

 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.

**The Student Calendar Manager role is appropriate for CURRENT STUDENTS** who provide front-desk/receptionist support for an office that uses Starfish to manage student appointments. This role allows the student worker to manage others’ Starfish calendars, while limiting their view of other student’s educational information.

**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.

# Semester during which you are a Student Calendar Manager

**Note**: The Peer Tutor role can only be assigned for a single semester, and a new request needs to be made each semester. **THIS INFORMATION IS REQUIRED.**

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

# What is your campus?

* Abington
* Altoona
* Beaver
* Berks
* Brandywine
* DuBois
* Erie
* Fayette campus
* Greater Allegheny
* Harrisburg
* Hazleton
* Lehigh Valley
* Mont Alto
* New Kensington
* Schuylkill
* Shenango
* University Park
* Wilkes-Barre
* World Campus
* Worthington Scranton
* York

# Should you view your unit’s Starfish kiosk waiting room?

A Starfish kiosk allows students to check in to see you if you are associated with your unit’s kiosk. Users associated with the kiosk can view the waiting room, pick students up from the waiting room, indicate that students have left, and edit meeting details. Users who meet with students and support staff should have access to your unit’s Starfish Kiosk waiting room.

* Yes
* No

# Should you be visible in your unit’s public-facing Starfish service?

A public-facing Starfish Service makes an office and its members visible to students and other users. Starfish users are only searchable by students in Starfish if they are associated with a public-facing service.

* Yes
* No

# List all users whose Starfish calendar you will manage.

**THIS INFORMATION IS REQUIRED.**

Name Access ID PSU ID

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

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# **Signatures**

Obtain signatures from requestor, supervisor, and unit’s Access and Security Representative, scan, and send to **smf2@psu.edu**, OR surface mail to Scott Fotorny, 102B Wagner Building, University Park.

## Requestor information

□ I affirm that I have read, understand, and will abide by University Administrative Policies [**AD-11**](https://policy.psu.edu/policies/ad11#_blank)**,**

[**AD-88**](https://policy.psu.edu/policies/ad88)**,** [**AD-95**](https://guru.psu.edu/policies/AD95.html#_blank)**, and** [**AD-96**](https://guru.psu.edu/policies/AD96.html#_blank)

□ I agree that I have successfully completed the FERPA requirements

□ **By accepting a role in Starfish, I accept the responsibility to**

**1) protect the privacy of student records and**

**2) maintain standards of accurate and ethical record-keeping**

Requestor’s Name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Access ID (e.g., abc123) \_\_\_\_\_\_\_\_\_\_\_ PSU ID (e.g., 999999999) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Requestor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Unit approvals

I affirm that this user needs access to the requested Starfish role to perform their assigned job at Penn State.

Supervisor’s Name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Access ID (e.g., abc123) \_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ASR’s Name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Access ID (e.g., abc123) \_\_\_\_\_\_\_\_\_\_\_

ASR Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_