or **Academic Support Staff** Roles

# Purpose

Access is granted in Starfish with the understanding that users need the requested role(s) to perform their assigned job at Penn State. Departments will be required to regularly review, verify, and update access.

**Step 1.** To become a Starfish user, individuals must successfully complete the online [FERPA Tutorial](https://www.registrar.psu.edu/staff/ferpa_tutorial/ferpa_tutorial.cfm) found on the Registrar’s website. If you have not already completed the tutorial, do so before submitting this form.

**Step 2.** Once the user passes the FERPA exam, this form may be used to request access to the General Adviser or Academic Support Staff role in Starfish for that individual.

# Which Starfish role(s) does this user need in order to perform assigned duties?

Check the role(s) requested for this user. Both roles allow users to filter by student attributes and to add and view notes. The General Adviser role also allows student appointments and to see and raise tracking items. Detailed role descriptions are on page two of this document.

□ Academic Support Staff

□ General Adviser

□ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Which Starfish Kiosk Waiting Room(s) will this user need to view?

List the Starfish kiosk waiting room(s) this user needs to view. Please indicate *NONE* if the user does not need to view a kiosk waiting room.

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# Should this user be listed as a member of any Starfish services?

List the Starfish Service(s) to which this user is a member. Please indicate *NONE* if the user does not need to be listed as a member of a particular office in the Starfish catalog.

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Obtain all signatures, scan, and send to **smf2@psu.edu**, OR surface mail to Scott Fotorny, 131 Grange Building, University Park.

Requestor’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Access ID \_\_\_\_\_\_\_\_\_\_\_ PSU ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ASR Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As the recipient of this account, I affirm that I have read, understand and will abide by University Administrative Policies AD-20, AD-23, ADG-01 and ADG-02. If any student information is being requested, I agree that I have successfully completed the FERPA requirements and have read and will abide by policy AD-11.

User Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ASR Approval\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Starfish roles assigned through this security process

**Academic Support Staff**. Assigned by Penn State’s Starfish data steward to front desk staff or other support personnel in the academic divisions. This role provides minimal access to student academic information but allows a user to become another staff member’s calendar manager and to see student appointments and basic enrollment information.

**General Adviser**. Assigned by Penn State’s Starfish data steward to advisers who need access to academic information for any student across the institution. Often used in conjunction with the Assigned Adviser role wherein the same adviser may be responsible for an assigned caseload of students and at the same time be able to work with any student. General Advisers see the same student information as Assigned Advisers do. This role needs to be assigned to academic advisers who will see students beyond those assigned to their formal advising roster. Role not available for the Schools of Law.

## Starfish Kiosk Waiting Room

A Starfish kiosk waiting room is visible only to individuals who have been associated with the particular unit’s Starfish kiosk. Users who can view the waiting room can indicate that students have left, start meetings with students, and edit the meeting schedule details.

## Starfish Services

A Starfish Service is an office visible to students and other users. Starfish users are only searchable in Starfish if they are associated with a service. If an office is using a Starfish kiosk, the user must be a member of the kiosk’s service in order to see the kiosk’s waiting room.

## Starfish roles assigned automatically via LionPATH

**Assigned Adviser**. Assigned automatically to any faculty or staff member who has an assigned roster of advisees on record in LionPATH. The assigned adviser is in a one-to-one relationship with each student and is able to see all notes, appointments, tracking items, and courses for the student.

**Instructor**. Assigned automatically to any faculty or staff member who is teaching a course. The instructor is in a one-to-one relationship with each student in the course and is able to see notes, appointments, and tracking items related to that specific course for the duration of the student’s enrollment in the course.

**Student**. Assigned automatically to any individual who is in a course or advising relationship. Also assigned to students who are in matriculated status but may not have a course enrollment or adviser assignment (e.g., students who will be attending NSO).

**TA**. Assigned automatically to teaching assistants or graduate assistants for a course if recorded in LionPATH. TAs have similar view rights as an Instructor does but with more limited access to student information.