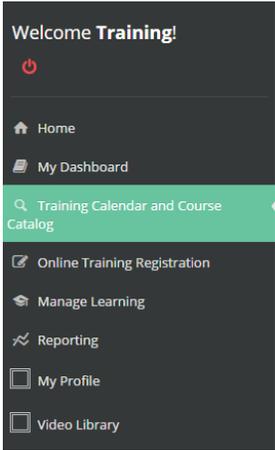
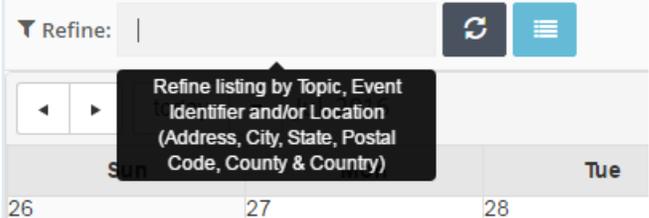
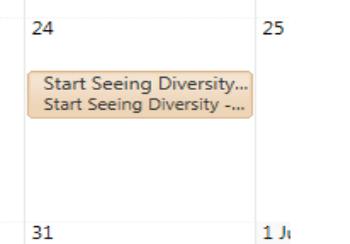
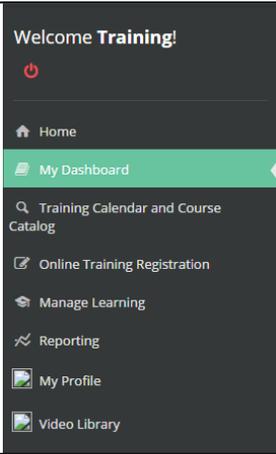
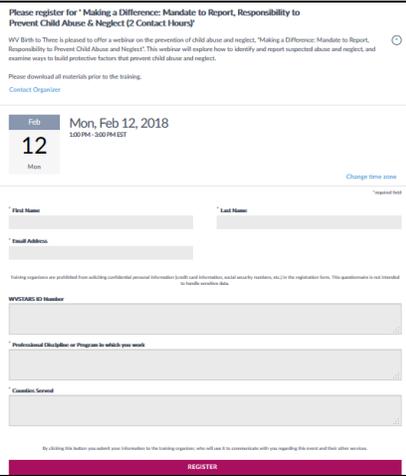


“How To” Search and Register for Training Online

Step	Action	Important Icons To Look For
1	GO TO www.WVSTARS.org	
2	Click on the Professionals Tab	
3	Scroll to the bottom of the page and click on Login. <ul style="list-style-type: none"> Use your WV STARS Registry ID as your login and password unless you have already updated your login information 	
4	Once on your Dashboard, click on the Training Calendar and Course Catalog	
5	Narrow the search options by location or key word.	
6	Click on the training you would like to attend. You will be able to view the course detail on the right hand side of the screen.	
7	Scroll to the bottom of the screen and click on the green button.	
8	The next screen provides more details about the class and also shows 1 item in your shopping cart. In order to complete this first step of registration, you must click on the green “In Cart” button.	
9	On the next screen, scroll to the bottom of the screen and click	

10	Click on My Dashboard tab	
11	You should see the registered course in My Courses.	
12	You will receive an email confirmation of your registration for the session. Within this email is an embedded link to the GoToTraining Webinar Platform for the second part of registration. Search for the line beginning with "ROOM" and click on the link provided.	<p>Room: Toileting_1_8_18 https://attendee.gototraining.com/r/4525231805758221826</p>
13	This will open up a GoToTraining registration page enabling you to complete the second step of registration. Complete the requested information and click on the purple button at the bottom.	
14	You will receive a second confirmation email with a link to Join the session on the scheduled day and time. This second step of registration will also provide you access to the materials for the session, and ensures you receive reminder emails one week, one day, and one hour prior to the webinar.	