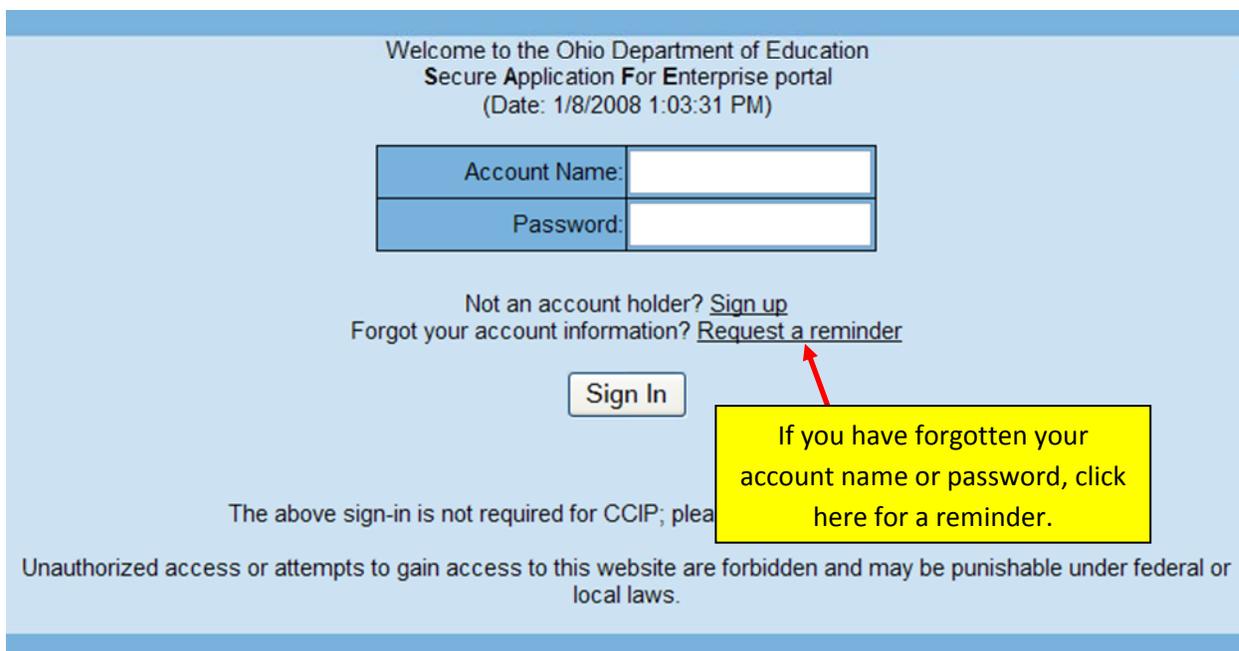


Registering for a Workshop on the New STARS 2.0

1. Open Internet Explorer and go to the Ohio Department of Education web site at <http://www.ode.state.oh.us> .

2. Once you are at the home page, click on the gray “Safe Account Sign In” button  at the bottom of the navigation menu on the left side of the page.

3. The login page for STARS V2.0 will open. You will need to enter your account name and password to proceed. Use the account name and password that you created when you registered for your SAFE account. Click the “Sign In” button or the “enter” key on your keyboard.



Welcome to the Ohio Department of Education
Secure Application For Enterprise portal
(Date: 1/8/2008 1:03:31 PM)

Account Name:	<input type="text"/>
Password:	<input type="password"/>

Not an account holder? [Sign up](#)
Forgot your account information? [Request a reminder](#)

If you have forgotten your account name or password, click here for a reminder.

The above sign-in is not required for CCIP; please...

Unauthorized access or attempts to gain access to this website are forbidden and may be punishable under federal or local laws.

4. After you have logged in, a new page will open. Click on the STARS V2.0 to open STARS.

The screenshot shows a user portal interface. On the left is a vertical navigation menu with items like '> Sign Out', '> Application Menu', and '> My OEDSR Roles'. The main content area has a breadcrumb 'Home > portal' and a 'Printer Friendly Version' link. Below this is an 'Account Maintenance' section with a link to change a password. A table lists applications with columns 'Application' and 'Description'. The 'STARS V2.0' application is highlighted, and a red arrow points to it from a yellow callout box that says 'Click this link to open STARS.' Below the table, there is a message: 'You have access to the application shown, use the Application Access link. If the application you want to use is not shown, use the Application Access link for more information.' At the bottom left, there are links for 'SAFE ACCOUNT SIGN OUT'.

Application	Description
ODE CORE Educator Profile	CORE Educator Profile
STARS V2.0	STARS Professional Development and Technical Assistance System

5. The next page that opens is your STARS Dashboard. This page will list all of the events for which you are currently registered. To register for a new event, click on the "Event Search" link.

The screenshot shows the 'STARS Dashboard' page. At the top left is the logo for the Department of Education, featuring a red apple and the text 'Department of Education'. Below the logo is a blue header bar with the text 'STARS Dashboard'. At the bottom of the page, there is a navigation menu with two items: 'STARS User Profile' and 'Event Search'. The 'Event Search' link is highlighted with a red rectangular box.

6. After opening the “Event Search” page, enter the parameters that will help you narrow your search for the event for which you wish to register. For example, enter a span of dates that encompasses the date of the event for which you are registering. If you are registering for an event at State Support Team Region 6, then enter the Wapakoneta zip code, 45895, and choose “5” miles on the “Within” drop-down menu. The “Event Name” and the “Event Owner” parameters do not seem to work well when searching so you may want to leave them blank. Click on the “Search” button to pull up a list of events.

Events

Search

Event Name:

Starts between and

Within: miles of ZIP Code:

Event Owner:

Improvement Area

- Curriculum
- Instruction
- Assessment
- Leadership

Improvement Focus

- Data Analysis
- Focused Planning
- Implementation and Monitoring
- Research Based Practice

Search **Clear Fields**

7. From the list of events that are displayed, highlight the event for which you wish to register by clicking on it. Wait for it to highlight and for the “Register for Selected Event” button to become active. Click on the “Register for Selected Event” button. You will be asked to confirm your selection. Once this is done, you will receive a message that confirms your registration or states that you are on a wait list if the event is full. An E-mail message will also confirm your registration.

Date Begins	Date Ends	PPS Title	Extended Title	City Name	Event Owner	Event Status	No. of Registrants	No. on Waiting List
01/22/2008	01/22/2008	SST - Curriculum	Technology in the ...	Wapakoneta	Region 6 State Sup...	Cancelled	1	0
01/30/2008	01/30/2008	SST - Assessment	DIBELS Grades 3-6	Wapakoneta	Region 6 State Sup...	Cancelled	0	0
03/27/2008	03/27/2008	SST - Assessment	DIBELS Grades K-3	Wapakoneta	Region 6 State Sup...	Scheduled	0	0
04/22/2008	04/22/2008	State Support Team...	School Improvement...	Wapakoneta	Region 6 State Sup...	Scheduled	1	0
02/29/2008	02/29/2008	SST - Assessment	Get It, Got It, Go!	Wapakoneta	Region 6 State Sup...	Scheduled	7	0
03/05/2008	03/05/2008	SST - Assessment	Responding to Indi...	Wapakoneta	Region 6 State Sup...	Scheduled	1	0
04/30/2008	04/30/2008	SST Ass...						0
02/28/2008	02/28/2008	SST Ass...						0
02/29/2008	02/29/2008	SST Assessment	6	Wapakoneta	Sup...	Scheduled	1	0
05/29/2008	05/29/2008	SST - Assessment	DIBELS Grades 3-6	Wapakoneta	Region 6 State Sup...	Scheduled	0	0

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Click on the event and wait for it to highlight in grey.

Clear Results

8. Your event is confirmed. By returning to the dashboard you can register for another event.

The screenshot shows a web application interface for the Department of Education. At the top left is the logo for the Department of Education. A breadcrumb trail reads: Home > STARSv2 > Event Search > Register. Below the breadcrumb, the text "You are registered for..." is followed by the event details: "Special Education Committee" and "To be held: 1/29/2008 - 1/29/2008". Further details include "To be held at(click for map) [SST6 Conference Room](#)", "Address: 1045 Dearbaugh, Suite #1", and "City: Wapakoneta OH 45895". At the bottom left, it says "Special Education Updates (1/29/2008 - 1:00 PM)". A yellow callout box with a black border contains the text "Click here to return to the dashboard to register for a new event." A red arrow points from this box to a button labeled "Return to Dashboard" in the top right corner.