

Steps for Registering for a Course through STARS

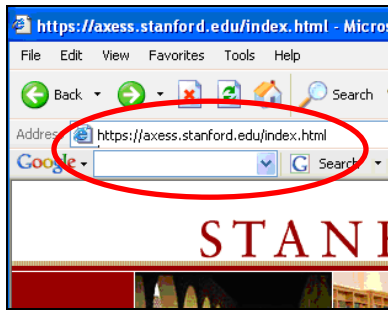
1. **Collect the titles of the courses you want to take.**

For example: "General Safety and Emergency Preparedness".

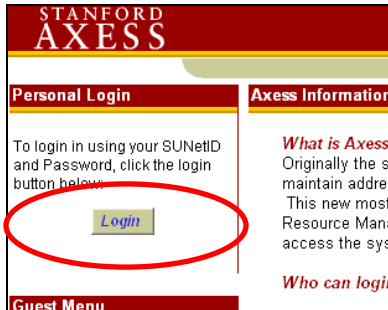
NOTE: some *classroom* courses will have "activity" listings. Each activity will be for a separate day and place. If you are registering for a course that is delivered in a classroom, ask an administrator for the "activity code" for the specific class presentation ("activity") you want to attend.

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

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



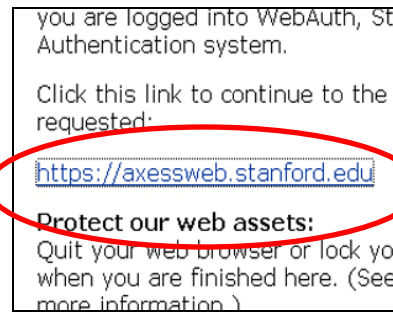
4. **Click the Login button in the upper left.**



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



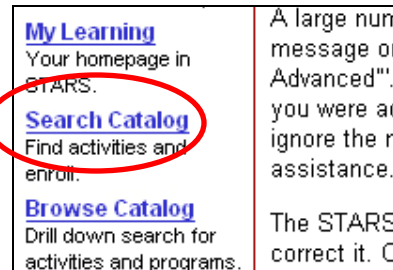
6. **Click the URL hyperlink on the screen: <https://axessweb.stanford.edu>**



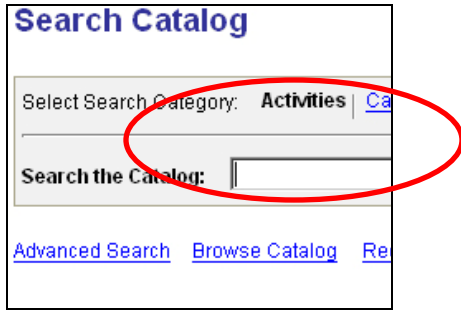
7. **Click the "Training" tab at the top of the screen.**



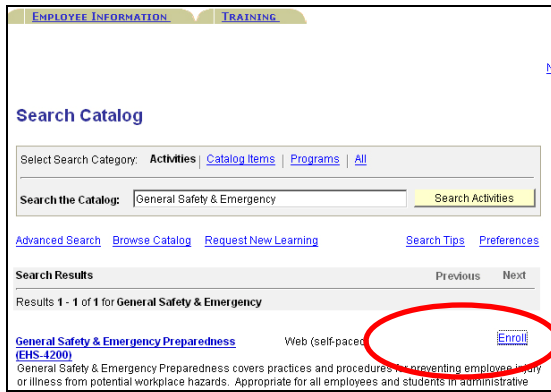
8. **Click the "Search Catalog" link in the top left column.**



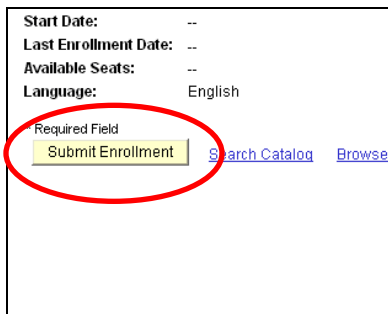
- 9. Enter a title—or primary words in the title—for a course.



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

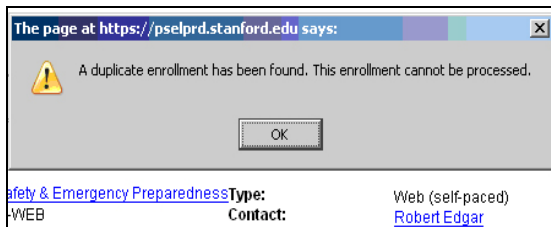


- 11. Wait for the next page to appear. Click the “Submit Enrollment” button in the bottom left.



You are now enrolled in the class.

- 11a. If you get this error message:

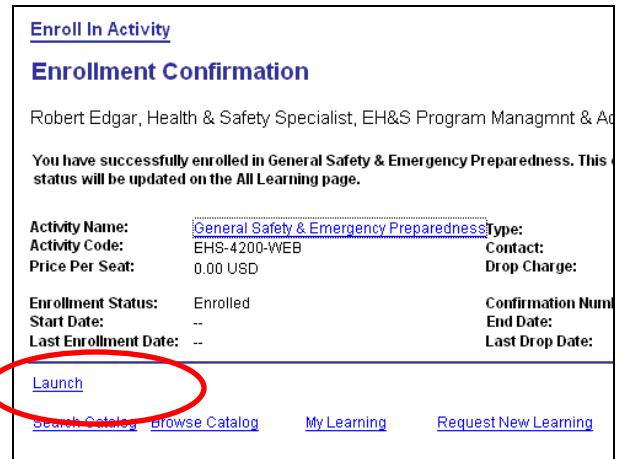


- 11a. (Continued) ...take these steps:

- 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.



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 <http://ehs.stanford.edu/training/FAQs.html> If the info there does not help, contact Robert Edgar at rbedgar@stanford.edu .