

# StarID Information

As of January 1, 2011 a user logging into ISRS administrative web applications must do so using their StarID.

Faculty and staff who use any of the ISRS web applications will need to use StarID to login.

These include Budget, Tuition Waiver, Accounting, Security Administration, Student Housing, eTranscript Administration, Curriculum Management, Communications, eTimesheet, and MnSPACE.

Here are some key things you need to know about StarID:

1. Faculty and staff activate their own StarID. They will do this on the StarID web site, <http://starid.mnscu.edu>. Employees can also look up a forgotten StarID, reset their StarID password or select a preferred email (when there is more than one listed in SCUPPS).
2. Current employees can use Tech ID and current password or Institution, State Employee Number and the last 4 of their SSN to activate StarID.
3. New employees must use their Tech ID and default pin (birthday in YYMMDD format) to activate their StarID. If a birth date has not been entered, then the default tech ID password becomes the last 6 digits of the SSN. For the time being, HR will still need to give new employees this information. New employees can activate their StarID within 1 hour of HR staff entering an employee's institutional hire date in SCUPPS.
4. Anyone set up as an employee in SCUPPS with the following data in place is assigned a STARID. They must have a future, current or recent work assignment (this rule is currently in place), or if their institutional hire date is within the last 30 days (this rule will be in place by the end of Dec 2010).

Moving all faculty and staff to a unique StarID for logon purposes is an important step toward the ability to have a single sign on for all MnSCU administrative applications.

Please also take the time to visit and review the StarID documents on the Identity and Access Management (IAM) Program website for more information: <http://www.its.mnscu.edu/iam/index.html>.

IAM is also providing a StarID Help Desk. Faculty and staff may contact the StarID Help Desk for support via telephone and email. The tasks the StarID Help Desk personnel can assist faculty and staff with are:

- Activating your StarID (username)
- Retrieving your forgotten StarID
- Resetting your forgotten password
- Selecting a complex password

StarID Help Desk Contact Information:

Email address: [starid.helpdesk@csu.mnscu.edu](mailto:starid.helpdesk@csu.mnscu.edu)