

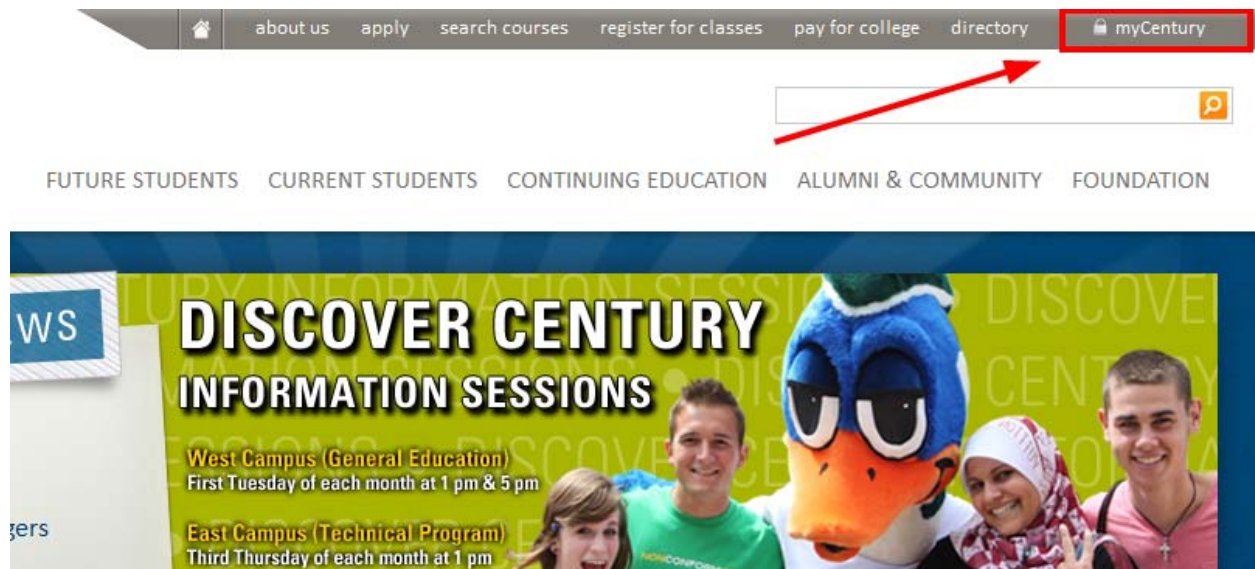
How to register for staff training or an event using STARS

Step 1

Visit <https://secure.mnsu.edu/mnscupd/default.asp> to login to STARS.

OR

Access STARS through the myCentury portal on the Century College home page at <http://century.edu>.



Step 2

Enter your Century username and password to enter the portal.

The image shows the login page for Century College Services. The page has a blue header with the Century College logo and the text 'Century College Services'. Below the header is a 'Security (show explanation)' section with two radio buttons: 'This is a public or shared computer' (selected) and 'This is a private computer'. Below this is a 'User name:' field and a 'Password:' field. A 'Log On' button is located to the right of the password field. A 'Reset your password' link is located below the password field. A red arrow points to the 'Log On' button. At the bottom of the page, there is a copyright notice: '© 2010 Century College. All rights reserved.'

Step 3

Once inside the portal, hover over “myServices,” then hover down to “Professional Development,” and finally, click on “STARS.”

The screenshot shows the myCentury portal interface. At the top left is the Century College logo. The top right shows a user greeting: "Welcome Stephen Kelly". Below the logo is a navigation bar with tabs for "myCentury", "myServices", "myTechnology", and "myTools". The "myServices" tab is active, and a dropdown menu is open. In this menu, "Professional Development" is highlighted, and its sub-menu is also open, with "STARS" highlighted. On the left side, there is a vertical menu with links like "Century College", "College Calendar", "Desire2Learn", "GPS LifePlan", "Manage myLogins", "Register for Courses", and "Search for Courses". Below this menu are "Star Alert" and "Emergency Notifications from Century College". At the bottom, there are "Announcements" and "myInbox" sections.

Step 4

In some cases you may not be directed into STARS. If you are brought to the screen displayed below, then click on the “logging” link identified by the red arrow below.

The screenshot shows the STARS login page. At the top, there is a navigation bar with links: "Apply", "Browse Courses", "Register for Classes", "Pay for College", "Century Direct Login", "Directory", and a search box. Below this is the Century College logo and a menu with "FUTURE STUDENTS", "CURRENT STUDENTS", "CONTINUING EDUCATION", "COMMUNITY", and "FOUNDATION". The main content area features a banner image of students and the word "STARS" in large yellow letters. Below the banner, there is an error message in a yellow box: "Your Tech ID/PIN/Campus are not correct. Try logging in again. (Do not click the back button.)". A red arrow points to the word "logging" in this message. Below the error message, there is a section titled "Using e-Services with STARS" with instructions on how to look up Tech ID and PIN numbers.

Step 5

On the following screen, enter in your Tech ID (or STAR ID) number and password.

Apply Browse Courses Register for Classes Pay for College Century Direct Login Directory Search GO

CenturyCollege FUTURE STUDENTS CURRENT STUDENTS CONTINUING EDUCATION COMMUNITY FOUNDATION

Got Questions? Ask CECT

Explore Continuing Ed.

- Catalogs
- Contact Continuing Ed.
- Locations
- Bookstore

STARS

Systemwide Training and Registration Site

Tech ID Or StarID

Password

Your Campus Century College

Submit

What is my Tech ID and Password?

Step 6

Once inside STARS, click on "Search for a Class" in the left sidebar.

Apply Browse Courses Register for Classes Pay for College Century Direct Login Directory Search GO

CenturyCollege FUTURE STUDENTS CURRENT STUDENTS CONTINUING EDUCATION COMMUNITY FOUNDATION

Employee Class Options

- My Registrations
- Search for a Class**
- Schedule
- Cancel a Registration
- Log out

Other Training Options

- Enter Other Training
- Update Other Training
- Remove Other Training

Instructor Class Options

- Print a Class Roster
- Registration History
- Register Other Employees
- Cancel an Employee Registration
- E-mail Class
- Take Attendance
- Add D2L Attendance

STARS

My Registrations

Stephen Kelly (Edit)
(612)229-3560
Faculty
Century College
stephen.kelly@century.edu

Registrations

Class Name	Date & Time	Hours	Registration #	Status
Century College 2012 DigiLit Conference	1/5/2012 9:00 AM - 1/5/2012 3:00 PM	6	52650	

Step 7

On the next page, make certain that “Century College” is selected under “Select your campus or All Campuses.” If you know the name of the training or event you would like to attend you may type it into the search box and click the “search” button. If you don’t know its name, just leave the search box blank and click the “search” button.

Apply Browse Courses Register for Classes Pay for College Century Direct Login Directory Search

CenturyCollege FUTURE STUDENTS CURRENT STUDENTS CONTINUING EDUCATION COMMUNITY FOUNDATION

Employee Class Options

- ❖ My Registrations
- ❖ Search for a Class
- ❖ Schedule
- ❖ Cancel a Registration
- ❖ Log out

Other Training Options

- ❖ Enter Other Training
- ❖ Update Other Training
- ❖ Remove Other Training

Instructor Class Options

- ❖ Print a Class Roster
- ❖ Registration History
- ❖ Register Other Employees
- ❖ Cancel an Employee Registration
- ❖ E-mail Class

STARS

Search for a Class
Search for a class on your campus or all campuses based on the keywords you enter below.

Select your campus or All Campuses. Century College

Keyword or Date
(Single words work the best. Some examples are: Leadership, 1/7/09, January 07, 2009)

Search

Step 8

Your search results will appear on the next page. Scroll down and click on the training or event you would like to attend.

❖ Log out

Other Training Options

- ❖ Enter Other Training
- ❖ Update Other Training
- ❖ Remove Other Training

Instructor Class Options

- ❖ Print a Class Roster
- ❖ Registration History
- ❖ Register Other Employees
- ❖ Cancel an Employee Registration
- ❖ E-mail Class
- ❖ Take Attendance
- ❖ Add D2L Attendance

> Got Questions? Ask CECT

Explore Continuing Ed.

> Catalogs

STARS

Classes at Century College

Communication/Interpersonal Skills

- Fall Learning Circle -Turning to wonder and refraining from fixing
- Spring Learning Circle - Extending welcome and listening deeply
- Spring Learning Circle - Respecting silence and speaking our truth
- Spring Learning Circle - Suspending judgment and identifying assumptions
- Spring Learning Circle -Turning to wonder and refraining from fixing
- Effective Business Writing Workshop
- June Retreat Naming and Claiming Our Gifts
- Winter Retreat Hospitality as a Winter Gift

Conferences/Development Days

- Century College 2012 DigiLit Conference

Diversity

- Becoming an Effective Intercultural Trainer
- Developing Intercultural Competence at the Individual Level
- Developing Intercultural Competence at the Organizational Level
- ICCP: Generational Diversity in the Workplace
- Intercultural Communication Strategies
- Intercultural Communication Tools and Skills
- Intercultural Conflict Style Assessment
- Leading Diverse Teams
- NEW! Cultural Diversity and Substance Use Issues
- NEW! Working with the African American Community
- NEW! Working with the American Indian Community
- NEW! Working with the Hmong Community
- NEW! Working with the Homeless Population
- NEW! Working with the Somali Community

Step 9

The link will take you to the course information where you may click on the “Register” button. From here just follow the prompts to register for your training or event.

Century College 2012 DigiLit Conference

In the spring of 2011 the National Telecommunications and Information Administration under the authority of president Obama created digitalliteracy.gov, a website dedicated to helping Americans find jobs and obtain the 21st century skills being sought by today's employers. Employers need workers with strong technology skills, so how do we best promote digital literacy and prepare students to be strong digital citizens?

The **DigiLit Conference** is an opportunity for *employees of all technology skill levels* to explore the topic of digital literacy in the Century College community. Please join us for a day of discussion about how digital literacy affects the professional development of our employees, the nature of our curriculum, and most importantly, the future of our students.

Cost of attendance: Free

Who may attend: any Century College employee

Participants are encouraged to bring their computer or mobile devices and any instructional materials they would like to share with others.

Notice: conference proceedings will be video and/or audio recorded.

For more information about the DigiLit Conference, contact :

Stephen Kelly, (Marketing Program)

stephen.kelly@century.edu

651-773-1711

or advisory committee member from an academic program.

A catered lunch will be provided over the noon hour during the open technology and sharing session.

Thursday, January 05, 2012 at 9:00 AM until Thursday, January 05, 2012 at 3:00 PM
Sponsoring Campus: **Century College**
Location: **East Campus Lincoln Mall**
Instructor(s) **Stephen Kelly**