6.

Steps for Registering for a Course through STARS

1. Collect the titles of the courses you want to take.

For example: "General Safety and Emergency Preparedness".

NOTE: some *classroom* courses will have "activity" listings. Each activity will be for a separate day and place. If you are registering for a course that is delivered in a classroom, ask an administrator for the "activity code" for the specific class presentation ("activity") you want to attend.

2. Turn off any pop-up blockers in your browser or antivirus programs.

3. Point your browser at http://axess.stanford.edu



4. Click the Login button in the upper left.



- 5.
 - Enter your OWN SUNet ID and Password, then click the Login button.



Click the URL hyperlink on the screen: https://axessweb.stanford.edu



Click the "Training" tab at the top of 7. the screen.



8. Click the "Search Catalog" link in the top left column.



9. Enter a title—or primary words in the title—for a course.



10. One or more activity listings will appear. Find the activity for which you want to enroll. Click the "Enroll" button.

ENPLOYEE INFORMATION TRAINING.		h
Search Catalog		-
Select Search Category: Activities Catalog Items Programs All		
Search the Catalog: General Safety & Emergency	Search	Activities
Advanced Search Browse Catalog Request New Learning	Search Tips	Preferences
Search Results	Previou	is Next
Results 1 - 1 of 1 for General Safety & Emergency		
General Safety & Emergency Preparedness Web (self-paced (EHS-4200) General Safety & Emergency Preparedness covers practices and procedures	e preventing e	Enroll mployee is jury

11. Wait for the next page to appear. Click the "Submit Enrollment" button in the bottom left.



You are now enrolled in the class.

11a. If you get this error message:



11a. (Continued) ...take these steps:

- a. Click the Training Tab again.
- b. Click "My Learning"
- c. Find the Activity, and click its corresponding "Launch" button.
- d. Click the link under the words "...to continue to the website you requested." Your course will launch.

To launch an ONLINE class, if you DIDN'T get the "duplicate enrollment" error message:

13. Click the "Launch" link to launch the course. The course should launch in a new window.

Enroll In Activity						
Enrollment Confirmation						
Robert Edgar, Health & Safety Specialist, EH&S Program Managmnt & Ac						
You have successfully enrolled in General Safety & Emergency Preparedness. This status will be updated on the All Learning page.						
Activity Name:	tivity Name: General Safety & Emergency Preparedness Type:					
Activity Code:	EHS-4200-WEB		Contact:			
Price Per Seat:	0.00 USD		Drop Charge:			
Enroliment Status:	Enrolled		Confirmation Num			
Start Date:			End Date:			
Last Enrollment Date:			Last Drop Date:			
Launch)					
Search Cotales Brow	se Catalog	<u>My Learning</u>	Request New Learning			

NOTE: If you click the "Launch" button and nothing happens, you probably have one or more pop-up blockers running for your browser. On Internet Explorer, look for a yellowish bar at the top of your content screen. It will tell you how to turn the popup blocker off. You can also try depressing the "Ctrl" key and holding it down while you click the "Launch" button. Both of these methods can turn off popup blockers temporarily so that the STARS system can open a new window containing the course.

NOTE: It may take a couple of weeks for STARS to reflect your completion of the course.

If you have additional problems launching a course, please point your browser to <u>http://ehs.stanford.edu/training/FAQs.html</u> If the info there does not help, contact Robert Edgar at <u>rbedgar@stanford.edu</u>.