

* Starfish Role Request Form for the

**Student Aid Coordinator** **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 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 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

# **Required Signatures**

Please complete all fields in the boxes below, then submit to Bob Quinn (req1@psu.edu)**: 314 Shields 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 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 Student Aid Coordinator 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 Bob Quinn (****req1@psu.edu****): 314 Shields Building, University Park.**

## Student Aid approval

I affirm that this user needs access to the Student Aid Coordinator role in Starfish to perform their assigned job at Penn State.

OSA Representative Name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Access ID (e.g., abc123) \_\_\_\_\_\_\_\_\_\_\_

OSA Representative Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_