

How to Assign Student Permissions in MySTAR

1. Navigation: MyStar Portal (mystar.utmb.edu) > Student Center
2. Click on the “Account Inquiry” link

The screenshot shows the 'Kassandra's Student Center' page. The 'Academics' section displays a '2013 Fall Schedule' table with columns for 'Class' and 'Schedule'. The 'Finances' section includes a 'My Account' sub-section where the 'Account Inquiry' link is highlighted with a red box and a red arrow. Other links in 'My Account' include 'Student Account by Term' and 'Financial Aid'. An 'Account Summary' box shows a balance of 5,875.20. A search bar for classes is visible at the top right.

Class	Schedule
NURS 3511-001 LEC (1283)	Room: TBA
NURS 4125-001 SEM (1280)	Tu 10:00AM - 12:00PM Room: TBA
NURS 4237-001 LEC (1282)	Room: TBA
NURS 4503-002 LEC (1284)	Room: TBA
NURS 4704-001 LEC (1281)	Room: TBA

3. Click the “Account Services” tab, the “student permissions” tab and click the “Grant Permissions” Button

The screenshot shows the 'Kassandra Infante' student center page. The 'Account Services' tab is highlighted with a red box. Below it, the 'student permission' link is also highlighted with a red box. The 'Student Permissions' section displays a message: 'No student permission information on file.' A green 'GRANT PERMISSIONS' button is highlighted with a red box. The page includes navigation tabs for 'Account Inquiry', 'Electronic Payments/Purchases', and 'Account Services', and a 'go to ...' search bar.

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4. Click the "FA_PERMIT" button and click "Next"

The screenshot shows the MySTAR interface for a student named **Kassandra Infante**. The breadcrumb trail is **Favorites > Main Menu > Self Service > Student Center**. The page title is **Student Permissions**, with a progress indicator showing step 1 of 3. The section is titled **1. Select Permission Form**. A warning message states: **IF YOU ARE RECEIVING FINANCIAL AID PLEASE READ AND TAKE APPROPRIATE ACTION. NO ACTION IS REQUIRED IF YOU ARE NOT A FINANCIAL AID RECIPIENT.** Below this is a scrollable text box containing the following text: **The Department of Education has implemented federal regulations that authorize this University to administer Title IV financial aid funds. Title IV funds are financial aid you may receive in your financial aid package from the University and include:**

- Federal Pell Grant
- Federal Supplement Education Opportunity Grant (SEOG)
- Federal Perkins Loan
- Federal Direct Loans
- Federal Work-Study Program

 Below the text box, it says: **Select a permission form and click next to continue with the agreement process or click cancel.** A table with two columns, **Permission Form** and **Description**, is shown. The first row has a radio button selected next to **FA_PERMIT** and the description **Financial Aid Pay all charges with permission.** Below the table are two buttons: **CANCEL** and **NEXT**. The **NEXT** button is highlighted with a red box. At the bottom, there is a **go to ...** dropdown menu.

5. Check "Yes, I have read and agreed to this statement", then click Submit

The screenshot shows the MySTAR interface for the same student, **Kassandra Infante**. The breadcrumb trail is **Favorites > Main Menu > Self Service > Student Center**. The page title is **Student Permissions**, with a progress indicator showing step 2 of 3. The section is titled **2. Permission Form Agreement**. The text reads: **I authorize the university to retain in my account any excess Title IV financial aid funds and apply them toward any charges that may appear on my account for the academic year.** Below this is the text: **Financial Aid Pay all charges with permission.** The agreement date is shown as **The agreement is dated: 08/20/2013**. There is a checked checkbox next to the text **Yes, I have read the agreement**. Below this are three buttons: **CANCEL**, **PREVIOUS**, and **SUBMIT**. The **SUBMIT** button is highlighted with a red box. At the bottom, there is a **go to ...** dropdown menu.

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- Click on "View Student Permission"

The screenshot shows the MySTAR Student Center interface for user 'Kassandra Infante'. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Self Service', and 'Student Center'. Below the navigation bar, the user's name 'Kassandra Infante' is displayed next to a 'go to ...' search box. The main content area features a section titled 'Student Permissions' with a sub-section '3. Student Permission Confirmation'. A green message box with a checkmark icon states 'Your permission form has been accepted.' Below this message, a button labeled 'VIEW STUDENT PERMISSION' is highlighted with a red rectangular box. At the bottom of the page, there is another 'go to ...' search box.

- You only need to fill this out once at UTMB. From then on, this screen will look like this:

The screenshot shows the MySTAR Student Center interface for user 'Kassandra Infante'. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Self Service', and 'Student Center'. Below the navigation bar, the user's name 'Kassandra Infante' is displayed next to a 'go to ...' search box. The main content area features a section titled 'Student Permissions' with a sub-section '3. Student Permission Confirmation'. Below this section, there is a table of assigned permissions. The table has two columns: 'Permission Form' and 'Description'. The first row shows 'FA_PERMIT' with the description 'Financial Aid Pay all charrges with permission.' Below the table, there is a link labeled 'Display Student Agreement'. At the bottom of the page, there is another 'go to ...' search box.

Permission Form	Description
FA_PERMIT	Financial Aid Pay all charrges with permission.