



NORTHSTAR TIP SHEET

ADDING A PERSON AND SETTING SECURITY PERMISSIONS

VERSION 2: 8.24.2021

After a user has been added to NorthSTAR they still will not have the **security permissions** needed to view, submit, edit, or delete forms under the Organization they are logged into.

Please watch these videos to get started with security permissions:

- [How to add a person to your account](#)
- [How to give a person security permission](#)

Note: A person's ROLES do not affect security permissions. ROLES can be used for your organization in tracking the people associated with your organization account however only the security permissions grant access to submit forms.

Who can view security permissions?

Anyone with NorthSTAR Administrator security permission can view and edit security permissions under the Organization they are an Administrator for.

How do I see if I am an Administrator & change the security permissions?

Log into NorthSTAR. Click on your name in the top right-hand corner of the screen. This will open the Person Detail page. Click on summary in the top-right of the detail page and click on "Security". If you do not see security, you do not have Administrator access. If this is the case click home, click My Organization, and click Associated People. This will show you a list of users you can contact to determine who your organization's NorthSTAR Administrator is. Please view the video on how to complete these steps here: [Intro and General Help Video Playlist](#)

Can we have more than one Administrator?

Each organization is required to have a minimum of one Administrator. It is recommended that you have more than one in the event your only administrator is no longer able to log in. Giving administrator permission should be used with discretion however it is up to the organization who and how many administrators you have.

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What are the current security permissions levels available (see page 2 of this document):

- **Admin** = Create, Read, Update, Delete ALL Forms and Features available in NorthSTAR
- **Manager** = Create, Read, Update, Delete form
- **Submitter/User** = Create, Read, Update
- **Read Only** = Read

What do the levels include:

- **NorthSTAR Admin**
- **Well** = Applications for Permit to Drill Form; Well Completion or Plugging Form
- **Entity** = Organization Questionnaire Form
- **Test** = Upload Test Results Form
- **Transfer** = Transfer Assets Form
- **External Sundry** = Sundry Form
- **Organization** = Organization Questionnaire Form
- **Case** = Apply for Cases, Hearing and Docket Information
- **Facility** = Facility Details for batteries, meters, treating plants, gas plants, drilling rigs, and gathering systems.

If I set the security permission under one organization will it save for all organizations that person is associated with?

- No. Security permissions are unique to each organization a person is associated with. If they are under multiple organizations the NorthSTAR Administrator will need to set the proper security permissions for each organization.