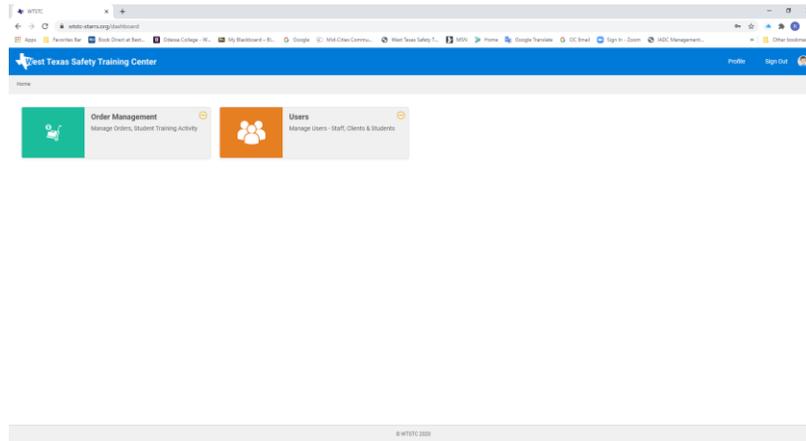


# How to Schedule a Student – Client Admin

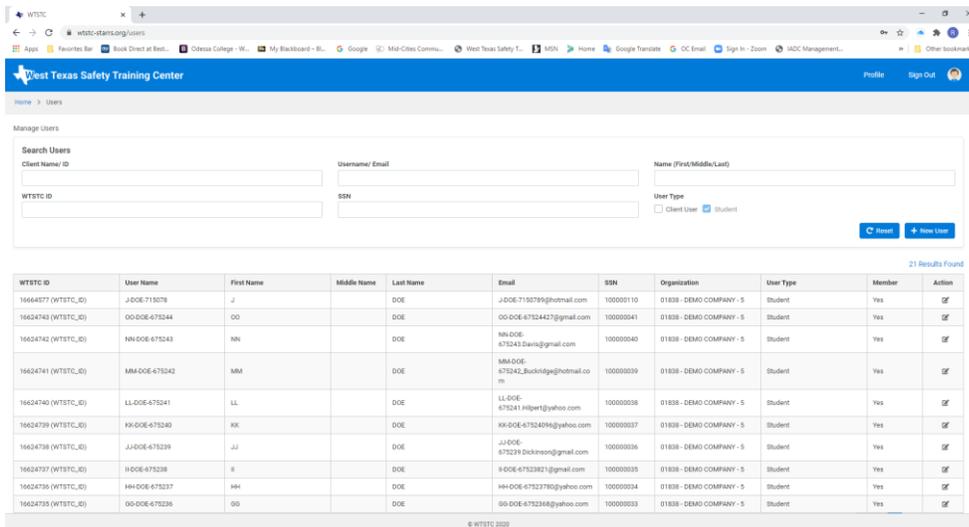
## 1. Log into Starrs



## 2. Screen should look like this:

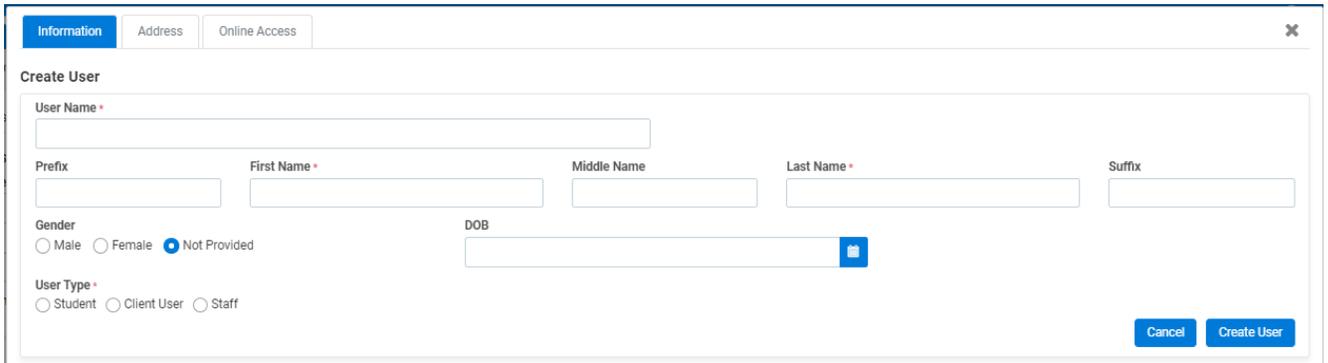


## 3. Click on the “USERS” field. Screen should look like this:

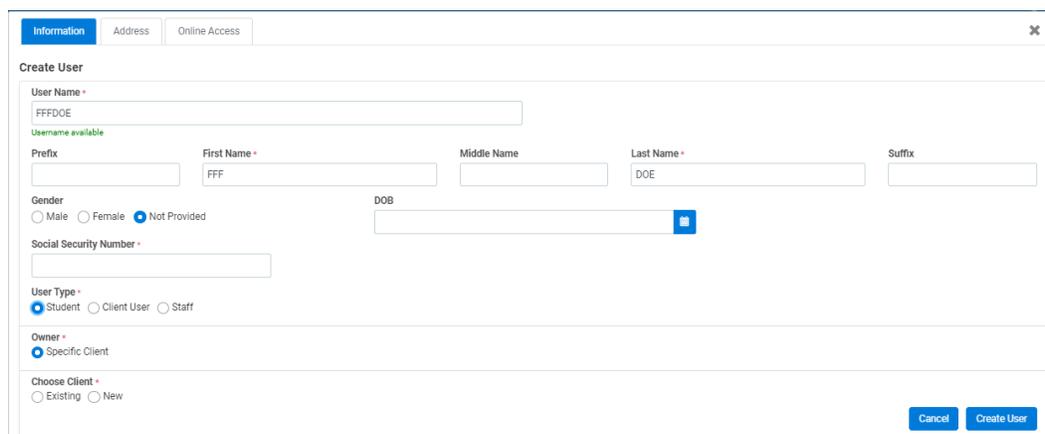


4. You should see only “Student” check marked. Search for student using the “Name (First/Middle/Last)” field, the “WTSTC ID” field, or the “SSN” field.
  - a. If the student is already in our system, but is new to your company, please call 432-563-3067 to speak with Jennifer. We can align the student 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:

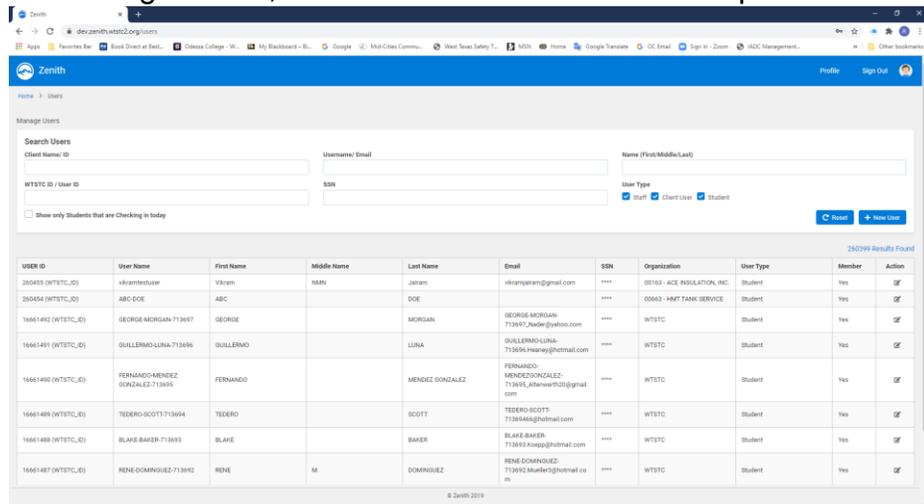


6. Complete the required fields as follows:
  - a. Username – Create a unique username using first initial + last name + last four SSN. (ie. rrhoads4193)
  - b. Fill in Student’s First Name and Last Name.
  - c. Under Gender – it should default to “Not Provided”.
  - d. Select “Student” under “USER TYPE”.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

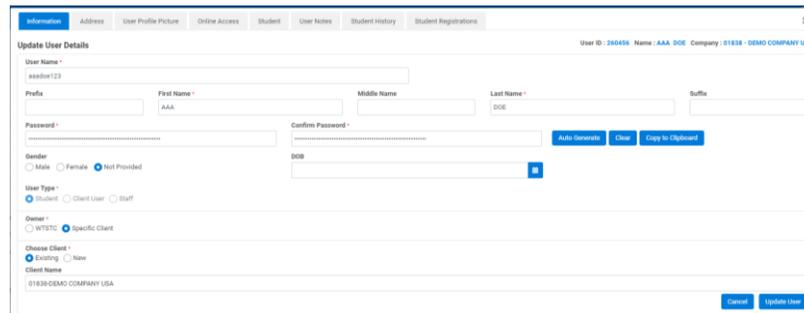


- e. You must fill in the full 9 digit SSN for the student in the “Social Security Number” field
- f. Select “Specific Client” under Owner
- g. Choose “Existing” under “Choose Client”
- h. Begin Typing the Client name and the autocomplete will assist in populating the proper Client.
- i. Once the correct Client is selected and all required fields are completed, click the  Button.

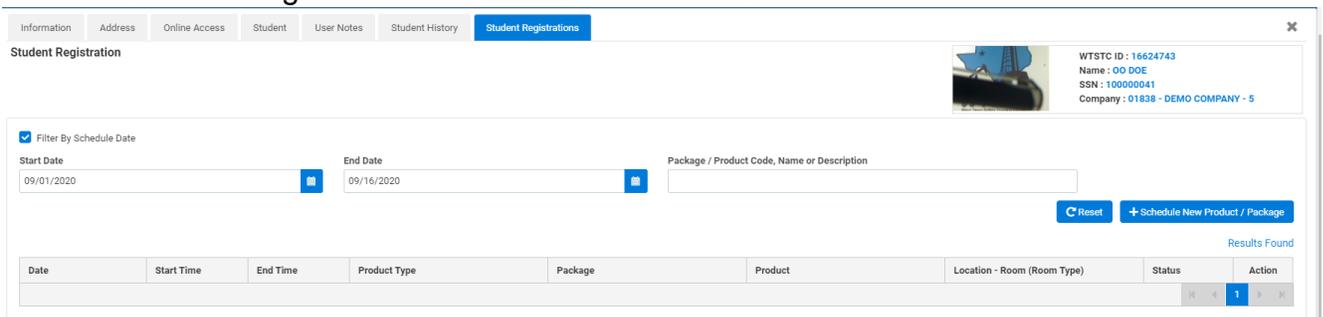
j. The screen will change to this, with the new student listed on top of list:



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

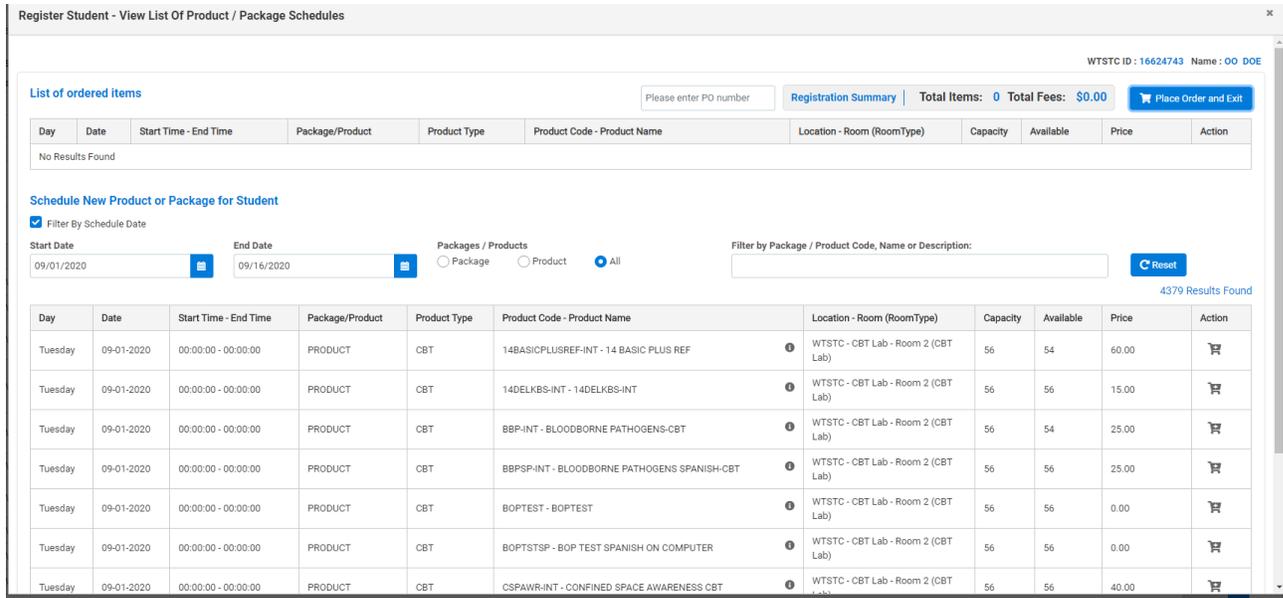


8. Use the “Student Registration” tab. The screen should look like this:



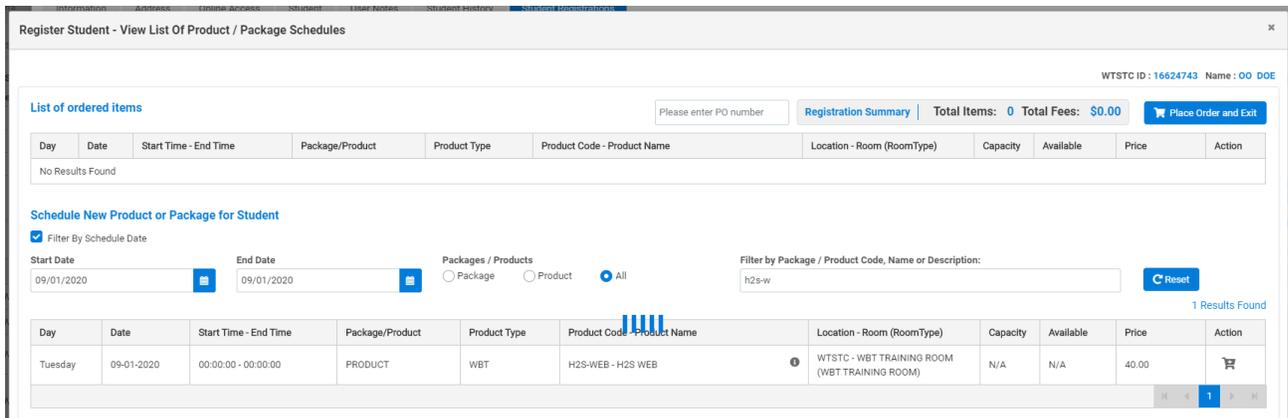
9. To continue the process of scheduling the student, click on the “” button.

10. Screen should look something like this:



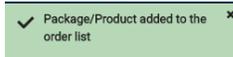
11. Change the dates in the “Start Date” and “End Date” fields to the appropriate date you would like the student to take the courses.

12. Next, type the course name in the “Filter by Package / Product Code, Name or Description” field. The system will narrow the search to locate the course you would like the student to take. Here is an example for H2S Web:



13. If a PO number is required, enter it into the “Please enter PO number” field.

14. Once the product has been located that you need to schedule, click the  icon on the right end. You will get this message:



15. Once all products are selected, use the **Place Order and Exit** button to complete the scheduling. Screen will look like this, with all required products listed:

Information Address Online Access Student User Notes Student History **Student** Order placed successfully

**Student Registration**

WTSTC ID : 16624743  
 Name : OO DOE  
 SSN : 100000041  
 Company : 01838 - DEMO COMPANY - 5

Filter By Schedule Date

Start Date: 09/01/2020 End Date: 09/16/2020 Package / Product Code, Name or Description:

[Reset](#) [+ Schedule New Product / Package](#)

1 Results Found

Date	Start Time	End Time	Product Type	Package	Product	Location - Room (Room Type)	Status	Action
Complete before Wednesday, 09-30-2020 23:59			WBT	N/A	H2S-WEB - H2S WEB	WTSTC - WBT TRAINING ROOM (WBT TRAINING ROOM)	OPEN	

1

16. Student has been scheduled successfully.