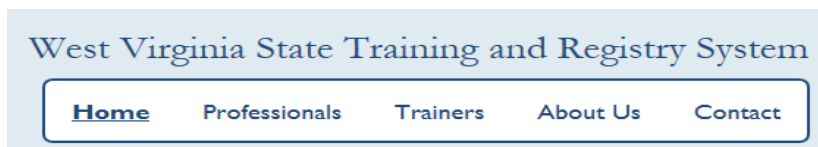


“How To” Search and Register for Training

1. GO TO www.WVSTARS.org



2. Click on the Professionals Tab

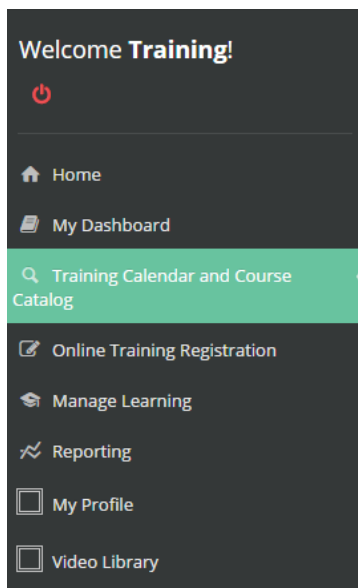


3. Scroll to the bottom of the page and click on Login

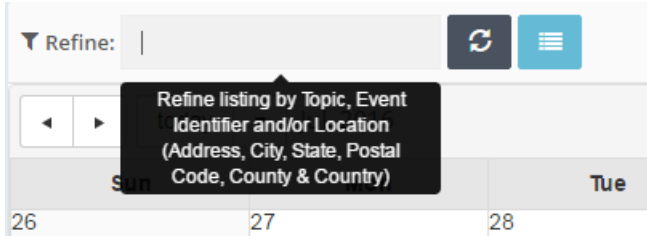


Use your WV STARS Registry ID as your login and password unless you have already updated your login information

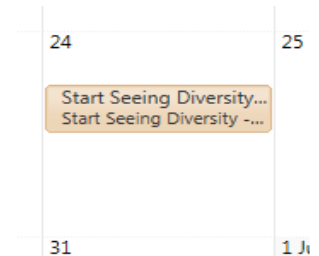
4. Click on Training Calendar and Course Catalog



5. Narrow search options by location or keyword.



6. Click on the training you would like to attend

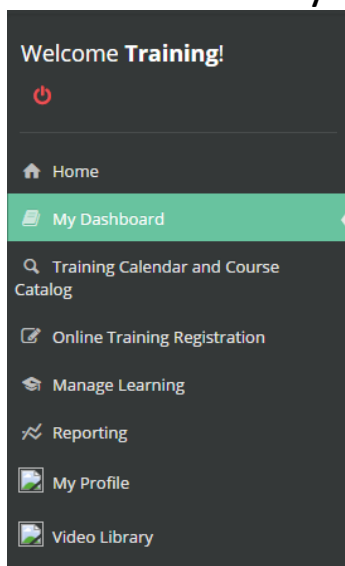


7. View course details on the right side of the screen. Scroll to the bottom of the course details and click [Click here to Register](#)

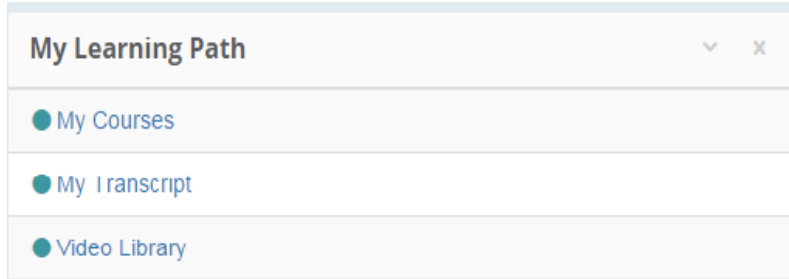
8. The next screen provides more details about the class and also shows 1 item in your shopping cart. In order to complete the registration you must click on [In Cart \(Checkout\)](#)

9. Scroll to the bottom of the page and click [Finish](#)

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 in order to receive their official training certificate. All training certificates will become available after the completion of the online training evaluation.

West Virginia State Training and Registry System

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