

How to Register for the Animal Care and Use Training Seminar using STARS

(PRINT THIS BEFORE YOU START!)

ACCESS TO STARS

The Stanford Training and Registration System (STARS) is available via the Axess Portal at <https://axess.stanford.edu>. A SUNet ID is required to login (see below).

HOW TO REGISTER

1. Login to Axess by going to <https://axess.stanford.edu> and clicking the **Login** button.
2. After logging in, click on the **STARS (Training)** tab at the top of the page.
3. From the *Training Home Page*, type the word “**animal**” into the **Search Catalog** field and click on the **yellow Search button**.
4. The **Animal Care and Use Program (VSC-PROG-001)** should be at the top of the list. Select the **yellow Continue button**.
5. The next page will list all the scheduled Animal Care and Use training seminars. Click on the **Select box** next to the seminar you wish to enroll in, and then click on the **yellow Register button** at the bottom of the page.

FOR MORE INFORMATION

To view the time and location of the course: Although this information can be found in STARS, it is easier to go to the Veterinary Service Center training web site: <http://med.stanford.edu/compmed/education/vet.html>.

For help using STARS, click the “STARS Help” link in the left margin of any Axess Training page.

If you encounter any trouble, please submit a HELPSU ticket at <http://helpsu.stanford.edu>.

Please contact Jennifer Lee at jlee3@stanford.edu if you have any questions regarding registering for VSC courses via STARS. The VSC training web site, <http://med.stanford.edu/compmed/education/vet.html>, will provide instructions and a link to the Axess Portal to register for our courses, or you can go to Axess directly. We will also continue to list the dates of future seminars on our web site.

For information about SUNet IDs, see <https://sunetid.stanford.edu/>.

For more information about STARS, visit <http://stars.stanford.edu>. There are help tools on this web site, including information about training demos, on-line training, quick guides, FAQs, and handbooks.