

STARS Registration

for CONNECTIONS Transformation Training

June 2011

This document outlines the following procedures:

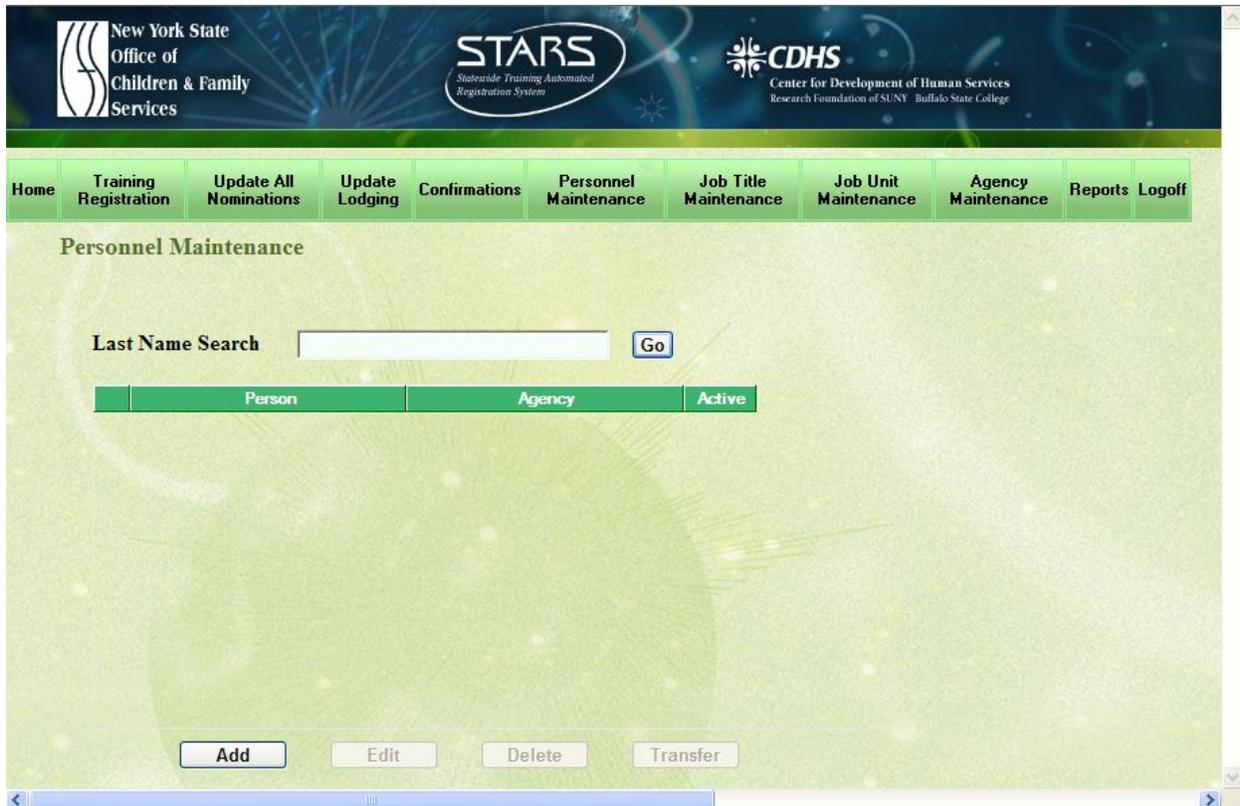
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Verifying the Personnel Information in STARS

A staff person must be entered in STARS with a valid **Email** and **User ID** (LDAP account) before he/she can be registered for CONNECTIONS Transformation training.

Step 1: Verify that a staff record has been entered into STARS:

1. In the STARS Main Menu, select the **Personnel Maintenance** option from the tabs across the top of the page.



The screenshot shows the STARS web application interface. At the top, there is a header with the New York State Office of Children & Family Services logo, the STARS logo (Statewide Training Automated Registration System), and the CDHS logo (Center for Development of Human Services, Research Foundation of SUNY Buffalo State College). Below the header is a navigation menu with tabs: Home, Training Registration, Update All Nominations, Update Lodging, Confirmations, Personnel Maintenance, Job Title Maintenance, Job Unit Maintenance, Agency Maintenance, Reports, and Logoff. The main content area is titled "Personnel Maintenance" and features a "Last Name Search" field with a "Go" button. Below the search field is a table with three columns: "Person", "Agency", and "Active". At the bottom of the page, there are buttons for "Add", "Edit", "Delete", and "Transfer".

2. In the **Last Name Search** field, enter at least the first two letters of the person's last name and click the **Go** button. If matching personnel records are found, the grid will fill with staff whose last name begins with the letters you entered, as illustrated in the following example:

The screenshot shows the STARS web application interface. At the top, there are logos for the New York State Office of Children & Family Services, STARS (Statewide Training Automated Registration System), and CDHS (Center for Development of Human Services). Below the logos is a navigation menu with buttons for Home, Training Registration, Update All Nominations, Update Lodging, Confirmations, Personnel Maintenance, Job Title Maintenance, Job Unit Maintenance, Agency Maintenance, Reports, and Logoff. The main content area is titled 'Personnel Maintenance' and features a 'Last Name Search' field containing 'Anderson' and a 'Go' button. Below the search field is a table with the following data:

Person	Agency	Active
▶ Anderson, Ella	Hillside Family of Agencies - Erie Co. (131 Orchard Park Road, West Seneca)	<input checked="" type="checkbox"/>

At the bottom of the search area are three buttons: 'Add', 'Edit', and 'Delete'.

- If no matching personnel records are found, a message will indicate this:

This screenshot shows the same STARS web application interface as the previous one. The 'Last Name Search' field now contains 'mk' and the 'Go' button is visible. Above the table, a red message reads 'No matching personnel found!'. The table below is empty, showing only the headers:

Person	Agency	Active
--------	--------	--------

The 'Add', 'Edit', and 'Delete' buttons remain at the bottom of the search area.

- To add a staff record, click the **Add** button, choose the agency for the person, submit this information, fill in the personnel form, and then click the **Submit** button.

Step 2: Verify that a valid **Email** and **User ID** are part of the existing staff record:

- Locate the personnel record by performing steps 1-2 outlined in the previous section.
- Highlight the name of the staff person and click the **Edit** button. The personnel form appears. The **Email** field is located below the Gender field. The **User ID** (LDAP account) field is located at the bottom of the form. *Both* fields must be entered in order to register the staff person for CONNECTIONS Transformation training. The Email and User ID fields are illustrated in the following example:

* = required

* Status Active In-Active

Salutation (None)

* First Name Ella

Middle Initial

* Last Name Anderson

* Gender Male Female

Email eanderson649@adelphia.net

* Job Title Foster Parent

* Job Unit -Not Defined

* Job Type Foster/Adoptive Parent

* Date Hired 2/27/2007

* Job Change New Hire

* Job Change Date 2/27/2007

* Functional Area Foster Care

Degree/Major Please Select

Degree Description

Supervisor Please Select

* Staff Type Employee Other Student Foster Parent

Is A Supervisor Supervisor

Notes

User ID 1527ea

The User ID should be your HSEN ID. first initial and last name.

Cancel Submit

3. Verify the accuracy of the Email and User ID (LDAP account). If these fields are left blank, you will not be able to register the person for CONNECTIONS Transformation training.
4. Be sure to click the **Submit** button when updating information in the personnel profile.

Registering Staff for CONNECTIONS Transformation Training

1. In the STARS Main Menu, select the **Training Registration** option from the tabs across the top of the page. Filters appear which are used to narrow the search results.
2. Apply the following filters:
 - **Date Range:** The default date range selection is from today to one month ahead. Use the drop-down calendar control to extend the “To” date to 12/31/2011.
 - **Training Provider:** All Providers are selected by default. Use the Training Provider drop-down to select SUNY Albany – PDP.
 - **Course Content:** All Content is selected by default. Use the Course Content drop-down to select Systems Connections.
 - **Training Type:** All Training Types are selected by default.
 - **Region:** The region in which your agency resides is selected by default.

To illustrate:

The screenshot displays the STARS Training Registration interface. At the top, there are logos for the New York State Office of Children & Family Services, STARS (Statewide Training Automated Registration System), and CDHS (Center for Development of Human Services). Below the logos is a navigation bar with tabs: Home, Training Registration, Update All Nominations, Update Lodging, Confirmations, Personnel Maintenance, Job Title Maintenance, Job Unit Maintenance, Agency Maintenance, Reports, and Logoff. The main content area is titled "Training Registration" and contains several filter fields: "From" (6/13/2011), "To" (12/31/2011), "Training Provider" (SUNY Albany - PDP), "Course Content" (Systems Connections), and "Training Type" (All Types). Below these are checkboxes for Region 1 (checked), Region 2, Region 3, Region 4, Region 5, and Region 6, along with an "All Regions" button. A map of New York State is shown with regions 1-6 highlighted. At the bottom, there are buttons for "List Trainings", "Register Trainees", and "Announcement". A table header is visible at the bottom of the page with columns: Training Title, Start Date, End Date, Deadline Date, Start Time, Training City, and Training Site.

- Click the **List Trainings** button. Trainings are sorted by start date and then by training title, as illustrated in the following example:

Training Title	Start Date	End Date	Deadline Date	Start Time	Training City	Training Site
TS: Documenting Casework Contacts with Foster Children	01/05/2011	12/30/2011	12/27/2011	5:00AM	Albany	TrainingSpac
TS:CONNECTIONS Security:Your Role and Responsibility as a	01/05/2011	12/31/2011	12/27/2011	5:00AM	Albany	TrainingSpac
TS:Getting Acquainted with CONNECTIONS Updates: The Ne	01/05/2011	12/31/2011	12/27/2011	5:00AM	Albany	TrainingSpac
TS:Getting Acquainted with CONNECTIONS Updates:The GIC	01/05/2011	12/30/2011	12/27/2011	6:00AM	Albany	TrainingSpac
TS: CONNECTIONS Transformation for Child Welfare Workers	06/27/2011	12/30/2011	12/30/2011	7:00AM	Albany	TrainingSpac
TS: CONNECTIONS Transformation for CPS Workers: Part 1	06/27/2011	12/30/2011	12/30/2011	7:00AM	Albany	TrainingSpac
TS: CONNECTIONS Transformation for FAD Workers: Part 1	06/27/2011	12/30/2011	12/30/2011	7:00AM	Albany	TrainingSpac
LL: CONNECTIONS Transformation Training for Supervisor/RU	06/28/2011	06/28/2011	06/17/2011	9:00AM	Albany	LearnLinc Virt
LL: CONNECTIONS Transformation Training for Supervisor/RU	06/28/2011	06/28/2011	06/17/2011	9:00AM	Albany	LearnLinc Virt
LL: CONNECTIONS Transformation Training for Supervisor/RU	06/29/2011	06/29/2011	06/17/2011	1:00PM	Albany	LearnLinc Virt

- Select the training title for which you want to register staff. To illustrate:

Training Title	Start Date	End Date	Deadline Date	Start Time	Training City	Training Site
TS: Documenting Casework Contacts with Foster Children	01/05/2011	12/30/2011	12/27/2011	5:00AM	Albany	TrainingSpac
TS:CONNECTIONS Security:Your Role and Responsibility as a	01/05/2011	12/31/2011	12/27/2011	5:00AM	Albany	TrainingSpac
TS:Getting Acquainted with CONNECTIONS Updates: The Ne	01/05/2011	12/31/2011	12/27/2011	5:00AM	Albany	TrainingSpac
TS:Getting Acquainted with CONNECTIONS Updates:The GIC	01/05/2011	12/30/2011	12/27/2011	6:00AM	Albany	TrainingSpac
TS: CONNECTIONS Transformation for Child Welfare Workers	06/27/2011	12/30/2011	12/30/2011	7:00AM	Albany	TrainingSpac
TS: CONNECTIONS Transformation for CPS Workers: P	06/27/2011	12/30/2011	12/30/2011	7:00AM	Albany	TrainingSpac
TS: CONNECTIONS Transformation for FAD Workers: P	06/27/2011	12/30/2011	12/30/2011	7:00AM	Albany	TrainingSpac
LL: CONNECTIONS Transformation Training for Supervisor/RU	06/28/2011	06/28/2011	06/17/2011	9:00AM	Albany	LearnLinc Virt
LL: CONNECTIONS Transformation Training for Supervisor/RU	06/28/2011	06/28/2011	06/17/2011	9:00AM	Albany	LearnLinc Virt
LL: CONNECTIONS Transformation Training for Supervisor/RU	06/29/2011	06/29/2011	06/17/2011	1:00PM	Albany	LearnLinc Virt

5. Click the **Register Trainees** button. If training is multi-part, a message will indicate all parts for which the nominee will be registered. Also, if your agency is a group agency and one or more agencies in your group do not meet the target population criteria for training, a message will indicate which agencies can register staff.
6. Enter at least the first two letters of the person's last name and then click the **Search** button. The grid will fill with staff whose last name begins with the letters you entered. **Note:** Leaving the search field blank returns the names of all active staff.

Training Registration

As of now (06/13/11 02:12 PM) there are 9988 open spots for this training.

Training Name: TS: CONNECTIONS Transformation for Child Welfare Workers: Part 1
Training Site: TrainingSpace.org
Training Address: www.trainingspace.org BRO
From: 6/27/2011 **Start Time:** 7:00AM
To: 12/30/2011 **End Time:** 6:00PM

Search by Last Name:
 (Leave blank for all)

Name	Agency	Job Title	Register	Email	Notes
Ella Anderson	Hillside Family of Agencies - Erie Co.	Foster Parent	<input type="checkbox"/>	eanderson649@adelphia.net	

! Please be aware that this is a multipart training and that trainees will be registered for all of the parts listed below:

Part	Start Date	End Date	Start Time	End Time	City
1	06/27/2011	12/30/2011	7:00AM	6:00PM	Albany
2	06/27/2011	12/30/2011	7:00AM	6:00PM	Albany

7. Click the **Register** check box in the row which contains the name of the person(s) you want to register.
 8. Click the **Continue Registering** button if you want to continue registering staff and repeat the last two steps. When you are finished selecting names, click the **Finished Registering** button.
- Should you have any questions or concerns regarding the above STARS procedures, please feel free to contact STARS Technical Support at 1-800-413-3210 or E-mail: StarsSupport@bsc-cdhs.org.
 - If you are unable to login to TrainingSpace or are experiencing issues with accessing the course online, please refer to the Help section that is part of the TrainingSpace website at <http://www.trainingspace.org>.