


## Enrolling in a STARS Certification Program Job Aid – May 2009

In May 2009, STARS released an improved program registration workflow. The number of steps required to successfully enroll were reduced by 79%, from 19 steps down to 4. You will now find **highlighted** buttons for the next selection during the enrollment process to help guide you through the registration process.

Note: Please be sure to turn off any pop-up blockers in your browser, as is recommended for all PeopleSoft and Oracle Financials applications.

After logging into Axess (<http://axess.stanford.edu>), open the “STARS (Training)” tab to launch STARS.



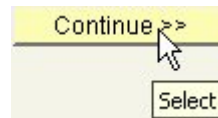
**Search Catalog:**

[Browse Catalog Available Programs/Certifications](#)

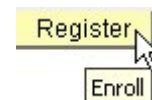
▼ Tips:  
Search Catalog allows you to find learning by matching the words you enter to the words that appear in the learning description, title, or keywords. This search is NOT case sensitive.

1. Click the “Available Programs/Certifications” link to see a listing of all Certification Programs.

2. Select the desired Program and click “Continue.”



3. You will be pre-enrolled into the Activity(ies) listed for the Program. Please submit your Program Registration by clicking “Register.”



4. Launch the Activity from your “My Learning” page.



Congratulations! You have successfully *Registered* in the Certification Program, *Enrolled* in the Program Activities and *Launched* the Training.