

## 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"

**Search Schedule:**

Class:

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.

Schedule Search Results: (1 matches)								Search:
Class Title	Region	Class Site	Class Status	Start Date	Start Time	End Date	Deadline	Register
<a href="#">DOL UI Confidentiality Module 1</a>	Computer Based	Web based learning	Open Nomination	01/01/2014	09:00 AM	12/31/2014	12/31/2014	

5. Click the Register Icon in 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.

**Registration**

Searching Personnel in: ABC County DSS

Search By: First Name  Last Name  User ID  Email  Search

Job Title:  Job Unit:  Job Type:  Functional Area:

Editing Registration for: DOL UI Confidentiality Module

Personnel Found: (2 records)  
[Check All](#)

Trainees: (8 available slot(s) as of 01:38:02 PM)

Add	Person	Agency	Branch	Update	Name	Agency	Priority	Remove
<input type="checkbox"/>	<a href="#">Assistanttc, John</a>	ABC County	ABC County DSS		<a href="#">Basicuser, John</a>	ABC County	1	
<input type="checkbox"/>	<a href="#">User, John</a>	ABC County	ABC County DSS		<a href="#">Coordinator, John</a>	ABC County	2	

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 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 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



### 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.

Course	Open/Close	Start Date	End Date
DOL UI Confidentiality Module 1	<b>1</b>	01/01/2014	12/31/2014
DOL UI Confidentiality Module 1	Confirmed	01/01/2014	12/31/2014

Content	Launch	Type
<a href="#">DOL UI Confidentiality Module 1</a>	<b>2</b>	WBT

**3** [Participant Reaction Questionnaire](#)

[Print Details](#)

Language Access Training (OCFS)		03/01/2014	12/31/2014
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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.