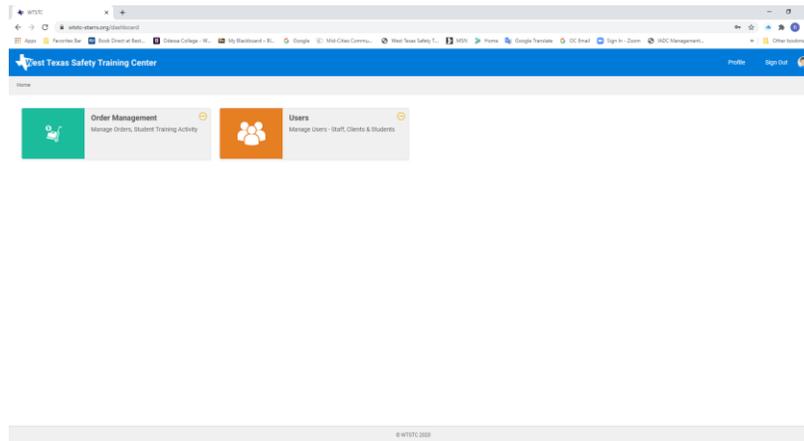


# How to Print a Student History – Client Admin

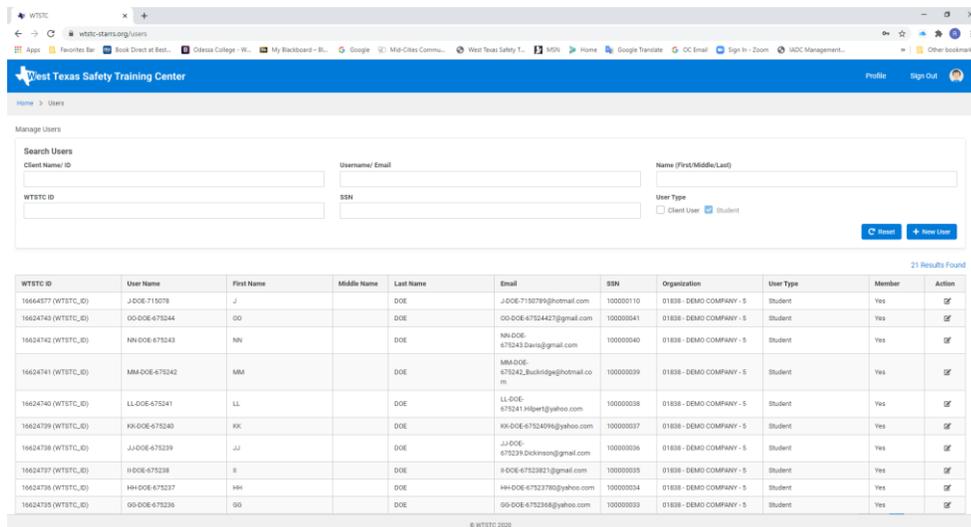
## 1. Log into Starrs



## 2. Screen should look like this:

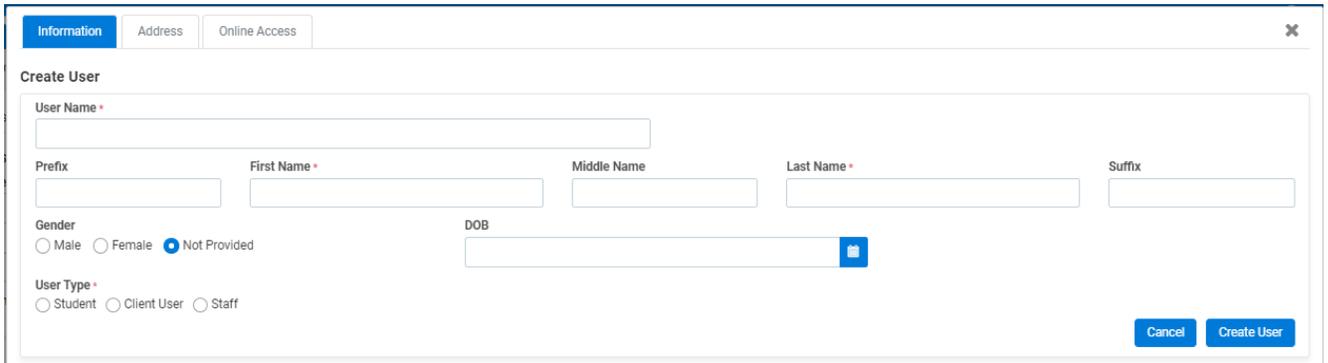


## 3. Click on the “USERS” field. Screen should look like this:

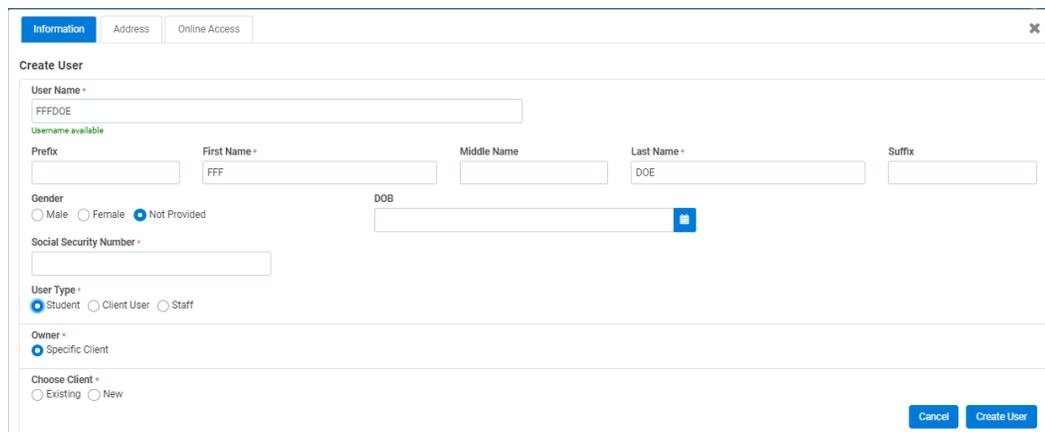


4. You should see only “Student” check marked. Search for student using the “Name (First/Middle/Last)” field, the “WTSTC ID” field, or the “SSN” field.
  - a. If the student is already in our system, but is new to your company, please call 432-563-3067 to speak with Jennifer. We can align the student to your company so that you may have access to his/her record.
  - b. If not, use the following steps to create the student.

5. Click the  button on the right side of the screen. The screen should change to this:

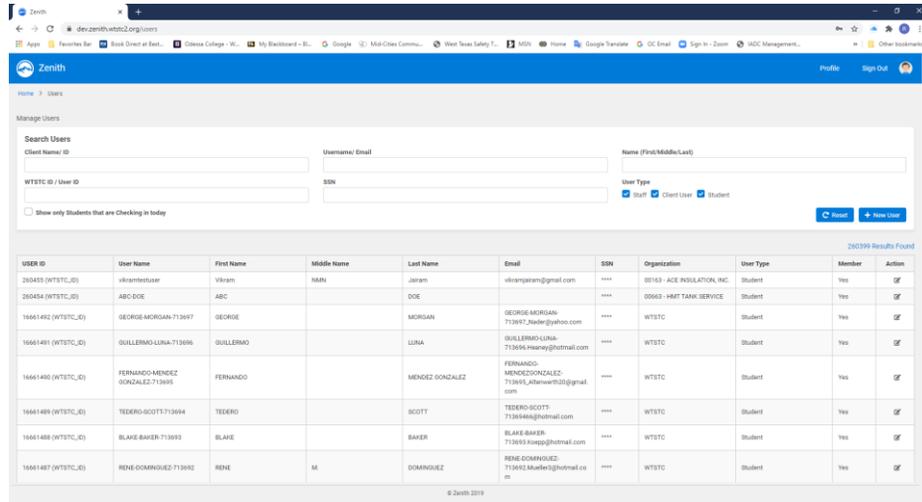


6. Complete the required fields as follows:
  - a. Username – Create a unique username using first initial + last name + last four SSN. (ie. rrhoads4193)
  - b. Fill in Student’s First Name and Last Name.
  - c. Under Gender – it should default to “Not Provided”.
  - d. Select “Student” under “USER TYPE”. Screen should change to this:

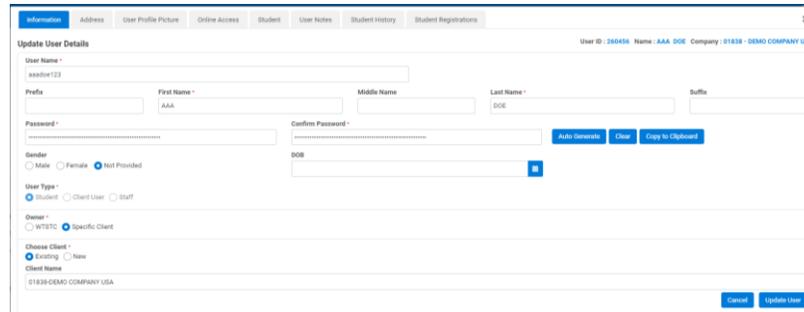


- e. You must fill in the full 9 digit SSN for the student in the “Social Security Number” field
- f. Select “Specific Client” under Owner
- g. Choose “Existing” under “Choose Client”
- h. Begin Typing the Client name and the autocomplete will assist in populating the proper Client.

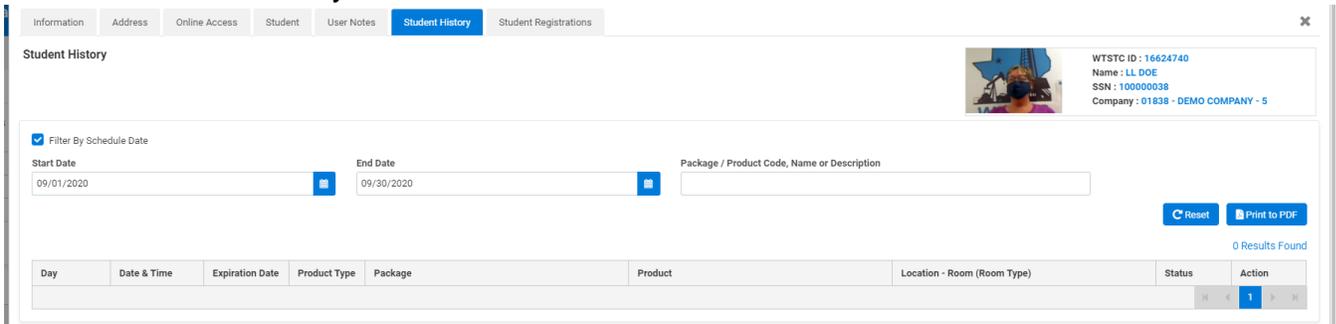
- i. Once the correct Client is selected and all required fields are completed, click the **Create User** Button. The screen will change to this, with the new student listed on top of list:



7. Select the student you need to get the history for and click the Action “” icon. Screen should change to this:



8. Use the “Student History” tab. The screen should look like this:



9. To see entire student history, remove the check mark in the “Filter By Schedule Date” box.

10. Screen should look something like this, with all the student history displayed:

Information Address Online Access Student User Notes **Student History** Student Registrations

Student History

WTSTC ID : 16624740  
Name : LL DOE  
SSN : 100000038  
Company : 01838 - DEMO COMPANY - 5

Filter By Schedule Date

Start Date: 09/01/2020 End Date: 09/30/2020 Package / Product Code, Name or Description

[Reset](#) [Print to PDF](#)

6 Results Found

Day	Date & Time	Expiration Date	Product Type	Package	Product	Location - Room (Room Type)	Status	Action
Saturday	08-29-2020 09:30	N/A	CBT	N/A	RSP-INT - RESPIRATORY AWARENESS - CBT	WTSTC - CBT Lab - Room 2 (CBT Lab)	FAIL	
Saturday	08-29-2020 09:58	N/A	CBT	N/A	SLUSAT-INT - SAFELAND USA TEST - INT	WTSTC - CBT Lab - Room 2 (CBT Lab)	FAIL	
Saturday	08-29-2020 11:37	08-29-2021	CBT	N/A	PPE-INT - PERSONAL PROTECTIVE EQUIPMENT - CBT	WTSTC - CBT Lab - Room 2 (CBT Lab)	PASS	
Saturday	08-29-2020 04:22	N/A	CBT	N/A	FALLORH-INT - FALL BASIC CBT	WTSTC - CBT Lab - Room 2 (CBT Lab)	FAIL	
Saturday	08-29-2020 04:52	N/A	CBT	N/A	H2S-INT - H2S - CBT	WTSTC - CBT Lab - Room 2 (CBT Lab)	FAIL	
Saturday	08-29-2020 05:39	N/A	CBT	N/A	H2SRSP-INT - H2S & RESPRO CBT	WTSTC - CBT Lab - Room 2 (CBT Lab)	FAIL	

11. Here you can use the “[Print to PDF](#)” button to print history. The student history will look something like this:

View Student History

WTSTC ID : 16624740  
Name : LL DOE  
SSN : 100000038  
Company : 01838 - DEMO COMPANY - 5

[Print](#)

Student History

DAY	DATE & TIME	EXPIRATION DATE	PRODUCT TYPE	PACKAGE/PRODUCT	LOCATION - ROOM (ROOM TYPE)	STATUS
Saturday	08-29-2020 09:30	N/A	Product - CBT	RSP-INT - RESPIRATORY AWARENESS - CBT	WTSTC - CBT Lab - Room 2 (CBT Lab)	FAIL
Saturday	08-29-2020 09:58	N/A	Product - CBT	SLUSAT-INT - SAFELAND USA TEST - INT	WTSTC - CBT Lab - Room 2 (CBT Lab)	FAIL
Saturday	08-29-2020 11:37	08-29-2021	Product - CBT	PPE-INT - PERSONAL PROTECTIVE EQUIPMENT - CBT	WTSTC - CBT Lab - Room 2 (CBT Lab)	PASS
Saturday	08-29-2020 04:22	N/A	Product - CBT	FALLORH-INT - FALL BASIC CBT	WTSTC - CBT Lab - Room 2 (CBT Lab)	FAIL
Saturday	08-29-2020 04:52	N/A	Product - CBT	H2S-INT - H2S - CBT	WTSTC - CBT Lab - Room 2 (CBT Lab)	FAIL
Saturday	08-29-2020 05:39	N/A	Product - CBT	H2SRSP-INT - H2S & RESPRO CBT	WTSTC - CBT Lab - Room 2 (CBT Lab)	FAIL

WTSTC ID : 16624740  
Name : LL DOE  
SSN : 100000038  
Company : 01838 - DEMO COMPANY - 5

Student History

DAY	DATE & TIME	EXPIRATION DATE	PRODUCT TYPE	PACKAGE/PRODUCT	LOCATION - ROOM (ROOM TYPE)	STATUS
Saturday	08-29-2020 09:30	N/A	Product - CBT	RSP-INT - RESPIRATORY AWARENESS - CBT	WTSTC - CBT Lab - Room 2 (CBT Lab)	FAIL
Saturday	08-29-2020 09:58	N/A	Product - CBT	SLUSAT-INT - SAFELAND USA TEST - INT	WTSTC - CBT Lab - Room 2 (CBT Lab)	FAIL
Saturday	08-29-2020 11:37	08-29-2021	Product - CBT	PPE-INT - PERSONAL PROTECTIVE EQUIPMENT - CBT	WTSTC - CBT Lab - Room 2 (CBT Lab)	PASS
Saturday	08-29-2020 04:22	N/A	Product - CBT	FALLORH-INT - FALL BASIC CBT	WTSTC - CBT Lab - Room 2 (CBT Lab)	FAIL
Saturday	08-29-2020 04:52	N/A	Product - CBT	H2S-INT - H2S - CBT	WTSTC - CBT Lab - Room 2 (CBT Lab)	FAIL
Saturday	08-29-2020 05:39	N/A	Product - CBT	H2SRSP-INT - H2S & RESPRO CBT	WTSTC - CBT Lab - Room 2 (CBT Lab)	FAIL