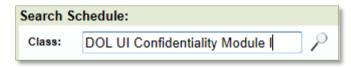
## Attachment 1

# 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 *P* 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
DOL UI Confidentiality Module 1	Computer Based	Web based learning	Open Nomination	01/01/2014	09:00 AM	12/31/2014	12/31/2014	8

5. Click the Register Icon a 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.

Search	ing Personnel i	n: ABC County	DSS	Registra	ation				×
Search	By: First Name	john	Last Name		User ID		Email	Sear	ch 🤳
Job Ti	tle:Select	✓ Job Unit	Technology	- Job Type	Sele	ct F	unctional Area:	Select	•
-	Registration fo		identiality Module	•					
Person	nel Found: (2 rec		identiality Module	•		Trainees: (8 a	vailable slot(s) a	s of 01:38:02 P	M) 🕏
Person	nel Found: (2 rec	ords)	identiality Module	Branch	Update	Trainees: (8 a' Name	vailable slot(s) a Agency		
Person Check	nel Found: (2 rec <u>All</u>	ords)	ency		Update				

- 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 I 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

#### 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

Home

My Profile

My History

My Registration

My Learner Plai

My Favorites

My Wait List

My Settings

**new browser / tab** to return to this page. **Hit the F5** [F5] key on your keyboard to refresh the page.

ourse	egistered: 2			Open/Close	Start Date	End Date
DOL	UI Confidentiality Module 1			1	01/01/2014	12/31/2014
\$	DOL UI Confidentiality Module 1		Confirmed	01/01/2014	12/31/2014	
	Content	Launch	Туре			
	DOL UI Confidentiality Module 1	2	WBT			

- 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.