

Budget Planning System Training Information

Two training options will be provided to system users:

Expedited Training

The new system is similar in many respects to the GFPS system – both look, feel, and functionality. For current GFPS users, we’re offering a shortened version of training. This session will assume you have a solid foundation in the GFPS system: that you know how to navigate in GFPS, activate/inactivate accounts, print to PDF, enter data, etc. If you aren’t confident about these areas, you should sign up for the comprehensive training sessions below. *Please note that STARS signups for expedited training will be approved only for current GFPS system users.*

Session 1 (STARS Course # HSTR-3000)

| |
|---|
| System navigation & Setup Budgeting PTAs Budget summary page Funding sources Staff salary budgeting |
|---|

Comprehensive Training

This computer-based training consists of two sessions, with each session offered multiple times. Sessions will provide a conceptual review and also allow users to directly interact with the system using their department or program data.

Please be sure to sign up in STARS for a First Session *and also* a Second Session.

| Session 1 (STARS Course # HSTR-1000) | Session 2 (STARS Course # HSTR-2000) |
|--|---|
| System navigation & Setup Budgeting PTAs Budget summary page | Funding sources Staff salary budgeting |

How to Enroll

To sign up for training, click on the links below. Your computer will open directly to the Axess/STARS training session page.

Expedited Training

https://starexpress.stanford.edu/index.html?ref=LM_SS_LEARNING.LM_BROWSE_LEARNER.GBL&type=COURSE&code=HSTR-3000

Session 1

https://starexpress.stanford.edu/index.html?ref=LM_SS_LEARNING.LM_BROWSE_LEARNER.GBL&type=COURSE&code=HSTR-1000

Session 2

https://starexpress.stanford.edu/index.html?ref=LM_SS_LEARNING.LM_BROWSE_LEARNER.GBL&type=COURSE&code=HSTR-2000

Training Dates

Expedited Training (one session only)

| Day & Date | Session Time | Location |
|---------------|--------------|--------------------------------|
| Monday 6/22 | 3 – 5pm | Birch Lab B, 215 Panama Street |
| Wednesday 7/1 | 1 – 3pm | Birch Lab B, 215 Panama Street |

Comprehensive Training – Session 1

| Day & Date | Session Time | Location |
|---------------|----------------|---|
| Monday 6/22 | 1 – 3pm | Birch Lab B, 215 Panama Street |
| Tuesday 6/23 | 9:30 – 11:30am | POST, 243 Panama Street, Redwood Hall Room G6 |
| Monday 6/29 | 9:30 – 11:30am | Birch Lab B, 215 Panama Street |
| Wednesday 7/1 | 9:30 – 11:30am | Birch Lab B, 215 Panama Street |

Comprehensive Training – Session 2

| Day & Date | Time | Location |
|---------------|----------------|--------------------------------|
| Monday 6/29 | 1:30 – 3:30pm | Birch Lab B, 215 Panama Street |
| Tuesday 6/30 | 9:30 – 11:30am | Birch Lab B, 215 Panama Street |
| Wednesday 7/1 | 3 – 5pm | Birch Lab B, 215 Panama Street |
| Monday 7/6 | 1:30 – 3:30pm | Birch Lab B, 215 Panama Street |

Additional Budget System Support

Open Labs

When: Thursday 7/2, 7/9 and 7/16 between 9:30 and 11:30am

Location: Conference room in Building 1 Finance area

Signup: If you're planning on attending an Open Lab, please let your Finance liaison know which sessions you'll attend.

A Laptop will be needed. If you don't have a laptop, please let your Finance liaison know & we will provide a loaner.

One-on-One Sessions with your Finance Liaison

Please schedule this directly with your Finance Liaison.