

 Starfish Security and Verification Form for

**Student Calendar Manager** Role

# 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 Student Calendar Role in Starfish for that individual.

# During which semester will this person manage other users’ Starfish calendars?

□ Fall □ Spring □ Summer Year \_\_\_\_\_\_

List all users whose Starfish calendar this student will manage.

**THIS INFORMATION IS REQUIRED.**

Name Access ID PSU ID

\_*e.g. Jane Doe*\_\_\_\_\_\_\_\_\_\_\_\_ \_*abc123*\_\_\_\_\_\_ \_*999999999*\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (add additional rows if needed)

# Which Starfish Kiosk Waiting Room(s) will this student 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Should this student 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.

Student 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.

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

## Starfish role assigned through this security process

**Student Calendar Manager**. Assigned by Penn State’s Starfish data steward to students who support a front desk and other users’ calendars. Provides extremely limited access to other students’ academic and demographic information but allows the student worker to support Starfish calendars for specific Starfish users.

## 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. 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 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.