"How To" Search and Register for Training Online

Step	Action	Important Icons To Look For
1	GO TO <u>www.WVSTARS.org</u>	West Virginia STARS
2	Click on the Professionals Tab	West Virginia State Training and Registry System Home Professionals Trainers About Us Contact
3	 Scroll to the bottom of the page and click on Login. Use your WV STARS Registry ID as your login and password unless you have already updated your login information 	Login Access your Professional Development Record
4	Once on your Dashboard, click on the Training Calendar and Course Catalog	Welcome Training! ● ● ● ● My Dashboard ● Q Training Calendar and Course Catalog Ø Online Training Registration ● Manage Learning ≫ Manage Learning ≫ Manage Learning > ✓ Video Library
5	Narrow the search options by location or key word.	Refine: Refine listing by Topic, Event Identifier and/or Location (Address, City, State, Postal Code, County & County) Tue
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.	24 24 24 Start Seeing Diversity Start Seeing Diversity 31 1 Ji
7	Scroll to the bottom of the screen and click on the green button.	Click here to Register
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.	In Cart (Checkout)
9	On the next screen, scroll to the bottom of the screen and click	Finish

10	Click on My Dashboard tab	Welcome Training!
11	You should see the registered course in My Courses.	My Learning Path ~ × • My Courses • • My Transcript • • Video Library •
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.	Room: Toileting_1_8_18 https://attendee.gototraining.com/r/45252318057582218 26
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.	<section-header>Proceedings for 6 Mains of Mains of</section-header>
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.	You're regislered! Dear Shela, Thani, you for regislering for Evidence Based Literacy Practices for Infants and Toddiers (2 contact hours) Questions, commenta or feedback ? Email the organizer. Before the training Please review the motericit. Test your connection. Evidence Based Literacy Practices for Infants and Toddiers (2 contact hours) Join Act to connot? Act to connot? Mer. Fei 12,2018 900 AM - 10.30 AM EST De the go? De the go? Join Act to connot? Act your computer? Computer audo List your motions and means and your registration that proming the table your set to the stating. You can table your registration Very dealer state