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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 **www.azgu.gov**. This website gives you access to STARS, the <u>S</u>tatewide <u>T</u>raining <u>a</u>nd <u>R</u>egistration <u>S</u>ystem used by State agencies to manage training and development offerings and enrollments.

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
	   ISAadmin@azdes.gov

Activating a STARS Account

Procedure   Follow 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**.

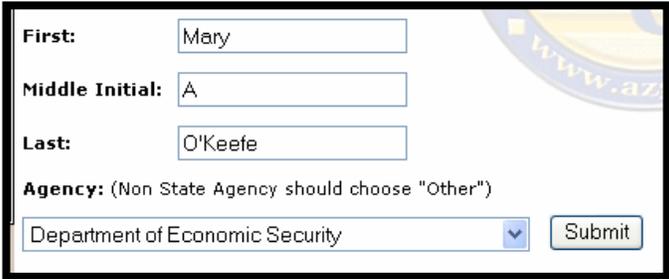| Step	Action
1	Open your Internet Explorer web browser and navigate to the address **www.azgu.gov**. The following screen will appear:
2	Click on the "**Registration**" button on the left side of the website.

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Procedure, cont'd

Step	Action
3	Click on the "**Sign Up Now**" link under the **New To Stars** section.
4	Follow the table below to determine 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. |

Continued on next page

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**".
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 fr above.

Step	Action
Procedure, cont'd	
8	Complete the "**Name**", "**Address**", "**E-mail**" and "**Phone Information**" sections of the form.
9	Complete the "**Agency**" part of the form.
10	Click "**Submit**".
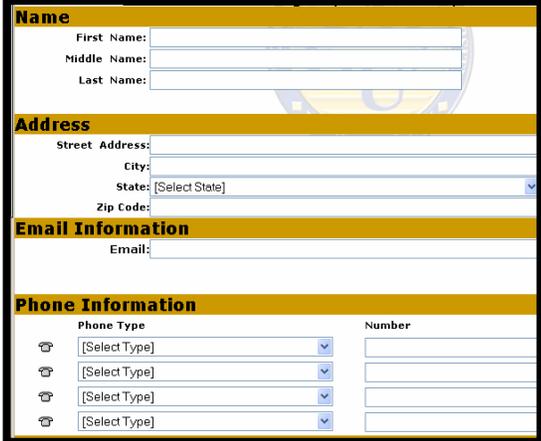
Procedure, cont'd

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 password after your initial sign-in.** To sign-in to your new account click here. Please print or save the information below for your records. If any of this information is incorrect please sign-in or contact us at 602.771.AzGU(2948).
12	An E-mail with your password will be mailed to you. Click on the "**click here**" 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.

Logging onto AzGU and Completing the Initial Security Training

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

Step	Action
1	Open your Internet Explorer web browser and navigate to the address **www.azgu.gov**. The following screen will appear:
2	Click the "**Sign-In**" link.

Step	Action
Procedure, cont'd	
3	Enter your EIN and password in the spaces provided and click the "**Log In**" button.
4	Click on one of the "**Search For Class or Event**" links.

Procedure, cont'd	Step	Action
	5	Key "**DEISA1005**" for the initial security training in the search field and click "**search**".
	6	Click the "**Enroll**" button. You will then receive a message confirming your enrollment.

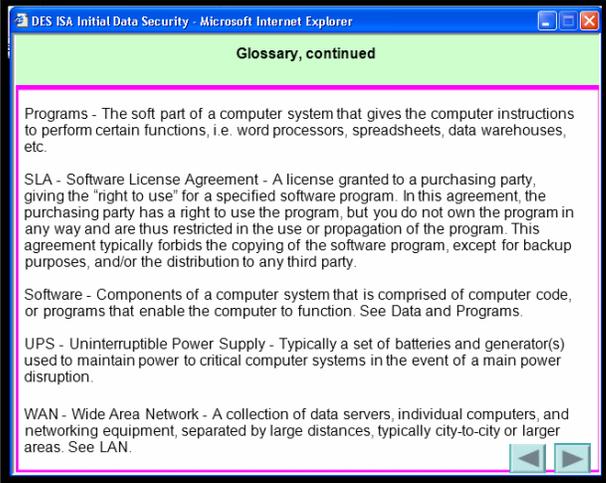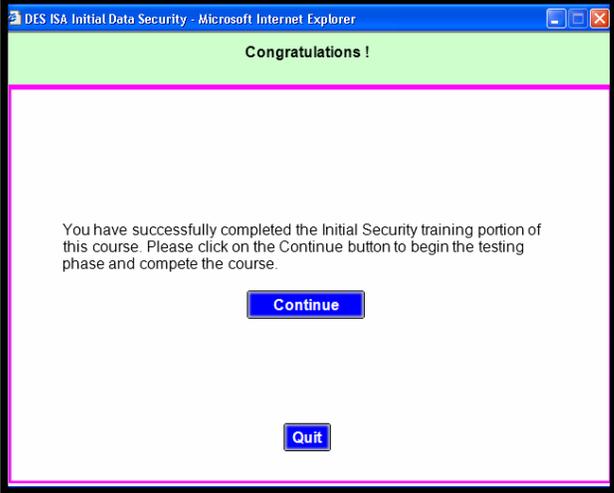| **Procedure**, cont'd	Step	Action
	7	Click on "**Yes, Enroll in Event**".
	8	You will then receive an e-mail with instructions on how to access the course. Click the name of the course that appears in the e-mail. 1
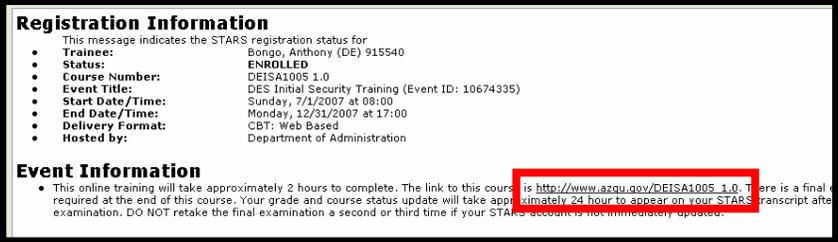
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Procedure, cont'd

Step	Action
9	Click on the arrow to begin the course. Launch DEISA1005_1.0_ DES_ISA_Initial Security Training

Step	Action
Procedure, cont'd	

Step	Action
10	Continue the training using the "**NEXT**" button in the CBT.
11	Continue through the training until the end. When you reach the end, click on the "**Continue**" button.

, continued

Procedure, cont'd

Step	Action
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

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 Time □ ‹ 1 ∨ › ››
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 □ ‹ 1 ∨ › ››
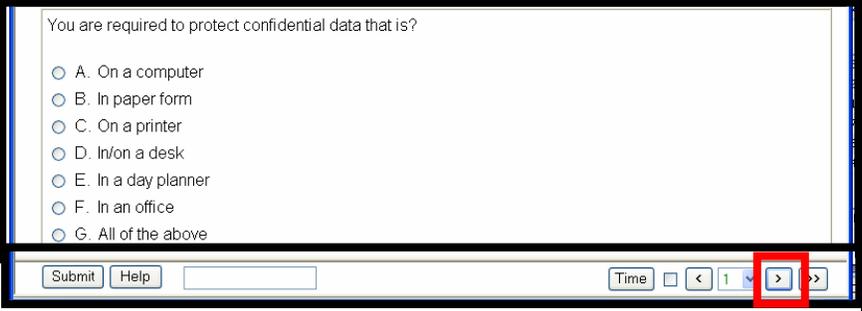
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, continued

Procedure, cont'd

Step	Action
16	Click on the "**Finish and Display Results**" button.
17	Click on "**Scores**" to see how you did on the exam.

, continued

Procedure, cont'd

Step	Action
18	Use the table below to determine your next step

If…	Then…
You received a score of 80% or more,	Click "**Exit**" to exit and then click "**Exit**" again to exit the CBT.
You did not pass the exam,	Click on the "**click here**" 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.

, continued

Procedure,
cont'd

Step	Action
19	Print a copy of this scores page for your records.
20	Important Note: When you complete the final examination for 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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Completing the Recertification CBT

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

Step	Action
1	Open your Internet Explorer web browser and navigate to the address **www.azgu.gov**. The following screen will appear:
2	Click the "**Sign-In**" link.

Continued on next page

Step	Action
	Procedure, cont'd
3	Enter your EIN and password in the spaces provided and click the "**Log In**" button.
4	Click on one of the "**Search For Class or Event**" links.

Procedure, cont'd

Step	Action
5	Key "**DEISA1001**" for the recertification training in the search field and click "**Search**".
6	Click the "**Enroll**" button. 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 • Course Number:　DEISA1001 1.0 • Event Title:　DES ISA Annual Security Awareness Training Recertification (Event ID: 1000199) • Start Date/Time:　Monday, 1/1/2007 at 08:00 • End Date/Time:　Monday, 12/31/2007 at 17:00 • Delivery Format:　CBT: Web Based • Hosted by:　Department of Economic Security **Event Information** • This online training will take approximately 20 minutes to complete. The link to this course is http://www.azgu.gov/DEISA1001_1.0
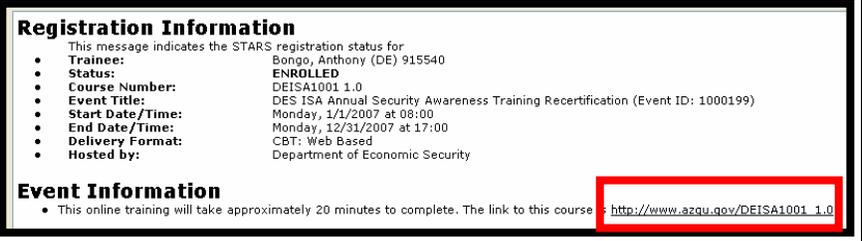
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Procedure, cont'd

Step	Action
9	Click the arrow to launch the training. Launch ISA recert
10	Continue the training using the "**NEXT**" button in the CBT. **Annual Security Awareness Training Recertification** Welcome to the Annual Security Recertification Computer Based Training (CBT) course presented by the Arizona Department of Economic Security Information Security Administration (ISA) This course is intended to refresh your knowledge of important security principles as required by Federal, State, and DES statutes. To navigate through this course simply press the "Next" or "Previous" buttons located in the lower portion of the presentation window. This course should take approximately 15 minutes to complete. Please send any feedback to the ISA at "ISAadmin@azdes.gov" Quit Page 1 of 32 Previous Next

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.
12	Enter your EIN into the "**EIN**" field and click "**Continue**".

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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: 8:24:04 A.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**" button and then click "**Submit**". Click on the "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. ☑ A. I Agree ○ B. I Disagree Submit Help ✓ A Time ☐ ‹ 1 › ‹‹

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Procedure, cont'd	**Step**	**Action**
	15	Click the "**Finish and Exit**" button. **Cover** **ISARecert_Test** **1 of 1 questions answered.** Date: 9/28/2007 Time: 8:27:21A.M. **NO, I haven't finished the test yet:** [Resume] Take me back to the test **YES, I've finished taking the test, and I want to record my answers:** [Finish and Exit] Record my results and exit
	16	Click the "**Exit**" link. **Logoff** **ISARecert_Test** **You've completed your testing session.** To complete the log off process and prevent other users from accessing your test, you must close your browser. To log on again, click here. Exit.

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Questions and Answers

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.

Questions and Answers, continued

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.

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 Lookup your EIN link and follow screen prompts to have system send you your EIN.