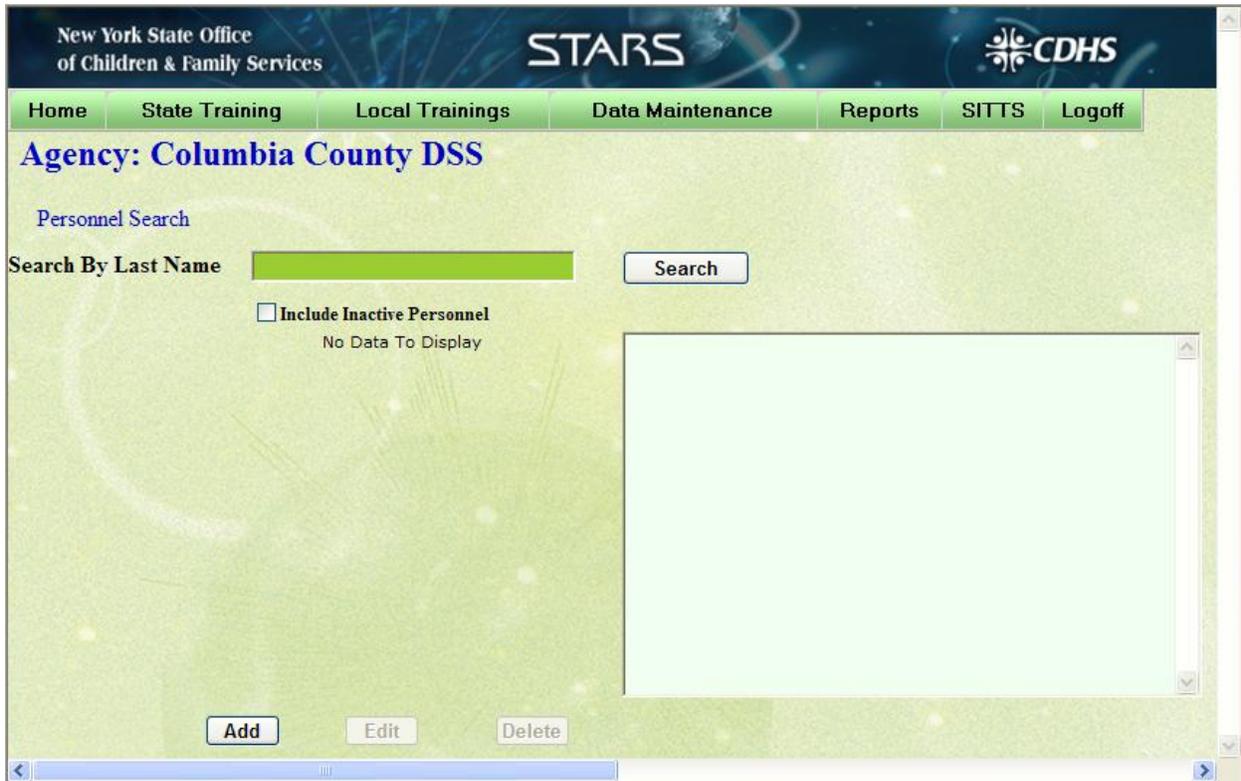


Entering the Email Address & User ID in STARS

To enter the Email address and User ID in STARS for a trainee:

1. In the STARS Main Menu, select the **Data Maintenance** menu from the tabs across the top of the page, and then select the **Personnel Maintenance** option from the drop-down.



The screenshot displays the STARS web application interface. At the top, there is a header for the New York State Office of Children & Family Services, the STARS logo, and the CDHS logo. Below the header is a navigation menu with tabs for Home, State Training, Local Trainings, Data Maintenance, Reports, SITTS, and Logoff. The main content area is titled "Agency: Columbia County DSS" and "Personnel Search". There is a "Search By Last Name" field with a green input box and a "Search" button. Below the search field is a checkbox labeled "Include Inactive Personnel" which is unchecked, and the text "No Data To Display" is shown. A large empty grid area is present on the right side of the search results. At the bottom of the search area are three buttons: "Add", "Edit", and "Delete".

2. In the **Search By Last Name** field, enter at least the first two letters of the registrant's last name and click the **Search** button. The grid will fill with staff whose last name begins with the letters you entered.
3. Select the name of the registrant for which you want to enter the Email address and User ID and click the **Edit** button. The personnel form appears filled in.

The Email field is located in the middle portion of the form, just below the Degree Description field. The User ID is the last field on the form. It is located at the bottom of form, just above the Cancel/Save buttons. The Email and User ID fields are illustrated in the following example:

The screenshot shows a web application interface for managing job information. The form contains the following fields and options:

- Degree Description: [Text field]
- Email: [Text field] (Callout: Email field)
- * Job Title: [Dropdown menu: Clerk/Typist]
- * Job Unit: [Dropdown menu: Data Entry]
- * Job Type: [Dropdown menu: Clerical/Support Staff]
- * Date Hired: [Text field: 5/5/2003] (format: mm/dd/yyyy)
- * Job Change: [Dropdown menu: Change Job Status]
- * Job Change Date: [Text field: 10/9/2003] (format: mm/dd/yyyy)
- Supervisor: [Dropdown menu: Please Select]
- * Staff Type: Employee Other
 Student Foster Parent
- Is A Supervisor: Supervisor
- Trainer: Trainer
- CPS: CPS Supervisor CPS On Call Supervisor
- * Functional Area (Table):

	Functional Area	Percent
1	Administrative Functions	100
2	Administrative Functions	0
3	Administrative Functions	0
- Notes: [Text field]
- User ID: [Text field] (Callout: User ID field)

Buttons: Cancel, Save

Browser status bar: Done, Internet, 100%

4. Enter the Email address in the Email field and the LDAP account number in the User ID field.
5. Click the **Save** button.

Should you have any questions or concerns regarding the above procedure, please feel free to contact Lisa Zdon (STARS Technical Support, CDHS) at 1-800-413-3210 or E-mail: lisaz@bsc-cdhs.org