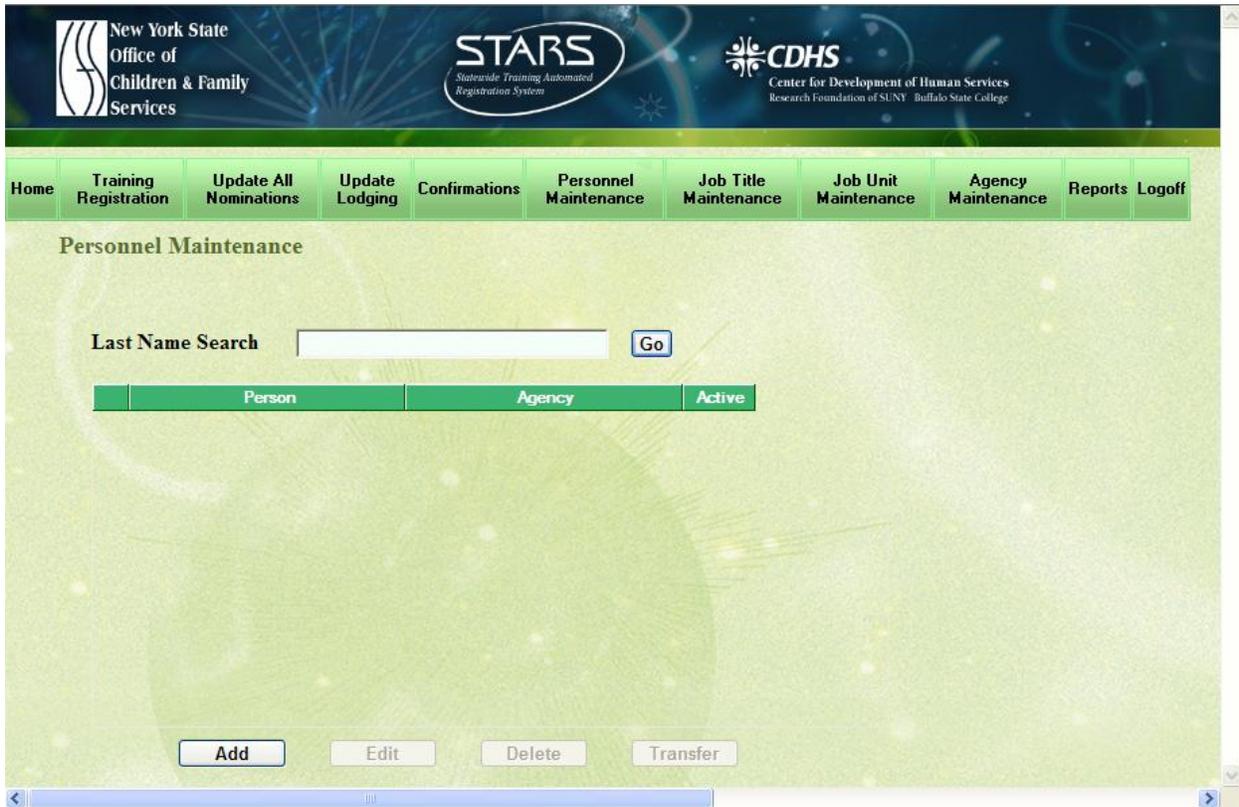


## Entering the Email Address & User ID in STARS

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

1. In the STARS Main Menu, select the **Personnel Maintenance** menu 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 (highlighted), 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 four buttons: "Add", "Edit", "Delete", and "Transfer".

2. In the **Last Name Search** field, enter at least the first two letters of the registrant's last name and click the **Go** button. The grid will fill with staff whose last name begins with the letters you entered.
3. Highlight 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 upper portion of the form, just below the Gender field. The User ID is the last field on the form. It is located at the bottom of form, just above the Cancel/Submit buttons. The Email and User ID fields are illustrated in the following example:

The screenshot shows a web form with the following fields and options:

- Gender:**  Male  Female
- Email:** [Empty text box] (Callout: Email field)
- Job Title:** Foster Parent
- Job Unit:** 150 - Clinical Services
- Job Type:** Foster/Adoptive Parent
- Date Hired:** 12/20/2000
- Job Change:** Temporary
- Job Change Date:** 12/20/2000
- Functional Area:** Foster Care
- Degree/Major:** Please Select
- Degree Description:** [Empty text box]
- Supervisor:** Please Select
- Staff Type:**  Employee  Other  
 Student  Foster Parent
- Is A Supervisor:**  Supervisor
- Notes:** [Empty text box]
- User ID:** [Empty text box] (Callout: User ID field)

Buttons: Cancel, Submit

4. Enter the Email address in the Email field and the LDAP account number in the User ID field.
5. Click the **Submit** 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](mailto:lisaz@bsc-cdhs.org)