

STARREZ ACCESS

Section: Information Technology

Policy: University Housing employees are permitted access to the StarRez system as needed to perform their duties.

Purpose: The purpose of this policy is to establish procedures for requesting access to the StarRez system.

Scope: This policy applies to all University Housing employees, student and full-time staff as noted, with access to the StarRez information system.

Background: Employees may use the StarRez information system to perform their duties in accomplishing University Housing's mission.

Procedure:

- I. Access for part-time staff
 - A. Upon determining the need for a student employee to have StarRez system access in order to perform assigned duties, the Residential Programs and Services (RPS) administrative assistant will submit a new hire request via StarRez.
 - B. Information Technology (IT) staff will grant StarRez access after receiving FERPA training completion verification via an IT request from the University Housing human resources (HR) staff or the senior coordinator for staff development and student conduct.
 - C. Student employees should use their MyID credentials to access StarRez.
 - D. IT staff will provide East Campus Village (ECV) resident assistants a Personal Identification Number (PIN) to access StarRez through the StarRez app on a department-provided tablet.
 - E. Upon resignation, termination or change of duties, the RPS administrative assistant will submit either a transfer or a separation StarRez report.
 - F. IT staff will complete the request as per the instructions on the transfer or separation report, whichever is applicable.

- II. Access for full-time staff
 - A. Prior to requesting StarRez access, the full-time employee must contact HR to request access to FERPA training material. Completion of FERPA training is required prior to receiving access to StarRez.
 - B. The HR staff will submit an IT request notifying the IT staff that the employee has completed FERPA training. The request shall include the employee's MyID, full name, position and supervisor's contact information.
 - C. The IT staff will resolve the IT request and notify the requestor via email.
 - D. Full-time staff should use their MyID credentials to access StarRez.
 - E. Upon change of duties, the employee's supervisor will submit an IT request to change the user's access.
 - F. IT staff will notify the requestor via email when the StarRez access has been modified.
 - G. The employee's access will be terminated as part of the employee's separation checklist procedures.

- III. Immediate StarRez access terminations

- A. If an account must be terminated immediately, the HR staff will submit an IT request to suspend StarRez user access. The IT staff will suspend the account by immediately removing all permissions.
- B. The account will be deleted after receiving the StarRez separation report and confirming the employee's name is listed on the report.

Revised: December 9, 2020

Revised and approved by management team: April 2, 2019

Approved by management team: March 21, 2017

Revised: April, 2015