

STARS Enrollment Administrator Training (Certification Code: STAR-PROG-0004)

- (1) Login to STARS.
- (2) Click “Available Programs/Certifications.”

Search Catalog

Search Catalog:

[Browse Catalog](#) [Available Programs/Certifications](#)

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

- (3) Find “STARS v9 Certification (Enrollment Administrator)” search results, then click the “Continue” button.

STARS v9 Certification (Enrollment Administrator) (STAR-PROG-0004)	This certification is designed for STARS enrollment administrators. The program registration requires approval of learner's supervisor and the STARS management group. Must be completed in 45 days after program registration.	Certification	45 Days	0 USD	<input type="button" value="Continue"/> <input type="button" value="Select"/>
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- (4) The Program Detail page will be opened, click on the “Register” link and Submit your Registration. You will have to wait for the approval at this point.

▼ **Enrollment Administrator Online**

[Hide Section Requirements](#)

Please complete this section to receive the STARS enrollment administrator certification.

To complete this section complete all activities.

[STARS v9 Enrollment Administrator Training](#) Not Enrolled

You will receive credit for this activity if it has been completed within the last 60 days.

Select	Activity Code	Type	Start Date	Sessions Long	Initial Session Location	Price
<input checked="" type="checkbox"/>	STAR-0008-0001	Web (self-paced)	03/20/2008	No fixed schedule	No fixed location	0.00 USD

Overview [Completion Rules](#) [Objectives Met](#) [Prerequisites](#) [Notes and Attachments](#)

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After the registration approved by Eric Nakagawa, you will also receive a notification email from STARS. Your program registration status will be updated from “Pending Approval” to “Registered”.

(5) Now you have successfully **Registered** into the certification program STAR-PROG-0004 and **Enrolled** to the activity STAR-0008-0001. The enrollment status should be Enrolled.

(6) Start online training by clicking on “Launch” button from your “My Learning Page.”

STARS v9 Enrollment Administrator Training	Web (self-paced)		Enrolled	05/05/09		Launch
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