

* Starfish Role Request Form for

**World Campus** **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.** Users must also complete the online Starfish Orientation found in the Learning Resource Network (<http://lrn.psu.edu/>). Login to the LRN with your Penn State Access Account and search for Starfish in the search bar. Follow the on-screen instructions to complete the orientation.

Step 3. Once the first two steps are complete, this form may be used to request access to an appropriate Starfish role.

# What role is requested?

* WC Academic Manager
* WC Academic Support Specialist
* WC Care and Concern
* WC Career Counseling
* WC Case Management
* WC Disabilities Specialist
* WC Disability Office Assistant
* WC Disability Rep
* WC General Adviser
* WC Transfer Credit Specialist

# Should you be listed in a student-facing Starfish service?

A student-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

If Yes, which service?

* World Campus – Academic Advising
* World Campus – Academic Support Center
* World Campus – Transfer Credit Team
* World Campus – Student Disability Services

# **Required Signatures**

Please complete all fields in the boxes below, then submit to Scott Fotorny (smf2@psu.edu).

## 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 have successfully completed the FERPA requirements
* I have successfully completed the Starfish Orientation
* **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\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Local approvals

I affirm that this user needs access to the requested World Campus role in Starfish 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Obtain all signatures above and send form to Scott Fotorny at** **smf2@psu.edu** **or 102 Wagner Building, University Park.**