

How-to Upload Supporting Documentation for Pathway to Earnings

1. Login to your registry account at www.wvstars.org
2. On your dashboard you should see the WV STARS Pathway to Earnings Application listed. Click on the title.

The screenshot displays the user interface of the WV State Training and Registry system. The user is logged in as SARAH BAILEY. The dashboard features a sidebar with navigation options and a main content area with several widgets. The 'My Courses' widget is the primary focus, showing three progress indicators: 0% (Not Yet Viewed), 1% (In Progress), and 99% (Completed). The 'WV STARS Pathway to Earning Application' course is highlighted with a blue circle and an orange arrow, indicating it is the target for the next step. The course details include 'Course Version 1' and 'Course Number: Pathway to Earnings Application (Pilot)'. The date 'Monday, April 23, 2018' and 'Progress 0 / 2' are also visible. Other widgets include 'Training Documentation', 'Gradebook', and 'User Management and Ancillary User Tools'.

WV State Training and Registry

Secure | <https://wvregistry.org/ets/dashboards/dashboard/MyDashboard>

Apps | WV State Training and Registry | New Tab Search

Welcome SARAH!
Logout

Home
My Dashboard
Training Calendar and Course Catalog
Users & Org
Online Training Registration
Manage Learning
Professional Development
Reporting
System Tools
National Organization Online Training
My Profile
My Calendar
Video Library

Training Documentation
Training Documentation More Info

My Courses
0% Not Yet Viewed
1% In Progress
99% Completed

WV STARS Pathway to Earning Application
Course Version 1
Course Number: Pathway to Earnings Application (Pilot)
Monday, April 23, 2018
Progress 0 / 2
In Progress

Gradebook
Gradebook More Info

User Management and Ancillary User Tools
User Management More Info

12:14 PM
4/23/2018

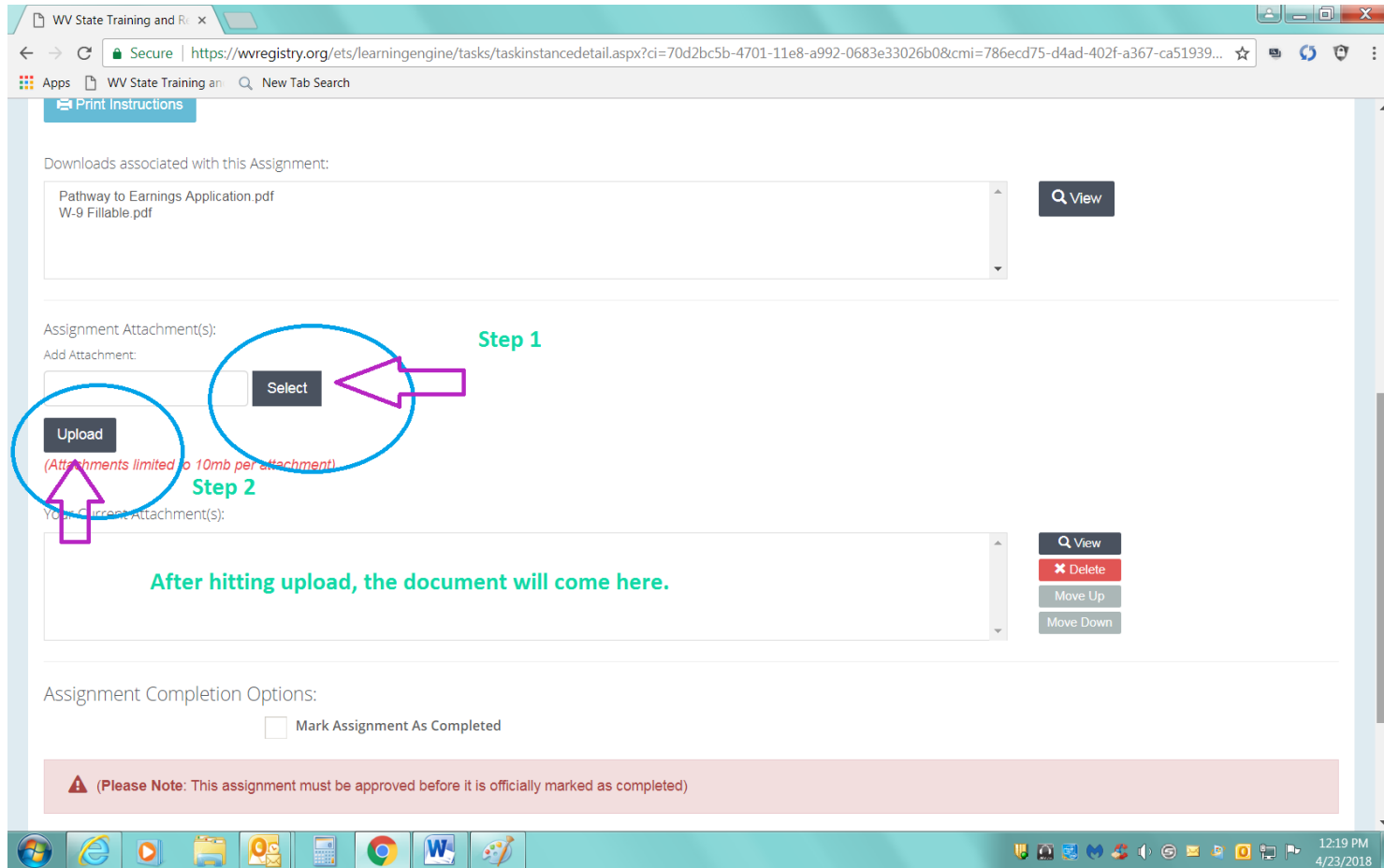
3. This will bring you to the Course Information. Click on the title in the Module box.

The screenshot shows a web browser window with the URL <https://wvregistry.org/ets/LearningEngine/courseinstancehome.aspx?ciid=70d2bc5b-4701-11e8-a992-0683e33026b0&exitto=mycourses>. The user is logged in as SARAH BAILEY. A maintenance notice is displayed at the top: "Scheduled Maintenance: Tuesday 4/24 <=> Time: 9 PM EST - 7 PM MST <=> Duration: 90 Minutes or Less <=> Note: The site will be unavailable during this time, please click here for More Information...". Below the notice are buttons for "Return" and "Drop This Course". The main content area is titled "WV STARS Pathway to Earning Application" and shows the course number "Pathway to Earnings Application (Pilot)". A green notification bar states: "You've spent 0 minute(s), 0 second(s) viewing this course." Below this are buttons for "View Course Overview" and "View Course Objectives". The "Course Content" section is highlighted with a blue box, and a blue arrow points to the first module in the table below. The table lists the modules for the course.

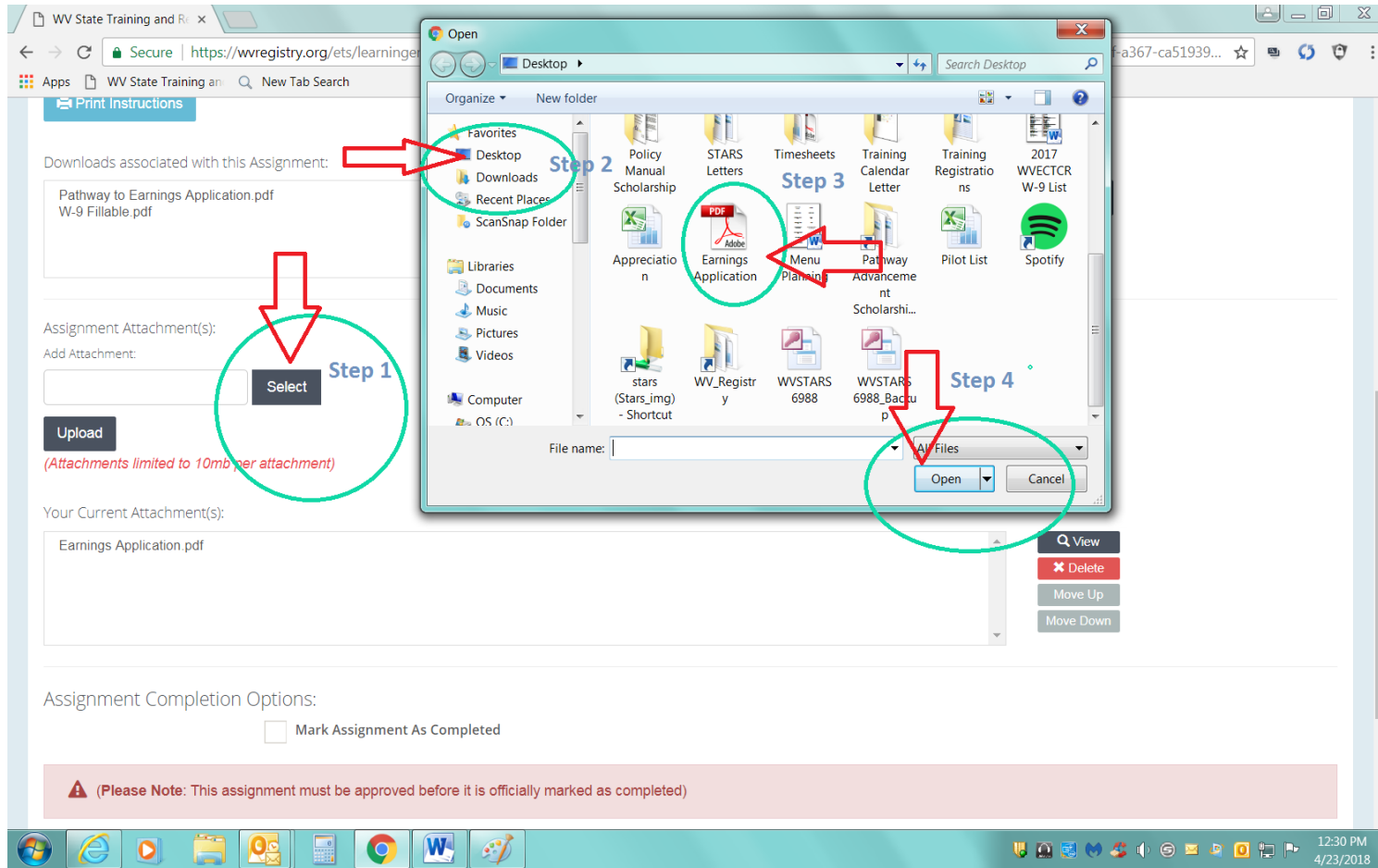
Module	Progress	Score	Due Date	
<input checked="" type="checkbox"/> WV STARS Pathway to Earnings Application	In Progress	N/A	N/A	Required Course Section
<input checked="" type="checkbox"/> Application Checklist	Not Yet Viewed	N/A	N/A	Required Course Section

The system clock at the bottom right shows 12:18 PM on 4/23/2018.

4. This will bring you to the directions page. Scroll down and you will see a box that says “Upload”. This is where you will be able to upload any document that is needed for verification (the application, certificates, paystub, official copy of transcripts, etc.).



5. After hitting “Select” you will be able to select what document you want to upload from your computer. If you saved your application to your desktop, you would click on desktop and then click on the document and then click “Open”.



6. Then click on “Upload”. This will add it to the current attachments box.
7. You will click on select again to add the next document, then chose the document, hit open, and then upload. It is easier to save all documents that you will need, to the same place. For example: you can save them all to your desktop or save them in a folder under “My Documents” and name the folder Pathway to Earnings for easy accessibility.
8. After you have uploaded your documents, you must check the box that says, “Mark Assignment as Complete”.

Assignment Attachment(s):

Add Attachment:

(Attachments limited to 10mb per attachment)

Your Current Attachment(s):

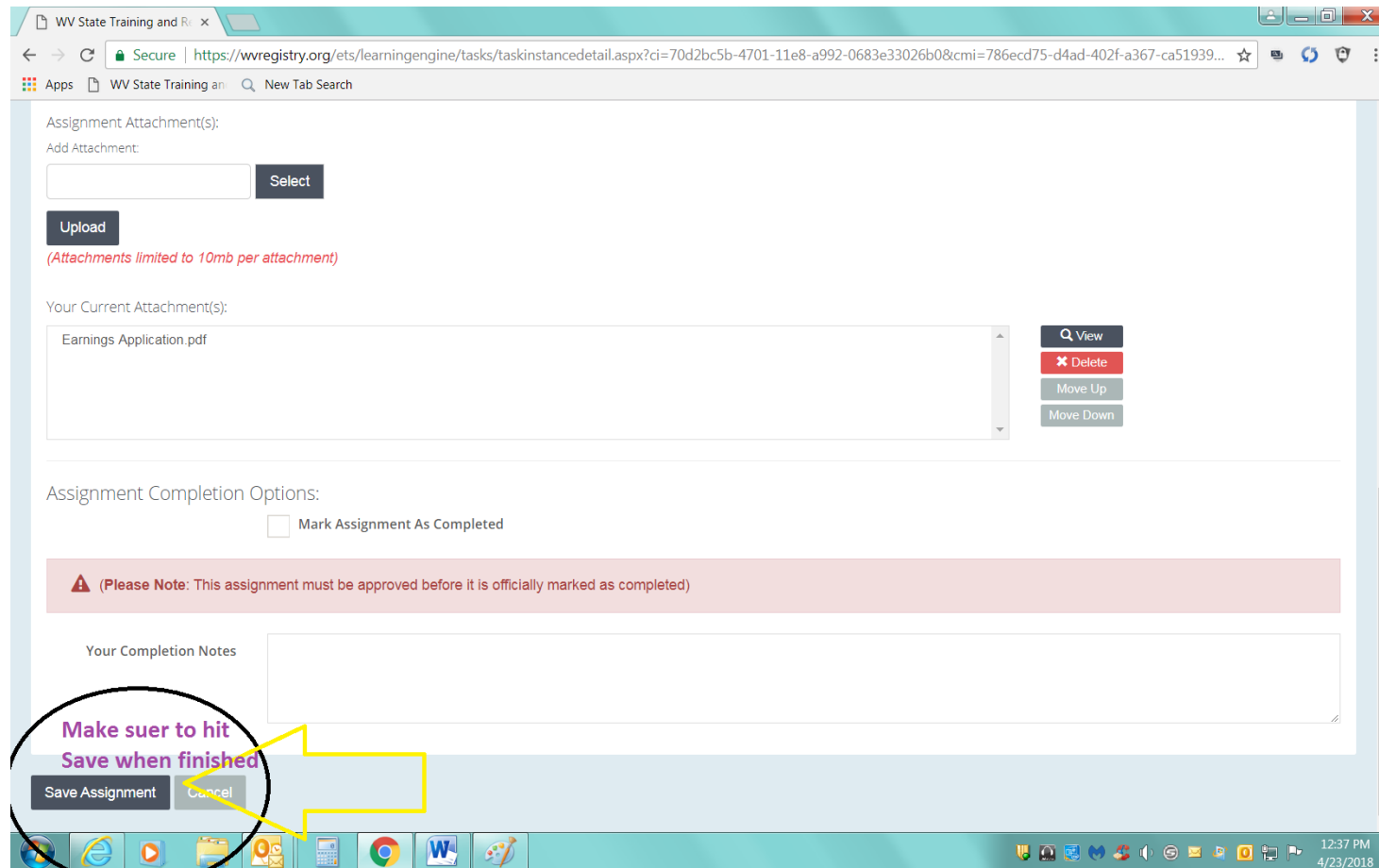
Earnings Application.pdf	You must check this box when you are complete and before you hit submit.
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<input type="button" value="View"/>
<input type="button" value="Delete"/>
<input type="button" value="Move Up"/>
<input type="button" value="Move Down"/>

Assignment Completion Options:

 Mark Assignment As Completed

9. Hit "Save Assignment" when complete.



10. This will bring you back to your dashboard and you are finished. You will receive either an approval email or a denial email. If you would receive a denial email and earnings enrollment still open, then you may reapply, making sure to submit all the required documentation.