Attachment 1 14-ADM-05

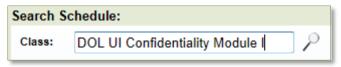
# STARS HSLC: Online Training Instructions for Social Service Districts

Part 1: How to Register Staff for Training (for Social Service District Training Coordinators)

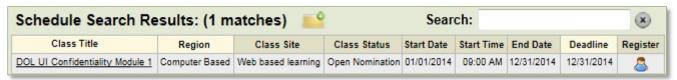
Part 2: How to Launch Online Training (for Social Service District Staff)

## Part 1: How to Register Staff for Online Training (for Local District Training Coordinators)

- 1. Log in to HSLC
- 2. Select Learning > TC Registration
- 3. Enter Your Search Criteria to Search the Schedule: Type "DOL UI Confidentiality Module" in the "Class" text box"



**4.** Click the Magnifying Glass to start your search. Classes that meet your criteria will be returned in the Schedule Search Results Table, below the Search Criteria Fields.



5. Click the Register Icon Sin the right most column of a class row to register students for that class. The Screen will change, adding a Registration section below the Search Criteria and above the Search Results.



- 6. Type the First Name, Last Name, User ID, and / or Email Address of the person you'd like to register, or Click the Orange Down arrow for additional search fields (Job Title, Job Unit, Job Type, and / or Functional Area).
- 7. Once you have entered Search Criteria, Click Search
- 8. From the list of staff that match your search criteria, you can register one, multiple, or all staff on the list.
  - a. Place a check mark in the box(es) to the left of the student name(s). (To register all staff, click Check All located just above the Add column heading).
  - b. Uncheck the name of any staff member in the list that you don't want to register or who had a conflict.
- c. **Click Add Trainees** (you may have to scroll down to see Add Trainees). The staff member(s) will be placed on the current list of trainees.

# Part 2: How to Launch Online Training (For Local District Staff)

### **Getting Started**

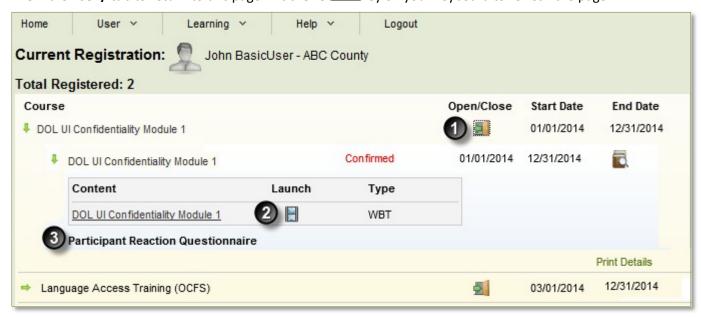
- 1. Open the Internet Explorer browser
- 2. Navigate to https://www.hslcnys.org/hslc/.
- 3. Enter the Username and Password provided to you
- 4. Click Login Login
- 5. Select User and then select My Registration

# My Profile My History My Registration My Learner Pla My Favorites My Wait List My Settings

### Launch Online Training

- 1. On the Current Registration Page, click the Open/Close Icon
- 2. Click the Launch Icon. 🛅

The Training will open in a new browser window / tab. Navigate through the training. Upon completion close the new browser / tab to return to this page. Hit the F5 key on your keyboard to refresh the page.



- 3. The Participant Reaction Questionnaire will become available (it will be underlined) after you complete the training.

  Click "Participant Reaction Questionnaire" Participant Reaction Questionnaire
- 4. Select the radio button to the left of the answer that best matches your experience with the class and type comments in the text boxes for questions that require comments.
- 5. When finished, Click Submit Questionnaire. Submit Questionnaire

### **Additional Assistance**

For help, please contact your local Staff Development Coordinator.