

## Introduction

The Stanford Training and Registration System (STARS) is provided via the web for all faculty, staff, students and visitors with SUNet IDs to find, register, and enroll in non-academic training at the University and for central management to track administration and compliance training.

STARS replaces PRISM Training Registration and other separate compliance training systems with PeopleSoft's Enterprise Learning Management application. It does NOT replace the Stanford University academic course registration system known as CourseWork.

## Getting Started

Make sure you have the proper set-up before you begin. For details, please see the "What's Needed to Login" section at: <http://axess.stanford.edu>

STARS documentation requires Adobe Acrobat Reader, available at the Essential Stanford Software site, <http://ess.stanford.edu>

## Logging On

1. In your browser, go to <http://axess.stanford.edu> and enter your SUNet ID and password.
2. Click the "Training" tab and then click the "Learning Home" link to access your Learning Home Page. (Note: Some users may not see a "Training" tab but will go directly to STARS.) From here, you can view the classes in which you are enrolled or wait-listed (Current Activities), those in which you intend to enroll in the future (Planned Activities), and any programs you must complete (Current Programs). You can also search or browse the course catalog, register/enroll in courses, add supplemental learning to your record, and view your course history and certification status.

If you don't have a SUNet ID and/or you don't have access to a computer, contact your manager or Learning Administrator.

## STARS Basic Terminology

If you're familiar with Prism Training Registration, the second column in the table below provides equivalent terms used in Prism Training Registration. (N/A = not applicable)

Term	Prism Equivalent	Definition	Example
Activity	section	Specific date and time of a course	Introduction to MS Word 01/05/05, 9-11:30
Catalog	schedule	Repository of STARS activities & programs	
Certification	N/A	Program with an expiration date	HIPAA Training
Curriculum	N/A	Program without an expiration date	PeopleSoft Training
Enroll	register	Sign up for an Activity	
Item	course	Course or topic	Intro to MS Word
Learner	registrant	"User" of the system	All Faculty, Staff and Students w/SUNet ID
Learning Administrator	registrar	Authorized STARS administrators	Those who enter info about courses/learners into STARS
Program	N/A	Set of 1 or more activities. There are 2 types of programs: Certifications & Curricula	
Register	register	Sign up for a Program	
Supplemental Learning	N/A	Learners can self-report Activities not listed in the catalog	On-the-job training, seminar, conference

## Searching and Browsing the Catalog

The learning catalog is the central repository of information about learning activities (e.g. classes) and programs available in STARS. The catalog includes detailed information about each activity, such as descriptions, prerequisites, delivery method (online or classroom), dates, times, and locations.

You can search or browse the course catalog by accessing the STARS menu in the left column of your screen.



### Searching the Catalog

Searching is the most direct way to find Activities. For tips about searching, click the "Search Tips" link on the "Search Catalog" page.

### Browsing the Catalog

Drill down into catalog categories and related categories to find courses by area of interest.

## Enrolling or Adding to Your Plan

Locate the item (course) or program by searching or browsing the catalog. Want to “bookmark” it? Click the “Add to My Plan” link.



This will add the item (course) or program to your Planned Activities. Instructors and STARS Learning Administrators can also register you for items and programs, so don't be surprised to find the Planned Activities section of your Learning Home Page pre-populated.

Ready to enroll right away? After searching or browsing, click the course title or delivery method option. Click links for details. When ready, click the “Enroll” button.



Did you find the item or program in your Planned Learning? After you click the “Enroll” button, the activity will move to your Current Activities section. You will get email confirmation within 60 minutes with details about your enrollment.

## Dropping

If you cannot attend an activity (section of a course) in which you have enrolled, please drop it so that another learner can attend.

To drop an activity, click on the Current Learning link in the STARS menu in the left column of your screen, click on the name of the activity, and then click the Drop button.



This will remove the activity from the Current Activities section of your Learning Home Page, drop you from the course, and generate an automatic email confirmation. Please note that if you were enrolled by a learning administrator, the option to drop an activity may not be available.

## Viewing your Learning History

To view the STARS activities, programs, and supplemental learning that you have completed, click on the Learning History link in the STARS menu in the left column of your screen. If you completed any PRISM classes in the 2004-2005 year, those courses will be displayed in your STARS Learning History record as well.

## Getting More Information

You can find other helpful sources of information by clicking the “STARS Help” link (in the STARS menu in the left column of your screen.)



Submit a HelpSU ticket (<http://helpsu.stanford.edu>) if you have a question or problem using the system.



## Quick Guide for STARS Learners

Last Updated:  
April 7, 2005

Additional Resources:

- Your local STARS Learning Administrator
- <http://stars.stanford.edu>
- <http://helpsu.stanford.edu>