

Go to the ODE home page <http://education.ohio.gov> and at the top of the page click on the "SAFE sign in" text link. If you do not have a SAFE account, go to "I am a new SAFE user" link and follow the instructions and create a SAFE account. (If you have problems obtaining your SAFE account, please contact: stars.support@ode.state.oh.us)

1. If you have a SAFE account, please use your SAFE username and password to sign in.
2. From the Application list click on the STARS V2.0 link.
3. This will take you to the STARS dashboard.
Please Note: If you have not completed a user profile you will only see the User profile link. Click on the User profile link and make sure that you click the finish button at the end. Upon completing the profile, you should see an event search link.
4. To search for an event, click on the event search link and type in your search criteria. Please keep in mind that you do not need to fill out all the search field boxes. **Search by event date only - click on the calendar next to "Starts between" box and find the date of the training you want to attend or type the date in the box (mm/dd/yyyy) OR type region 13 in Event Owner box.**
5. When the events appear, highlight the event that you wish to attend and then click the register button at the bottom of the page. Follow the steps and make sure you click the "Yes" button when it appears. You should get a confirmation email once you have successfully signed up for the event.

Please contact Terri Densford at terri.densford@hcesc.org or 674-4278 if you have questions regarding registration.