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Stars Registration Instructions Overview

Overview	These instructions will help you find out which classes are available, show you how to enroll in them and manage your training and development records is online, through <u>www.azgu.gov</u> . This website gives you access to STARS, the <u>Statewide Training and Registration</u> <u>System used by State agencies to manage training and development offerings and enrollments.</u>
Benefits of Using STARS	 Benefits of using www.azgu.gov Find all courses available to you as an employee of DES, without having to look in several different places. Enroll for classes yourself, without having to: Wait for someone else to receive your request. Wait for someone else to enter your request, along with hundreds of others. See your upcoming training calendar at any time—even from home! Verify your training records at any time—even from home! Know that the calendar you are seeing is accurate, as it is updated immediately as classes are added or rescheduled.
Help	For assistance, contact: OMD, Your DES STARS administrators can be reached at: OMD Main Number 602-442-3450 OMD Training Support 602-442-3481 or levans@azdes.gov STARS Administrator 602-442-3480 or dfreeman@azdes.gov STARS AzGU help desk at 602.771.2948 ISA ISA

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ProcedureFollow the steps below to create a STARS account if you do not
already have one. If you already have a STARS account, proceed to:
Step 1 on page 8 to enroll in the Initial Training CBT
Step 1 on page 19 to enroll for the Recertification CBT.

Step	Action
1	<text></text>
2	Click on the "Registration" button on the left side of the website.

Continued on next page

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Procedure , cont'd	Step	Ac	tion
	3	Click on the " Sign Up Now " Is section.	ink under the New To Stars
		Registration Information There are many ways to regin New to STARS? Sign up now to er joy STARS Sign up now to er joy STARS Sign-in help First time user to STARS: Activate A Reset/Request your password after Reset/Request your password after Call, Fax, or email AzGU O Phone: 602.771.AzGU(2948) O Fax: 602.542.7544 O Email: stars@azqu.gov O Contact your Agency, Division O If you are the Training Person fax: to 602.242.7544 to obt Login to STARS using your EIN as yo the first time you login.	sister for a class
	4	Follow the table below to dete	ermine your next step.
		If	Then
		You have an EIN,	Enter it in the "EIN" field.
		You do not have an EIN,	Complete the "First", "Middle Initial" and "Last" fields.
		To activate your STARS account, please ente Enter EIN	r your EIN or your name and agency.
		EIN: Subr	nit Carata B
		OR First:	Enter Name and Agency
		Middle Initial:	Tuw.azgu.go
		Last:	Ŋ
		[Select an Agency]	Submit

Procedure , cont'd	Step	Action
	5	Select " Department of Economic Security " from the drop- down menu for the state agency box.
		if you are a DES employee. If you work for another state agency, select the appropriate agency from the dropdown list.
		Select " Other " from the dropdown list if you are a Contracting Partner of DES.
		First: Mary Middle Initial: A Last: O'Keefe Agency: (Non State Agency should choose "Other") Department of Economic Security. Submit
	6	Click "Submit"
	0	
	7	Click "Sign-up for a New Stars Account". Select your name from the list below to activate Sign-up for a New Stars Account okeefe, lori (Other) okeefe, lori (Other) If you do not see your name on the list above, either click here to modify your search or sign up for above.

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Procedure, cont'd	Step	Action
cont'd	8	Complete the "Name", "Address", "E-mail" and "Phone Information" sections of the form.
	9	Complete the "Agency" part of the form. Agency I work for a State Agency. Do I already have an Account? Please enter your company and/or state contract number. Please enter your company and/or state contract number. Company: (optional) State Contract Number: (if applicable) On the next page you will be given the opportunity to review or print the information you Reset Submit
	10	Click "Submit".

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Procedure, cont'd	Step	Action
	11	Your Temporary EIN Number will be displayed.
		Important: Write down the number you receive down. It will become part of your required log in information.
		Your account has been activated and an email has been sent with your password to the email address maok@azdes.gov. Your EIN is: 915924 Your password is contained in the email that has been sent to you. You will be required to change your tempo
		To <u>sign-in</u> to your new account <u>click here</u> . Please print or save an information boom for your records. If any of this information is incorrect please <u>sign-in</u> or contact us at 602.771.AzGU(2948).
	12	An E-mail with your password will be mailed to you. Click on the " <u>click here</u> " link (see red box in picture above) to sign onto the STARS system.
	13	Proceed with step 1 to sign on and complete the Initial Training CBT. Or go to step 1 on page 19 to complete the Recertification CBT.

Procedure Follow the steps below to Log on to the AzGU and STARS system.



Continued on next page

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Procedure , cont'd	Step	Action
	5	Key " DEISA1005 " for the initial security training in the search field and click " search ".
		Home FAQ About A2GU Contect Find by Category Welcome Bongo, Anthony (DE) 915540 - Account Info - Sign-Out
		Home Training Record Print Transcript 2Catalog Search for a Cla Account Request View - You have 4 upcoming classes. Curricula eCatalog Search accatalog Partners Department of Economic Security Only (0) O Registration DEISA1005
		Services Special Programs Admin Training Record Transcript
	6	Click the "Enroll" button.
		O Department of Economic Security Only (0) DEISA1005 Search Example: AFIS 9/29
		Search Results Course Number Contact Hours DEISA1005 1.0 (Course Info)
		Delivery Format : CBT: Web Based Event Title : DES Initial Security Training (10674335) (Event Info)
		You will then receive a message confirming your
		enrollment.

Continued on next page

Procedure , cont'd	Step	Action
	7	Click on " Yes, Enroll in Event ".
		Welcome Bongo, Anthony (DE) 915540 - <u>Account Info</u> · Sign-Out Home Training Record Print Transcript eCatalog Search for a Class or Event
		Enrollment Verification for Bongo, Anthony (DE) 915540 Yes, Enroll in Event No, Don't Enroll in Event The status for Bongo, Anthony (DE) 915540 in the course "DES Initial Security Training" is
		Class Information for DES Initial Security Training (10674335) DELIVERY FORMAT: Date Time Host Agency
	8	You will then receive an e-mail with instructions on how to access the course. Click the name of the course that appears in the e-mail.
		Registration Information This message indicates the STARS registration status for Trainee: Bongo, Anthony (DE) 915540 Status: ENROLLED Course Number: DEISA1005 1.0 Event Title: DEISA1005 1.0 Status: Status: Host of Date/Time: Sunday, 1/2/2007 at 08:00 Delivery Format: CBT: Web Based Hosted by: Department of Administration
		Event Information This online training will take approximately 2 hours to complete. The link to this cours is http://www.azqu.gov/DEISA1005_1.0 . There is a final a required at the end of this course. Your grade and course status update will take appl ximately 24 hour to appear on your STARS renscript afte examination. DO NOT retake the final examination a second or third time if your STARS decount is not interdenent opposed.

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Procedure , cont'd	Step	Action
	10	Continue the training using the " NEXT " button in the CBT.
		DES ISA Initial Data Security - Microsoft Internet Explorer Glossary, continued
		Programs - The soft part of a computer system that gives the computer instructions to perform certain functions, i.e. word processors, spreadsheets, data warehouses, etc. SLA - Software License Agreement - A license granted to a purchasing party, giving the "right to use" for a specified software program. In this agreement, the
		purchasing party has a right to use the program, but you do not own the program in any way and are thus restricted in the use or propagation of the program. This agreement typically forbids the copying of the software program, except for backup purposes, and/or the distribution to any third party. Software - Components of a computer system that is comprised of computer code.
		or programs that enable the computer to function. See Data and Programs. UPS - Uninterruptible Power Supply - Typically a set of batteries and generator(s) used to maintain power to critical computer systems in the event of a main power disruption.
		WAN - Wide Area Network - A collection of data servers, individual computers, and networking equipment, separated by large distances, typically city-to-city or larger areas. See LAN.
	11	Continue through the training until the end. When you reach the end, click on the " Continue " button.
		DES ISA Initial Data Security - Microsoft Internet Explorer
		You have successfully completed the Initial Security training portion of
		this course. Please click on the Continue button to begin the testing phase and compete the course.
		Quit

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Procedure,	Step	Action
conta	12	Enter your EIN into the "EIN" field and click "Continue".
		Please log on to: DEISA1005_1.0
		Enter your EIN in the Box Below Note: Your EIN is from the HRIS system, without leading Zeros.
		If you need your EIN please call the Registrar at 602.771.AzGU(2948) FAILURE TO USE YOUR EIN WILL REQUIRE YOU TO RETAKE THE TEST
		EIN: Continue Cancel
	13	Click " Begin ".
		Cover DEISA1005_1.0 0 of 27 questions answered. Date: 9/27/2007 Time: 15:04:52P.M. YES, I want to take the test now: Begin Take me to the test NO, I don't want to take the test now: Exit I want to take the test later

Continued on next page

Procedure , cont'd	Step	Action
	14	Go through each question in the exam by clicking on the correct answer and then click the ">" button in the lower right hand corner of the screen to advance to the next question.
		 You are required to protect confidential data that is? A. On a computer B. In paper form C. On a printer D. In/on a desk E. In a day planner F. In an office G. All of the above
		Submit Help
	15	After you have answered question 27, click on the " Submit " button.
		 You are required to protect confidential data that is? A. On a computer B. In paper form C. On a printer D. In/on a desk E. In a day planner F. In an office G. All of the above
		Submit Help Time C 1 V > >>

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Procedure, cont'd	Step	Action		
	18	Use the table below to determ	nine your next step	
		lf	Then	
		You received a score of 80% or more,	Click " <u>Exit</u> " to exit and then click " <u>Exit</u> " again to exit the CBT.	
		You did not pass the exam,	Click on the " <u>click here</u> " link and follow these procedures from step 11 again to retake the assessment.	
		You want to review the CBT materials again,	Follow these procedures from step 8.	
		Report Menu:	<u>Scores</u> <u>Help</u> Exit	
		Individual Scores: DEISA1005_1.0 Student ID 783953666 On 9/27/2007 at 3:23:47 PM Objective Points Earned % Grade Summary: 92.59999 of 99.99998 92.60 A. Scale Score: 91.9 You have passed this exam.		
		Lo DEISA:	goff 1005_1.0	
		You've completed To complete the log off process and prevent other bro To log on ag	your testing session. r users from accessing your test, you must close your ai , <u>click here</u> . Exit.	

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cont'd

Procedure, Step Action 19 Print a copy of this scores page for your records. Important Note: When you complete the final examination for 20 the Initial Training CBT, you must click on the "Submit" button in the bottom left corner of the screen. 21 After clicking on the "Submit" button, you must click on the "Exit" commands on the screen. If you click on the "Close(X)" button in the upper right hand corner of the screen, it will corrupt the test and the results will not be transported to your STARS transcript. 22 When you arrive at the AzGU Home Page, you can close the browser window completely.

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Procedure Follow the procedure below in order to take and complete the annual recertification Computer Based Training.



Continued on next page

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Procedure, cont'd	Step	Action
	5	Key " DEISA1001 " for the recertification training in the search field and click " Search ".
		Surricula eCatalog Search Partners • Department of Economic Security Only (0) Registration DEISA1001 Search for a Class or Event Search Special Programs Admin Training Record Transcript
	6	Click the "Enroll" button.
		Department of Economic Security Only (1) Image: AFIS 9/29/2007 DEISA1001 Search Example: AFIS 9/29/2007 Search Results Image: AFIS 9/29/2007 Search Results Image: AFIS 9/29/2007 DEISA1001 1.0 (Course Info) Image: AFIS 9/29/2007 DEISA1001 1.0 (Course Info) Image: AFIS 9/29/2007 Delivery Format Contact Hours Start Image: Image: Image: AFIS 9/29/2007 Delivery Format Image: Ima
		You will then receive a message confirming your enrollment.

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Procedure , cont'd	Step	Action
	7	Click on " Yes, Enroll in Event ".
		Enrollment Verification for Bongo, Anthony (DE) 915540 Yes, Enroll in Event No, Don't Enroll in Event The status for Bongo, Anthony (DE) 915540 in the course "DES ISA Annual Security Awareness Training Recertification" is
		Class Information for DES ISA Annual Security Awareness Training Recertification (1000199) DELIVERY FORMAT: CBT: Web Based Date Time Host Agency 1/1/2007 - 12/31/2007 08:00 - 17:00 Department of Economic Security
	8	You will then receive an e-mail with instructions on how to access the course. Click the name of the course that appears in the e-mail.
		Registration Information This message indicates the STARS registration status for Trainee: Bongo, Anthony (DE) 915540 Status: ENROLLED 0 Course Number: DEISAL001 1.0 0 Event Title: DEIS 15A Annual Security Awareness Training Recertification (Event ID: 1000199) 9 Start Date / Time: Monday, 12/30/2 at 08:00 0 Delivery Format: CBT: Web Based 0 Hosted by: Department of Economic Security
		Event Information This online training will take approximately 20 minutes to complete. The link to this course http://www.azqu.gov/DEISA1001_1.0

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Procedure , cont'd	Step	Action
	11	Continue through the training until the end of the training. When you reach the end, click on the " I Accept " button.
		J129 Form -continued-
		Reference Material NOTE: If you wish to obtain additional information on security literature, the Information Security Administration has available a booklet that contains a summary of the Computer Security Act 1987, a summary of the HFAA Privacy Nule, a summary of applicable IEES Publics, and the complete ASS 41.1992 Orthorizal Information, ASS 33-448 access to internet promognity prohibited at ASS 15-210 Complete Tampmary 77 the Workshow to the IES Information and ASS 34-448 access to internet be DES Information Security Administration (ISA) at 602-24-2779 arX 300 and all DES Division and Program Data Security Offices. Citicking the accept beaton confirms that I have COMPUETED the CETE class, READ this User Affirm ation Statement and ACCEPT responsibility for adhering to all applicable laws and DES policies
		SIGNATURE NOT REQUIRED - Please Fill in Your NAME, PHONE NUMBER, DES LOGONID, EIN if STATE EMPLOYEE, DATE and ORGANIZATION NAME EMPLOYEES LEGAL NAME (Price or typed) PHONE NO.
		EMPLOYEE'S SIGNATURE Click the "I Accept" DEGAN, Routing: Click the "I Accept" button below if you agree to abide by all applicable federal and state laws and applicable State I Accept AIT DIVISION Bit Division all Opportunity Employer/Program ble in alternative formate by contacting policies. Disagree'' button below if you do not agree to abide by all applicable federal and state laws and applicable DES policies. I Accept Page 32 of 32
	12	Enter your EIN into the "EIN" field and click "Continue".
		Please log on to: ISARecert_Test Enter your EIN in the Box Below Note: Your EIN is from the HRIS system, without leading Zeros. If you need your EIN please call the Registrar at 602.771.AzGU(2948) FAILURE TO USE YOUR EIN WILL REQUIRE YOU TO RETAKE THE TEST EIN

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Procedure , cont'd	Step	Action
	13	Click the " Begin " button.
		Cover ISARecert_Test 0 of 1 questions answered. Date: 9/28/2007 Time: 8:24:04A.M. YES, I want to take the test now: Begin Take me to the test NO, I don't want to take the test now: Exit I want to take the test later
	14	Click on "I Agree" option to agree to abide by the items identified on the J129 Form. Notice: Failure to agree with the items listed on the J129 form will result in suspension of your access to DES systems.
		Submit Help V A

Continued on next page



Q. How long will it take me to complete the course?

A. Most people complete the initial Security training course in 2 hours. The recertification course takes about 20 minutes.

Q. What do I do if I do not have an e-mail address?

A. The course is set up to be completed online with your STARS password e-mailed to you. You can use a personal or home e-mail address. If you cannot provide an e-mail address, have your organization's contact point get in touch with the ISA at ISAadmin@azdes.gov for instructions.

Q. Why do I have to enter my EIN again at the end of the course?

A. The application that tests and records your completion of the CBT is separate from the application that provides you with the CBT pages. Since there are two separate applications within the CBT, the second application requires your EIN to update your STARS transcript with your completion information

Q. The last section mentions a test. Is there a test to complete on the recertification CBT?

A. There is no test in the recertification CBT. In the last section of the recertification CBT, the application that records your acceptance of the provisions of the J129 form typically functions as a test application, but it is being used solely to gather your acceptance of the J129 provisions information.

Continued on next page

Q. How may times can I review the course material or take the exam?

A. As many times as you wish.

Q. What happens if I do not complete the course prior to my 21st day of employment?

A. Your account will be suspended until you have completed the course and your course completion information is recorded in our system. This may take several days.

Q. How do I get confirmation of my completion of this CBT?

A. Your STARS transcript will be updated the next business day with your course completion information. You may log back into STARS and print out your transcript anytime the day after you complete the course.

Q. When I first get into the registration page, the STARS system indicates that there are no required classes for me to take. Do I still need to complete the recertification course?

A. Yes, when you first enter the STARS system, the system does not know you and does not have information to complete a list of required classes. Please complete the CBT as directed.

Continued on next page

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Q. What does it mean when I click on the "**I Accept**" button? (Recertification CBT only)

A. By clicking on the "**I Accept**" button it means that you have read the J129 form and have agreed to abide by all of the items mentioned in the form, the recertification CBT, the initial training CBT, and all applicable DES, State, and Federal polices mentioned in the J129 form and in other official documents.

Q. I completed the recertification CBT sometime last year. Do I need to take this course again this year? (Recertification CBT only)

A. Yes, all users of DES data or systems must complete this annual recertification CBT regardless of when they last may have completed either the recertification or initial training CBT.

Q. What do I do if I have a STARS account but have forgotten my password or EIN?

A. Go to the login screen and click the <u>Lookup your EIN</u> link and follow screen prompts to have system send you your EIN.