

How To Search and Register for ACDS Orientation Online

1. GO TO www.WVSTARS.org



2. Click on the Professionals Tab

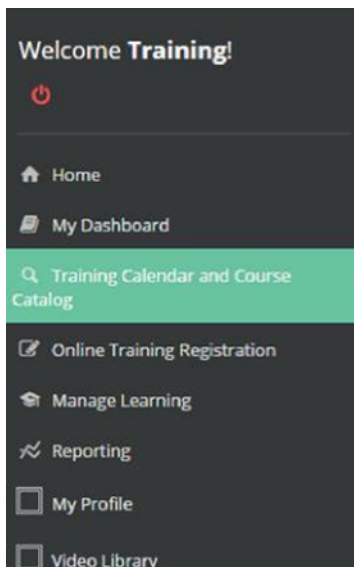


3. Scroll to the bottom of the page and click on Login

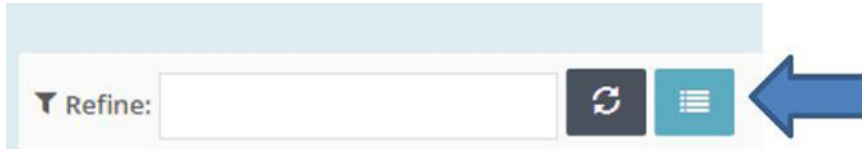


Use your WV STARS Registry ID as your login and password unless you have already updated your login information

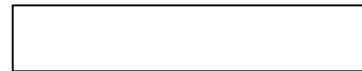
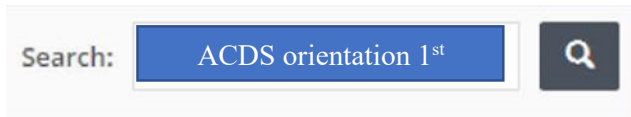
4. Click on Training Calendar and Course Catalog



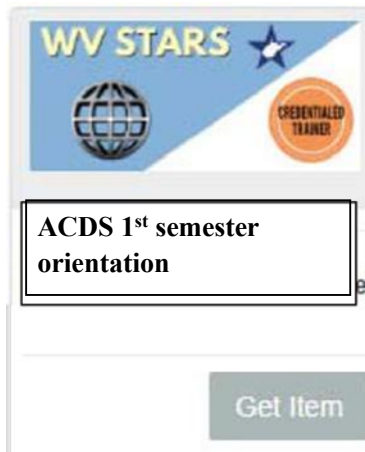
5. Click the switch to Course List button (blue button with white lines below).



6. Enter the name of the training (ACDS Orientation) and click the Search icon.



7. Click Get Item in the bottom right corner.



8. The next screen provides more details about the class and shows 1 item in your shopping cart. To complete the

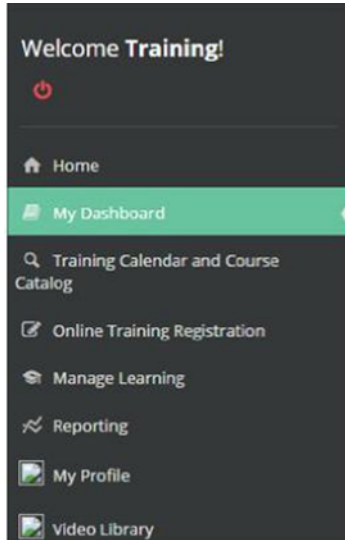
registration you must click on



9. Scroll to the bottom of the page and click



10. Click on My Dashboard tab.



11. You should see the registered course in My Courses



IMPORTANT: WV STARS now requires all training attendees to complete an online training evaluation to receive their official training certificate. All training certificates will become available after the completion of the online training