

STARS

Web-Based Program for HRA

Quick Start Guide

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About STARS

Until the end of 2005, HRA did not have direct access to The Statewide Training Automated Registration System (STARS). As result, while local districts and voluntary agencies were able to register for training through the online system (STARS), HRA was required to call or fax training vendors. OCFS worked with The Center for the Development of Human Services (CDHS) to develop a web-based program that is accessible via the World Wide Web and directly through the Connections network. The STARS web-based program offers several important improvements:

- **Real-Time Training Registration:** Promotes a paperless process that allows agencies to register staff online for all OCFS funded training
- **User-Friendly Features:** Designed to ease the registration process; and
- **Reports:** Immediate access to training reports.

STARS allows real-time registration processing, which means that when a user submits a registration request for a State-sponsored training, the provider immediately has access to the registration information and can process it accordingly.

The Training Registration Process

The following steps describe the training registration process:

1. State staff enter agencies into the system. Once an agency has been entered into the system, designated staff can register members of its staff for training.
2. Each agency will receive a Sign On and Password that must be used to access the system.
3. A state-sponsored course is entered into STARS by the state training provider, including the specific days, times, and locations of its offerings.
4. The state training providers announce state-sponsored trainings.
5. Local districts, voluntary agencies, and state agencies enter and register staff for state-sponsored trainings. Before an agency can register a staff member for any training, some basic information about the staff member must be entered into STARS one time by the agency.
6. STARS will e-mail training confirmation memos to the agency training contact person for all participants registered for a class.
7. State training providers conduct state-sponsored training.
8. State training providers update training attendance.
9. State training providers close the training file.
10. Training reports are generated and used to assess the success of training deliveries and to track staff participation in the training.

What Internet Browser to Use

The STARS Training Registration program should be accessed with Internet Explorer 5 or above. Controls will not function properly in other browsers, such as Netscape and Opera.

The Best Screen Resolution

The STARS program is optimized to be displayed at a screen resolution of 1024 x 768. If your computer is running at a resolution of 800 x 600 or below, you will have to scroll horizontally and vertically on many of the screens. You will also not be able to view as much of the screen as you would at 1024 x 768.

STARS Website

The address of the STARS website is <http://stars.bsc-cdhs.org>. The STARS portal contains five headers: State Training Provider, Voluntary Agencies, Local Districts, Administration for Children's Services, and Human Resources Administration. You will click the STARS HRA hyperlink (under the Human Resources Administration heading) to access the STARS for Human Resources Administration web page.

The STARS for Human Resources Administration web page contains three headers: Online Applications, Technical Support, and Information.

Under the Online Applications header, you will find links to the Training Registration program and Training Calendar.

Under the Technical Support heading, you will find a link to the STARS Tutorials.

Under the Information heading, you will find a link for contacting us with technical support issues.

Adobe Reader

Adobe Reader is required in order to view reports. If your machine is not already running Adobe Reader, you can obtain the program at Adobe's website: <http://www.adobe.com>. For your convenience, we provided you with the link on the STARS for Human Resources Administration web page.

Obtaining Technical Support

The best way to obtain STARS technical support is via e-mail to starssupport@bsc-cdhs.org. Please be sure to include a detailed description of the problem or question. Technical staff at CDHS will research your problem and e-mail back a solution, or if necessary, will contact you via phone. If the nature of your problem requires immediate assistance, please call (800) 413-3210. An online tutorial has also been developed to help guide you through the registration process. Instructions for running the tutorial are included in sections I and II.

Data Maintenance

Staff must be entered into the STARS database before they can be registered for state-sponsored training. In addition, existing data, such as job titles and job units must be entered by each agency into the system:

- Agency Maintenance: Contains address and primary contact information
- Job Title Maintenance and Job Unit Maintenance: Enables users to define job titles and job units that are assigned to staff records
- Personnel Maintenance: Allows users to enter personnel information, which includes, but is not limited, to the following: name, active status, job title, job unit, job type, date hired, and functional area

STARS permits users to edit personnel records as needed; e.g. – name change, status change (active to inactive), termination of employment, job change, etc.

Reports

The Reports menu option contains several reports, including the Trainee Training History.

Running the STARS Web-Based Program for HRA

I. Open STARS for Human Resources Administration

1. Open your Internet browser (Internet Explorer).
2. In the address line, type: <http://stars.bsc-cdhs.org/> Press the Enter key.
3. You are now in the STARS web site. Select **HRA, Online Applications, STARS Registration**. The STARS login screen appears.

II. Run Tutorial (recommended for first-time users)

1. Make sure that speakers or headphones are connected to the PC.
2. In the STARS login screen, click the hyperlink that is located on the right side of the login fields and labeled as follows: Please click here to run the tutorial.
3. Select the first topic. The tutorial will automatically load and play.
4. Click **Return to STARS Help**.
5. Repeat step 2 and 3 until you have completed viewing all tutorials.
6. Click the **Back** button in your browser to return to the STARS login screen.

III. Login

1. In the STARS login screen, enter the STARS ID and Password assigned to your agency.
2. Click **Login**. That will take you to the program Main Menu.

IV. Updating Agency Information

1. In the STARS Main Menu, click **Agency Maintenance**.
2. Make changes to agency information as necessary.
3. Click **Submit**.

V. Review your Agency Job Titles

1. In the STARS Main Menu, click **Job Title Maintenance**.
2. Verify whether all job titles are included in the job title listing by scrolling down through the listing, which is sorted alphabetically.
 - a. If a job title is not listed, click **Add**, enter the title and click **Submit**.
 - b. If a title is incorrect or misspelled, select the title, click **Edit**, make the necessary change and click **Submit**.
 - c. Note that the **Delete** option is only to be used if a title was added in error. If the title is assigned to an employee, the record cannot be deleted.
3. Click **Main Menu**.

VI. Review your Agency Job Units

1. In the STARS Main Menu, click **Job Unit Maintenance**.
2. Verify whether all job units are included in the job unit listing by scrolling down through the listing, which is sorted alphabetically.
 - a. If a job unit is not listed, click **Add**, enter the unit and click **Submit**.
 - b. If a unit is incorrect or misspelled, select the unit, click **Edit**, make the necessary change and click **Submit**.
 - c. Note that the **Delete** option is only to be used if a unit was added in error. If the unit is assigned to an employee, the record cannot be deleted.
3. Click **Main Menu**.

VII. Review your Personnel

1. In the STARS Main Menu, click the **Personnel Maintenance** button.
2. Click the **Include Inactive Personnel** check box.
3. Enter at least the first two letters of the person's last name. Click **Search**. The grid will fill with staff whose last name begins with the letters you entered.
4. Verify whether the name is part of the personnel listing by scrolling down through the listing, which is sorted alphabetically.
 - a. If the name is not listed, click **Add**, enter the required information and click **Submit**.
 - b. If the name is found, highlight it, click **Edit**, make corrections to the personnel profile if necessary and click **Submit**.
 - c. Note that the **Delete** option is only to be used if a person was added in error. If the person is assigned to training, the record cannot be deleted.
5. Click **Main Menu**.

VIII. Registering Participants for State Sponsored Training

1. In the STARS Main Menu, click **Training Registration**.
2. Apply filters: From and To Dates, Provider, Course Content, and Regions. Note that the default for the time frame is from today's date to two months ahead; the training region default to the region where your agency is located; the default for state training providers is All Providers; and the default for course content is All course contents.
3. Click **List Trainings**. Trainings are sorted by start date.
4. Select the training title for which you want to register staff.
5. Click **Register Trainees**.
6. Enter at least the first two letters of the person's last name. Click **Search**. The grid will fill with staff whose last name begins with the letters you entered.
7. Click the check box next to the name of the person you want to register. Click **Submit**.
8. Click **Main Menu**.

IX. Updating All Nominations

1. In the STARS Main Menu, click **Update All Nominations**.
2. Select the training title for which you want to cancel nominations or edit notes.
3. Click **Select Training**.
 - To cancel a trainee just double-click the trainee name. This will change the trainee status from *Nominated* to *User Cancelled* (and vice versa).
 - To edit notes, click Edit Notes, update notes and click **Submit**.
4. Click **Main Menu**.

X. Updating Lodging (if offered)

1. In the STARS Main Menu, click **Update Lodging**.
2. Select the training title for which you want to update lodging options.
3. Click **Select Training**.
4. Update lodging options as necessary: Arrival Date, Departure Date, Room Type, Handicap, Smoking, and Notes.
5. Click **Save** and then **OK**.
6. Click **Main Menu**.

XI. Running the Trainee History and Nominee Reports

1. In the STARS Main Menu, click **Reports**.
2. Click the name of the report you wish to view: **Trainee History** or **Nominee**.
3. Select report filters.
4. Click **Generate Report**.
5. Click **Main Menu**.

XII. Logoff

1. In the STARS Main Menu, click **Logoff**.
2. Close your browser (Internet Explorer).