How to Assign Student Permissions in MySTAR

1. **Navigation:** MyStar Portal ([mystar.utmb.edu](http://mystar.utmb.edu)) > Student Center

2. **Click on the “Account Inquiry” link**

3. **Click the “Account Services” tab, the “student permissions” tab and click the “Grant Permissions” button**
4. Click the “FA_PERMIT” button and click “Next”

5. Check “Yes, I have read and agreed to this statement”, then click Submit
6. Click on “View Student Permission”

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