

**Center for Development of Human Services – CDHS**  
**Statewide Training Automated Registration System**

# **STARS**

## *for Training Providers*

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**Managing Logins for STARS User Accounts**

**May 2011**

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### Changing Your Password

You may change your STARS password at any time by using the **Change Your Password** option on the **User Accounts** tab. If your password is reset, you will be required to change your password the next time you log onto STARS.

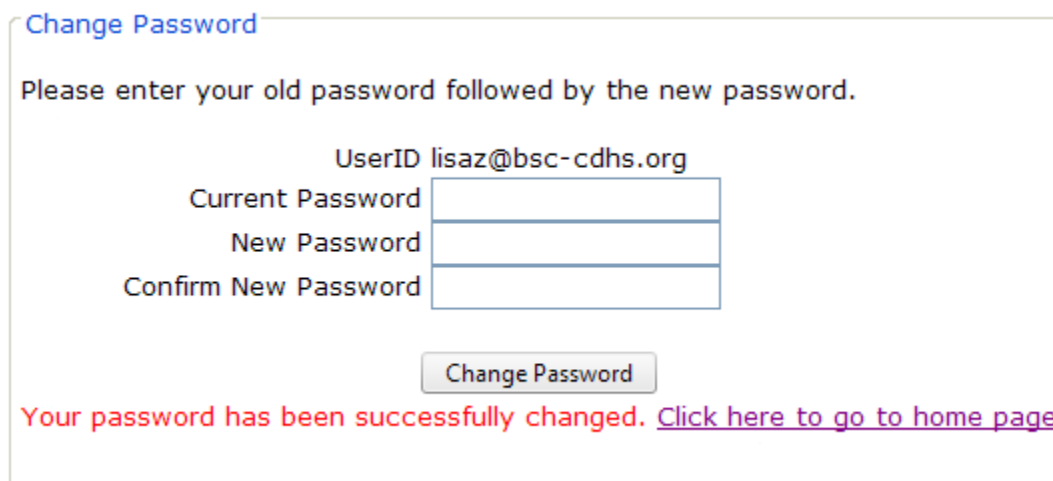
To change your STARS password:

1. On the **User Accounts** tab, select **Change Your Password**. The Change Password form appears similar to the following:



The screenshot shows a web form titled "Change Password". Below the title is the instruction: "Please enter your old password followed by the new password." The form displays the "UserID lisaz@bsc-cdhs.org". There are three input fields: "Current Password", "New Password", and "Confirm New Password". A "Change Password" button is located at the bottom of the form.

2. Enter your old password in the **Current Password** field.
3. Enter your new password in the **New Password** field, and once again, in the **Confirm New Password** field.
4. Click the **Change Password** button. The Change Password form indicates your password has been successfully changed as the following example illustrates:



The screenshot shows the same "Change Password" form as above, but with a red message at the bottom: "Your password has been successfully changed. [Click here to go to home page](#)".

**Managing Logins for STARS User Accounts**

Only users that are designated with *Super User* rights may manage logins for STARS user accounts. The Super User can add STARS users accounts, assign projects to STARS users, reset passwords, deactivate accounts, and set users as Super Users.

**Adding a STARS User Account**

The Super User can set up STARS user accounts by using the **Manage All Logins** option on the **User Accounts** tab. *This option is only visible to the Super User.* A personnel profile containing a valid e-mail address must already exist for each STARS user.

To add a new STARS user account:

1. On the **User Accounts** tab, select **Manage All Logins**. The user accounts screen appears similar to the following:

**Personnel with login rights**

+ Add new user <span style="float: right;">Refresh</span>						
Last Name	M.I.	First Name	LoginID	Last Login	SuperUser	Deactivated
Andrzejewski		Jeffrey	jeffreya@bsc-cdhs.org	2/8/2010	<input type="checkbox"/>	<input type="checkbox"/>
Kazmierczak		Aimee	Aimeek@bsc-cdhs.org		<input type="checkbox"/>	<input type="checkbox"/>
Ortiz		Alfonso	alfonso@bsc-cdhs.org	2/10/2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pietraszewski	S	Dennis	dennispi@bsc-cdhs.org		<input type="checkbox"/>	<input type="checkbox"/>
Pohl		Hermann	hermannp@bsc-cdhs.org	2/8/2010	<input type="checkbox"/>	<input type="checkbox"/>
Sharma		Amit	amits@bsc-cdhs.org	2/8/2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Zdon		Lisa	lisaz@bsc-cdhs.org	2/10/2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Projects Allocated to**

**Jeffrey Andrzejewski**

+ Assign New Project <span style="float: right;">Refresh</span>	
Project Name	
CC03	<input type="button" value="Delete"/>

2. Click the **Add new user** link in the upper left portion of the grid. The Add New User screen appears similar to the following:

Add New User ✕

**Please highlight/select a User that you want to give access to**

First Name	M.I.	Last Name
<input type="text"/>		<input type="text"/>
Jeffrey		Adolph
Stacey		Agnello
Carol		Alex
Jennifer		Alhart
Filippo		Alotta
Michelina		Amantia
Karen		Ambros
Ernest		Anderson
Ty		Andrews
Anthony		Antonucci

Page size:  345 items in 35 pages

By default, STARS Users are sorted by Last Name.

You can search for a user by using the filters associated with the following fields:

- First Name
  - Last Name
3. Enter the search criteria into the text box field(s) and press Enter. The information table updates to show only the results that match the filter criteria you entered, as illustrated in the following example.

**Add New User**

Please highlight/select a User that you want to give access to

First Name	M.I.	Last Name
<input type="text"/>		<input type="text" value="goldburg"/>
Carla	M	Goldburg

4. Highlight the user that you want to give access to.
5. Click the **Add** button. A pop-up message indicates that the user has been given access to the STARS Provider web application. It also indicates the password for this user and reminds you to assign the project plan to the user.
6. Click the **OK** button on this message. Next, you will assign the project plan to the user.

**Assigning a Project Plan to a STARS User**

The Super User can assign a project plan to a STARS user account by using the **Manage All Logins** option on the **User Accounts** tab. *This option is only visible to the Super User.*

To assign a project plan to a STARS user account:

1. On the **User Accounts** tab, select **Manage All Logins**. The user accounts screen appears similar to the following:

**Personnel with login rights**

+ Add new user <span style="float: right;">Refresh</span>						
Last Name	M.I.	First Name	LoginID	Last Login	SuperUser	Deactivated
Andrzejewski		Jeffrey	jeffreya@bsc-cdhs.org	2/8/2010	<input type="checkbox"/>	<input type="checkbox"/>
Kazmierczak		Aimee	Aimeek@bsc-cdhs.org		<input type="checkbox"/>	<input type="checkbox"/>
Ortiz		Alfonso	alfonso@bsc-cdhs.org	2/11/2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pietraszewski	S	Dennis	dennispi@bsc-cdhs.org		<input type="checkbox"/>	<input type="checkbox"/>
Pohl		Hermann	hermannp@bsc-cdhs.org	2/8/2010	<input type="checkbox"/>	<input type="checkbox"/>
Sharma		Amit	amits@bsc-cdhs.org	2/10/2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Zdon		Lisa	lisaz@bsc-cdhs.org	2/11/2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Zeitz		David	DaveZ@bsc-cdhs.org		<input type="checkbox"/>	<input type="checkbox"/>

**Projects Allocated to**

**Jeffrey Andrzejewski**

+ Assign New Project Refresh

Project Name

CC03 🗑

By default, STARS Users are sorted by Last Name. However, you can apply a sort to any of the columns inside the grid by clicking the column heading.

2. Highlight the user for which you want to assign a project.
3. Click the **Assign New Project** link. The Assign New Project screen appears similar to the following:

**Assign New Project**

Select a Project Plan

Choose Project Plan

4. Select a project plan using the corresponding drop-down list.

5. Click the **Add** button. A pop-up message indicates that the project plan has been added for the user.
6. Click the **OK** button on this message. If you wish to add more projects for the selected user, repeat the previous steps.

**Resetting the Password for a STARS User**

The Super User can reset the password for a STARS user account by using the **Manage All Logins** option on the **User Accounts** tab. *This option is only visible to the Super User.*

To reset the password for a STARS user account:

1. On the **User Accounts** tab, select **Manage All Logins**. The user accounts screen appears similar to the following:

**Personnel with login rights**

+ Add new user <span style="float: right;">Refresh</span>						
Last Name	M.I.	First Name	LoginID	Last Login	SuperUser	Deactivated
Andrzejewski		Jeffrey	jeffreya@bsc-cdhs.org	2/8/2010	<input type="checkbox"/>	<input type="checkbox"/>
Kazmierczak		Aimee	Aimeek@bsc-cdhs.org		<input type="checkbox"/>	<input type="checkbox"/>
Ortiz		Alfonso	alfonso@bsc-cdhs.org	2/11/2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pietraszewski	S	Dennis	dennispi@bsc-cdhs.org		<input type="checkbox"/>	<input type="checkbox"/>
Pohl		Hermann	hermannp@bsc-cdhs.org	2/8/2010	<input type="checkbox"/>	<input type="checkbox"/>
Sharma		Amit	amits@bsc-cdhs.org	2/10/2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Zdon		Lisa	lisaz@bsc-cdhs.org	2/11/2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Zeitz		David	DaveZ@bsc-cdhs.org		<input type="checkbox"/>	<input type="checkbox"/>

**Projects Allocated to**

**Jeffrey Andrzejewski**

+ Assign New Project <span style="float: right;">Refresh</span>	
Project Name	
CC03	<input type="button" value="X"/>

By default, STARS Users are sorted by Last Name. However, you can apply a sort to any of the columns inside the grid by clicking the column heading.

2. Highlight the user for which you want to reset the password.
3. Click the **Reset Password** button. A pop-up message indicates that the password was reset for the user. It also indicates the password for this user.
4. Click the **OK** button on this message. You should inform the user about the change. The user will have to change the password the next time he/she logs onto STARS.

### Deactivating a STARS User Account

The Super User can deactivate a STARS user account by using the **Manage All Logins** option on the **User Accounts** tab. This option is only visible to the Super User.

To deactivate a STARS user account:

1. On the **User Accounts** tab, select **Manage All Logins**. The user accounts screen appears similar to the following:

#### Personnel with login rights

+ Add new user <span style="float: right;">Refresh</span>						
Last Name	M.I.	First Name	LoginID	Last Login	SuperUser	Deactivated
Andrzejewski		Jeffrey	jeffreya@bsc-cdhs.org	2/8/2010	<input type="checkbox"/>	<input type="checkbox"/>
Kazmierczak		Aimee	Aimeek@bsc-cdhs.org		<input type="checkbox"/>	<input type="checkbox"/>
Ortiz		Alfonso	alfonso@bsc-cdhs.org	2/11/2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pietraszewski	S	Dennis	dennispi@bsc-cdhs.org		<input type="checkbox"/>	<input type="checkbox"/>
Pohl		Hermann	hermannp@bsc-cdhs.org	2/8/2010	<input type="checkbox"/>	<input type="checkbox"/>
Sharma		Amit	amits@bsc-cdhs.org	2/10/2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Zdon		Lisa	lisaz@bsc-cdhs.org	2/11/2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Zeitz		David	DaveZ@bsc-cdhs.org		<input type="checkbox"/>	<input type="checkbox"/>

Reset Password

Deactivate Account

Set As Supervisor

#### Projects Allocated to

#### Jeffrey Andrzejewski

+ Assign New Project <span style="float: right;">Refresh</span>	
Project Name	
CC03	<input type="checkbox"/>

By default, STARS Users are sorted by Last Name. However, you can apply a sort to any of the columns inside the grid by clicking the column heading.

2. Highlight the user you want to deactivate.
3. Click the **Deactivate Account** button. A pop-up message indicates that the user has been deactivated.
4. Click the **OK** button on this message.

**Setting a STARS User as a Super User**

The Super User can set a STARS user as a super user by using the **Manage All Logins** option on the **User Accounts** tab. *This option is only visible to the Super User.*

To set a STARS user as a super user:

1. On the **User Accounts** tab, select **Manage All Logins**. The user accounts screen appears similar to the following:

**Personnel with login rights**

+ Add new user <span style="float: right;">Refresh</span>						
Last Name	M.I.	First Name	LoginID	Last Login	SuperUser	Deactivated
Andrzejewski		Jeffrey	jeffreya@bsc-cdhs.org	2/8/2010	<input type="checkbox"/>	<input type="checkbox"/>
Kazmierczak		Aimee	Aimeek@bsc-cdhs.org		<input type="checkbox"/>	<input type="checkbox"/>
Ortiz		Alfonso	alfonso@bsc-cdhs.org	2/11/2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pietraszewski	S	Dennis	dennispi@bsc-cdhs.org		<input type="checkbox"/>	<input type="checkbox"/>
Pohl		Hermann	hermannp@bsc-cdhs.org	2/8/2010	<input type="checkbox"/>	<input type="checkbox"/>
Sharma		Amit	amits@bsc-cdhs.org	2/10/2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Zdon		Lisa	lisaz@bsc-cdhs.org	2/11/2010	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Zeitz		David	DaveZ@bsc-cdhs.org		<input type="checkbox"/>	<input type="checkbox"/>

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**Projects Allocated to**

**Jeffrey Andrzejewski**

+ Assign New Project Refresh

Project Name

CC03 🗑️

By default, STARS Users are sorted by Last Name. However, you can apply a sort to any of the columns inside the grid by clicking the column heading.

2. Select the user you want to set as a super user.
3. Click the **Set As SuperUser** button. A pop-up message indicates that the user has been set as a super user.
4. Click the **OK** button on this message.