

How Do I Get Trained to Use STAARS?

Attend classroom training.

Visit the Training Materials page.

Use the STAARS Knowledge Base.

Contact STAARS Support if you have questions.

Attend Classroom Training

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For Track 3 agency training, the Agency Implementation Liaisons (AILs) have provided the STAARS Training Team with the information needed to establish each user's training needs, so training is scheduled accordingly. You will receive information about upcoming training sessions, dates, and times in your Microsoft Outlook email.

When you receive an email indicating that you have been scheduled for a training class, please make every effort to accommodate the scheduled date/time. Many classes have prerequisites, so if you miss one class, it can affect a number of other classes that you need to take.

Respond to the email invitation

➤ Click the **Accept** button  at the top of the invitation.

(If extenuating circumstances prevent you from attending the scheduled date/time, you may click the **Decline** button.)

Notes:

- It is important that you respond, so the training schedulers can determine the number of slots reserved in the class at any given time.
- For the same reason, never click the Tentative button when responding.
- The training invitation will indicate the location of the training and include links to training materials that you may print and bring to the training class.

Visit the Training Materials Page

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1. Go to the [Training Materials](#) page on the STAARS website.
2. Click the  sign to the left of a training area. (The numbers of the STAARS classroom training classes that relate to that area are shown in parentheses next to the name.)
3. Explore the various training documents and resources available for each functional area.
4. To view a PDF document*, click the hyperlink.

To save the opened document to your computer, click the Save icon at the top right of the screen or right-click and select **Save As** from the menu displayed.

*Files that are not PDF cannot be viewed directly from the Training Materials page. When you click the hyperlink, the file is saved to your computer. Locate the file in your Downloads folder and double-click it to open it.

There are several different types of training material. What's the difference?

Job aids are short "how to" guides that explain how to do a specific task (or group of tasks) in STAARS.

Classroom materials are training guides and/or classroom presentations used during classroom training. In many cases, these are the materials you will be encouraged to print and bring with you to the training class.

Reference materials are additional materials that accompany a STAARS training course, which have been made available for your reference.

Use the STAARS Knowledge Base

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The STAARS Knowledge Base is a self-service, fully-searchable database that stores all kinds of information, including instructions for completing tasks in STAARS and steps for resolving errors you may encounter. You can visit this at any time to find current information.

1. Go to the [STAARS Knowledge Base login page](#).
2. Log in using your user ID and password.

If you do not have a user ID and password, or can't remember it, send an email to STAARS.support@finance.alabama.gov.

[Click here](#) for detailed instructions on how to use the STAARS Knowledge Base to find information.