

VSC COURSE REGISTRATION THROUGH STARS

VSC TRAINING COURSES

Training courses offered by the Veterinary Service Center (VSC) started using the Stanford Training and Registrations System (STARS) for course registration and attendance documentation in May 2005.

STARS OVERVIEW

STARS is a web-based tool intended to help faculty, staff, and visitors find and register for the training they need. It replaced the old Prism Training Registration with PeopleSoft's Enterprise Learning Management application. Stanford's academic course registration system and CourseWork are not affected by STARS.

SUNet ID REQUIRED

A SUNet ID is required to register for training courses using STARS. All those who need to take VSC training courses will need to have a SUNet ID, including temporary employees, consultants, etc. A free, "sponsored" SUNet ID with limited, base service is available for anyone who is not University-eligible for a full-service SUNet ID. For more information on SUNet IDs, see: <http://www.stanford.edu/services/sunetid/>.

Since registration for courses offered via STARS must be done on-line, those learners who do not have access to a computer will have to be registered by someone with the appropriate level of STARS training and authority (a STARS Enrollment Administrator). If you have questions about registering non-computer users for VSC courses offered via STARS, please contact Jennifer Lee at jlee3@stanford.edu.

HISTORICAL TRAINING ATTENDANCE DATA

Historical training attendance data for the VSC training courses will eventually be loaded into the STARS system for learners with active SUNet IDs. Once this is done, attendance can be verified by someone with the appropriate STARS training and authority (a STARS Compliance Administrator) using reports in ReportMart (Brio). Until this process is completed, however, please contact Jennifer Lee at jlee3@stanford.edu to verify training attendance for VSC courses.

ACCESS TO STARS

STARS is available via the Axess Portal at <https://axess.stanford.edu>. As mentioned above, a SUNet ID is required (Please see the "Who Can Login?" section on that page for more login details.)

1. Login to Axess by going to <https://axess.stanford.edu> and clicking the "Login" button.
2. After logging in, click on the "Training" tab at the top of the page.
3. For help using STARS, click the "STARS Help" link along the left side of the page.

FOR MORE INFORMATION

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 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.