Usher *STAR & Career Services Student Advising Systems

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Document Introduction

This is a publicly viewable document providing basic information about STAR & Career Services applications in Usher – addressing specifically basic (publicly viewable) troubleshooting steps related to access & permissions. There are a variety of additional secure wiki documents related to these topics in the Tech Services, CCS, and OSA private wikis which are viewable to authorized users via the search box above.

Overview

The Usher *STAR and Career Services Student Advising Systems are used by the Moody College of Communication Office of Student Affairs to allow students to schedule appointments with their academic & career advisors.

Authorized students & staff can access these systems by logging into usher.communication.utexas.edu using their EID. If users are authorized, they will see one or more of the application's icons.

Access to STAR & Career Services Web Applications in Usher

Students have apps called STAR and Career Services within usher.communication.utexas.edu that allow them to schedule appointments and interact with student affairs & career services staff. Current Moody College of Communication students are granted access to the system via a whitelist which is maintained by student affairs. If a student cannot access the system, they should call the Student Advising Office (512 471-1553) or visit BMC 2.600. Note that students who have "restrict all of my information" set on their records can occasionally have difficulty accessing STAR. The Student Advising Office can assist with this issue.

Star (student affairs) Advisors & Career Services Advisors have apps within usher.communication.utexas.edu that allows them to maintain their appointments and create new appointments. Academic advisors' access allows them to conduct an advising session and send a note to the student for action, as well as stamping details to the advisor's toolkit (via the XML Gateway).

Star (student affairs) frontdesk/admin staff & Career Services frontdesk staff have apps within usher.communication.utexas.edu to schedule appointments and build custom reports.

If a staff member does not have the appropriate permissions in USHER, their supervisor or program administrator should contact the Moody College of Communication Technology Services helpdesk. Additional documentation of this process is detailed in the secure Tech Services wiki.

Granting STAR & Career Services Apps Calendar Permissions

For the system to work properly, each Student Affairs advisor (both Academic and Career Services) must go to their Exchange Calendar Properties, find and add the distribution list named "Communication Star Dist List", and set its Permission Level to Editor or Publishing Editor. There is no need to add the individual members of this distribution list.

In the Outlook UI, the Calendar Properties for STAR Advisors will look like the following:
This document shows the process for Mac Entourage/Outlook users: Permissions to See an Entourage Calendar