How to update your **WV STARS PROFILE**

1) Go to “My Profile” in the navigation tools on the left side of your screen.

2) In section 1, “Applicant Information”, verify all information is correct. If you correct any information, click “Update Information” at the bottom of the page.

3) If no changes OR you have updated your information, Scroll down to #3 – “Current Employment Information.”
4) If at the top of this section the employment status begins with “BTT”, there is no need to do anything, you are ready!

5) If your employment status does not begin with “BTT” and **you do not work with any other** early childhood program– scroll down to check the box that says “Remove”.

- Scroll below to “Add Another”

  - Choose employer type- WV Birth to Three options will come up first.
  - Scroll down to find the option that best reflects your role in the system.

- You will then need to select the **primary county** you work in.
• Click “Update Information”.

6) If your employment status does not begin with “BTT” and you do work for another early childhood program, you will need to add BTT as a second employer type.
• Scroll down to “Add Another”

• Choose employer type - WV Birth to Three options will come up first.
• Scroll down to find the option that best reflects your role in the system.

• You will then need to select the primary county you work in.

• Click “Update Information”.