

How to View a Schedule of the Training Offered in STARS

To view a schedule of the training that the Professional Development Program offers on CONNECTIONS just click on the STARS link posted to the CONNECTIONS intranet website in the box in the upper right-hand corner of the page.

- You are now in the STARS web site. If you are a local district caseworker select Local Districts > Online Applications > Local Training Calendar, from the menu on the left.
 - If you are a voluntary agency worker select Voluntary Agencies > Online Applications > Voluntary Training Calendar, from the menu on the left.
 - Then you must specify the search criteria by following these steps:
 - a. Select the provider using the drop-down field. (All providers are selected by default. If you want to view CONNECTIONS Training through the Professional development Program click: PDP, Rockefeller College.)
 - b. Select the course content using the drop-down field. (All content is selected by default. If you want to view CONNECTIONS training click Systems CONNECTIONS.)
 - c. Select the training type using the drop-down field. (All training types are selected by default.)
 - d. Select the date range by using the From: and To: drop-down calendars. (The default date range is the current date to two months after the current date.)
 - e. Enter the training title if you want to include it in the search criteria.
 - f. Select the region(s) by clicking in the corresponding check box(es)
 - Click the Submit button. Results are ordered by region, registration deadline date, and training title.
 - Click the training name link to view training details. If attachments were created by the training provider, they are also available for viewing by clicking on the attachment links.
 - Click the Close Window button and then the Yes button to return to the search results.
- Click New Search to change the search criteria.
 - Click the STARS Home link to return to the STARS web site.

Need Help?

Should you have questions regarding upcoming events, please contact the training provider who is offering the event. Contact information for the training provider can be found in the training announcement. If you have questions related to the application itself, please call *STARS Technical Support at 1-800-413-3210.*

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