STAR SYSTEM ACCESS REQUEST

Access to OSU's STAR System (STAR) requires a new user to complete the following steps prior to submission of this form. Upon completion of the steps, submit this form to STAR System Production in 101 UAT Building or fax to 405-744-8203. Contact 405-744-9650 for asistance.

Steps to Take Prior to Submission of Access Request

1. OSU Policy 2-0701 requires all individuals who have acces to student information to complete the University-sponsored FERPA training before access is granted. If you have not already done so, please visit the Registrar's Office website and complete the "FERPA Tutorial for Faculty and Staff."

2. Access to STAR requires users to have been granted comparable access to Banner (OSU's current student information system). To request Banner access, use the Banner Request application at: https://app.it.okstate.edu/access_request/

Complete the following information:

☐ **Add**   ☐ **Change**   ☐ **Delete**   **Date:**

Does this user need access to view OSU Placement Scores?   **Yes**   **No**

USER INFORMATION	
NAME	EMPLOYEE ID (CWID)
DEPARTMENT	WORK ADDRESS
TELEPHONE NUMBER	TITLE

OSU EMAIL ADDRESS

Select one option:

☐ **Academic Advisor**   ☐ **Academic Sport Counselor**   ☐ **Honors College Administrator**

☐ **Advisor Administrator**   ☐ **ASSA Staff**   **Tutoring Center Administrator**

☐ **Advising Unit Staff**   ☐ **Honors College Counselor**   ☐ **Tutoring Center Staff**

Confidentiality Agreement

Access to OSU's STAR System (STAR) gives you access to sensitive personal information. You are responsible for maintaining the confidentiality of this information and protecting the privacy of OSU students, faculty, staff, clients, and customers. Four federal mandates govern the release of non-public or directory information. The Family Educational Rights and Privacy Act (FERPA), the Red Flag Rules, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the Financial Services Modernization Act affect the manner in which we treat personal educational, health, and financial information. **OSU abides by these mandates and any confidential information should remain confidential and restricted to those who have a legitimate educational interest in such information, as outlined in the requirements of their job.** FERPA covers educational information and without a signed release from the student, educational records including attendance, grades, and financial information may not be released. Red Flag Rules govern identity theft protection. HIPAA concerns health related records including financial information generated in the course of medical treatment. Individuals have a reasonable expectation to believe all health related information is kept confidential. The Financial Services Act protects the financial information of individuals from public release. Exceptions to the rules are rare and entail the use of subpoenas and legal proceedings. Personal use of the STAR System is not permitted. User login information and passwords are considered confidential information and are not to be released to anyone, including co-workers. Writing a user login and/or password in a readily accessible location shall be considered release of this information and is not permitted.

Completion of university-sponsored FERPA training is required before access will be granted (OSU Policy 2-0701)

I have read and understand the above information and agree to comply with the policies contained in this agreement. I understand failure to comply can result in loss of access privileges or disciplinary action.

_____
User Signature & Date

APPROVED (DEAN/DEPT. HEAD)_____
Signature & Date

STAR SYSTEM Production Use Only:

FERPA Training Completed & Banner Access level granted: STAR Training Completed: STAR Role Activated:

_____   _____   _____