

## Steps for Registering for a Course through STARS

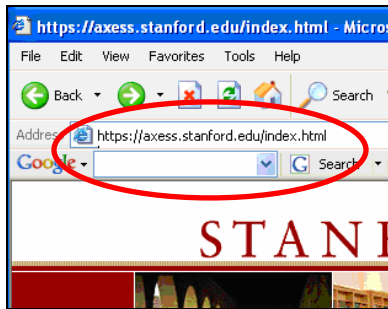
1. **Collect the titles of the courses you want to take.**

For example: "General Safety and Emergency Preparedness".

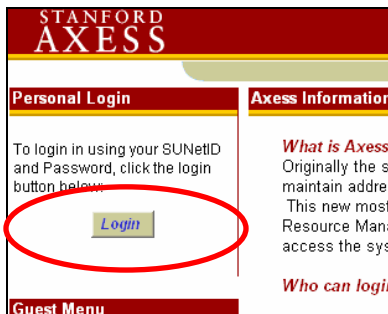
NOTE: some *classroom* courses will have "activity" listings. Each activity will be for a separate day and place. If you are registering for a course that is delivered in a classroom, ask an administrator for the "activity code" for the specific class presentation ("activity") you want to attend.

2. **Turn off any pop-up blockers in your browser or antivirus programs.**

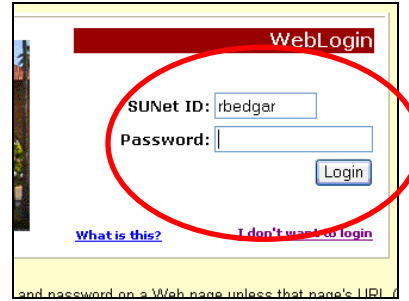
3. **Point your browser at <http://axess.stanford.edu>**



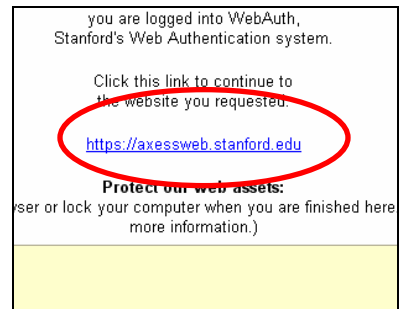
4. **Click the Login button in the upper left.**



5. **Enter your OWN SUNet ID and Password, then click the Login button.**



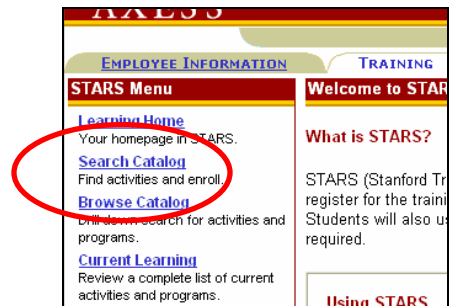
6. **Click the URL hyperlink on the screen: <https://axessweb.stanford.edu>**



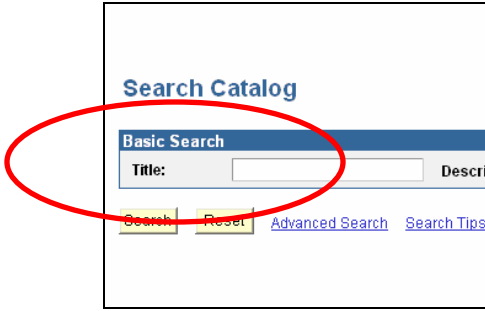
7. **Click the "Training" tab at the top of the screen.**



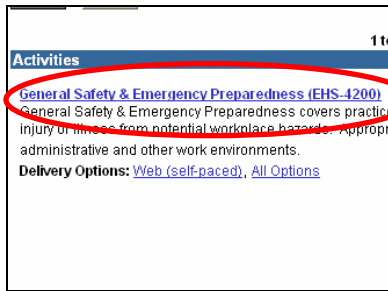
8. **Click the "Search Catalog" link in the top left column.**



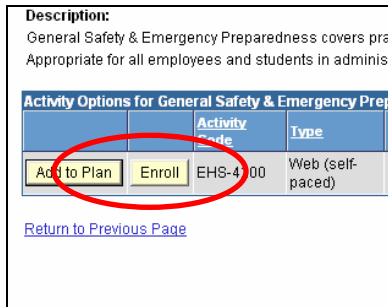
9. Enter a title—or primary words in the title—for a course.



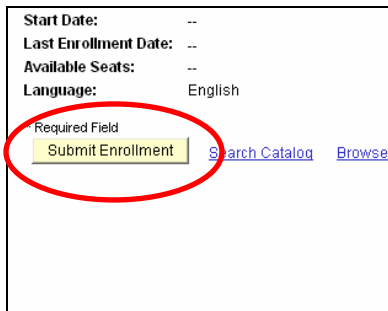
10. Click the blue course title link



11. One or more activity listings will appear. Find the activity for which you want to enroll. Click the “Enroll” button.



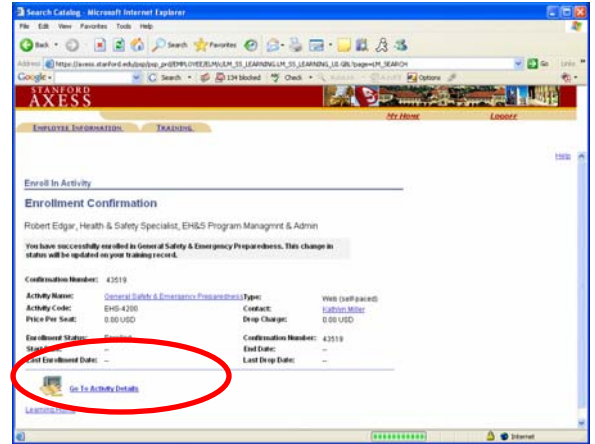
12. Wait for the next page to appear. Click the “Submit Enrollment” button in the bottom left.



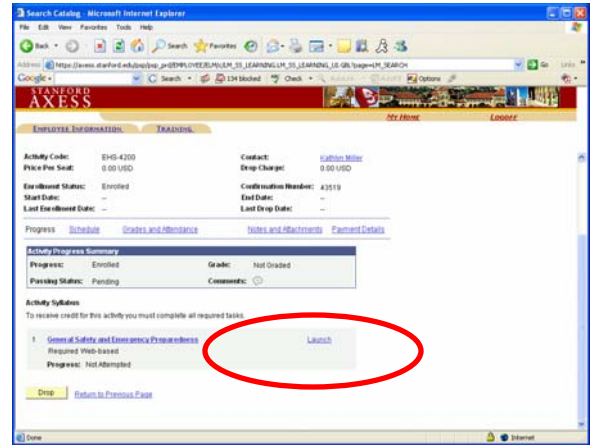
You are now enrolled in the class.

To launch an ONLINE class:

13. Click the “Go to Activity Details” link.



14. Click the “Launch” link in the lower right to launch the course. The course should launch in a new window.



**NOTE:** If you click the “Launch” button and nothing happens, you probably have one or more pop-up blockers running for your browser. On Internet Explorer, look for a yellowish bar at the top of your content screen. It will tell you how to turn the popup blocker off. You can also try depressing the “Ctrl” key and holding it down while you click the “Launch” button. Both of these methods can turn off popup blockers temporarily so that the STARS system can open a new window containing the course.

**NOTE:** It may take two weeks for STARS to reflect your completion of the course.