



Participant User Guide

September 2022

Registration

The STARS Registry will help you grow your skills and advance your career. The more experience, education, and professional development you have in early childhood, the further you can go.

By joining the STARS Registry, you can:

- Track the annual professional development requirements for licensing
- Search by topic, instructor, and location
- Keep a record of your training and credentials in one place
- Identify your strengths and the areas where you need more professional development
- Make updates as you complete classes/training
- Have your education credentials verified for employers and licensing agencies

Helpful Tools

We encourage you to utilize the helpful tools and resources available to help you navigate the STARS system.

1. Navigate to www.wyregistry.org
2. Select Resources, FAQ's or Training Videos



Register Now

Resources

FAQs

Training Videos

Steps for registration:

1. Navigate to www.wyregistry.org
2. Select **Register Now**

Wyoming STARS

Welcome to Wyoming STARS!

Welcome to the Wyoming Statewide Training and Resource System (STARS Registry). The STARS Registry will help you grow your skills and advance your career. The more experience, education, and professional development you have in early childhood, the further you can go.

By joining the STARS Registry, you can:

Find and register for training and professional development opportunities near you; many are available online

- Track the annual professional development requirements for

User Name:

Password:

Login

[Forgot your password?](#)

Register Now

3. Complete personal information (required fields are noted with an “*”)
 - a. The email address provided will be used for logging in
4. Select the **Terms of Use** checkbox
5. Select **Continue with Registration**

Birth Date: *

☐ I have read and agree to the Registry [Terms of Use](#).

Continue with Registration

6. Enter your employer's name in the Search field
 - a. To ensure you find your program, keep your search simple. For example, if your program name is Early Care and Learning, you may want to search by Early Care because ‘and’ could be ‘and’ or ‘&’.
 - b. Select **Search**

STARS
Wyoming Statewide Training and Resource System

Awaiting Login...

Welcome

Register Now

Career Ladder

Submit Documentation

FAQs

Terms of Use

User Registration: Employment

Please select your current primary employer. If you have more than one employer now and after verifying your Registry account, contact the Registry staff, via the contact us page, for assistance with entering additional current employers.

Employer Name: * Enter Search Criteria:

Test Facility

Search

7. Select your program from the list

- a. If your program is not listed, please select Employer Not Listed. This will send an email to the Registry staff so we can add your employer and update your record. Due to how the system is set up we will not be able to add an employer unless it is a licensed program.

Select Your Program

Click to select your program:

Program Name	City	State	
800 test Facility Place 425 Morgan Ave, Mills,	Casper	WY	Select
99990010 Test Facility 852 Test Facility	Fe Warren Afb	WY	Select
Currently Unemployed		WY	Select
Employer Not Listed		WY	Select
Exempt Test Facility 2.2 334 Test	Cheyenne	WY	Select

Showing 1 to 5 of 10 entries

Previous 1 2 Next

Close This Window

8. Complete the required Employer fields (required fields are noted with an “*”)
 9. Select **Continue with Registration**

Salary Type: ☐ Hourly ☐ Annually

Benefits Offered:
(Through employer)

☐ Dental	☐ Discounted Child Care
☐ Free Child Care	☐ Life Insurance
☐ Medical	☐ Paid Professional Development Time
☐ Retirement	☐ Other

Continue With Registration

** By clicking "Continue with Registration" I certify that the information I have submitted is true and accurate

10. If your registration is successful, you will see the below message and receive an email to validate the email address used for registration. Select the **link** in the email to validate your email. You will not be able to login until you have validated your email address.

The requested account has been created successfully!

An email has been sent to the email address you provided and should arrive in the next few minutes. This email contains:

- Login details
- An email validation key,
- Simple instructions on how to validate your email address, and
- Direction on how to submit transcripts

Next Steps:

- Check your email and follow the instructions within it to validate your email. **Be sure to check your SPAM folders.**
- Once you validate your email, you can enter your employment history into your registry account.
- Submit transcript and professional development documentation to the Registry.

Logging In

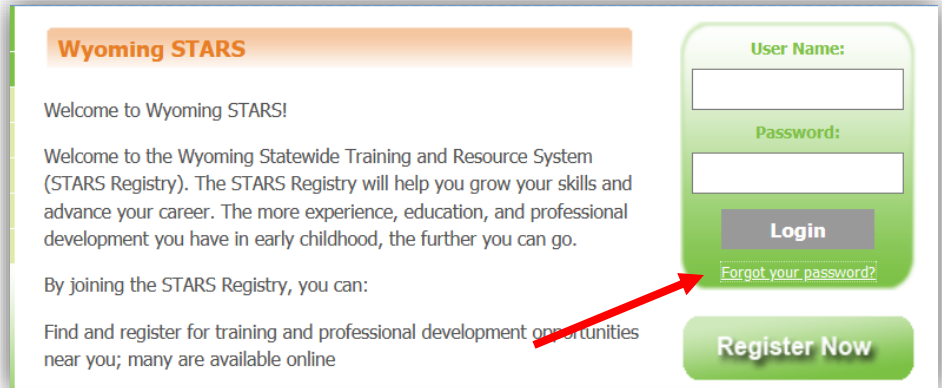
Once you have registered and validated your email, you can login to track your professional development, update your profile, find a class, etc.

1. Enter your Username
2. Enter your Password
3. Select **Login**

Password Reset

If you forget your STARS password, follow the below steps:

1. Select **Forgot your password**
2. Enter the email address your STARS account was registered with. If you are unsure what email you used, contact STARS at info@wyostars.org or
3. Select **Reset Password**



Wyoming STARS

Welcome to Wyoming STARS!

Welcome to the Wyoming Statewide Training and Resource System (STARS Registry). The STARS Registry will help you grow your skills and advance your career. The more experience, education, and professional development you have in early childhood, the further you can go.

By joining the STARS Registry, you can:

Find and register for training and professional development opportunities near you; many are available online

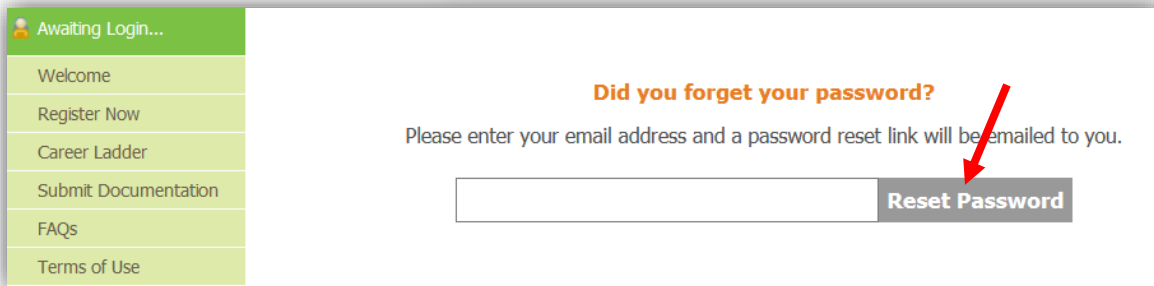
User Name:

Password:

Login

[Forgot your password?](#)

Register Now

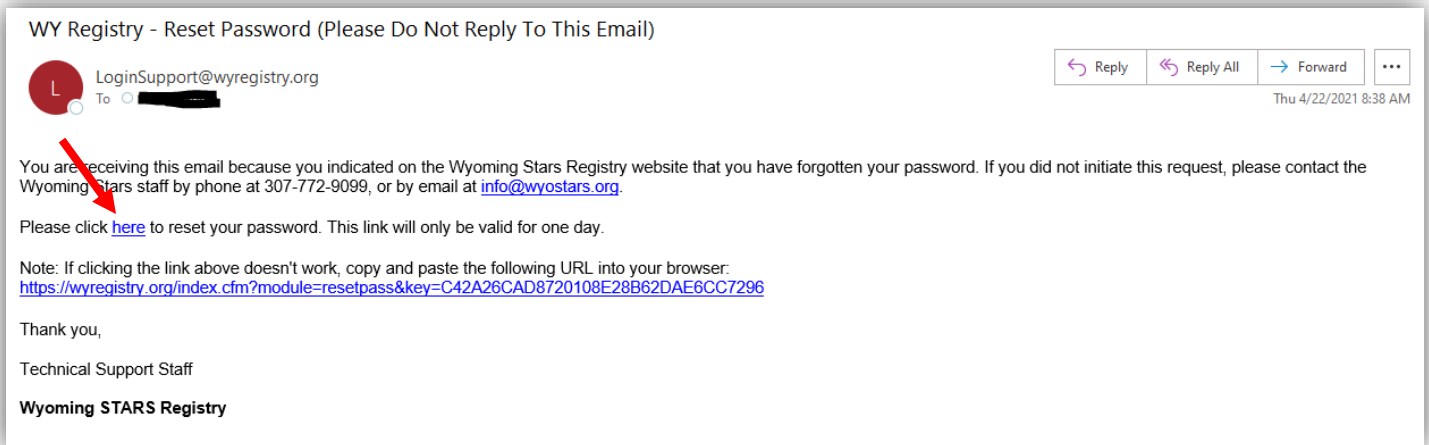


Did you forget your password?

Please enter your email address and a password reset link will be emailed to you.

Reset Password

4. You will receive an email from LoginSupport@wyregistry.org
5. Select the **link** in the email to reset your password



WY Registry - Reset Password (Please Do Not Reply To This Email)

LoginSupport@wyregistry.org

To: [redacted]

Thu 4/22/2021 8:38 AM

You are receiving this email because you indicated on the Wyoming Stars Registry website that you have forgotten your password. If you did not initiate this request, please contact the Wyoming Stars staff by phone at 307-772-9099, or by email at info@wyostars.org.

Please click [here](#) to reset your password. This link will only be valid for one day.

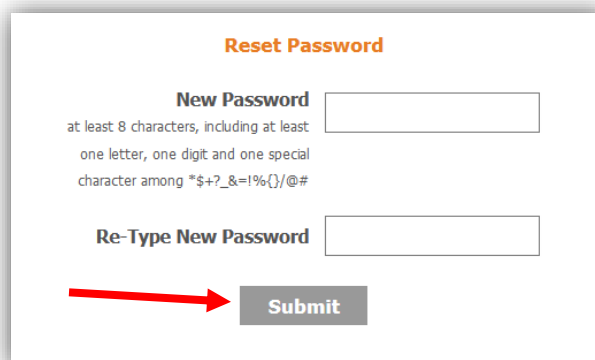
Note: If clicking the link above doesn't work, copy and paste the following URL into your browser:
<https://wyregistry.org/index.cfm?module=resetpass&key=C42A26CAD8720108E28B62DAE6CC7296>

Thank you,

Technical Support Staff

Wyoming STARS Registry

6. Enter your new password
7. Select **Submit**



Reset Password

New Password

at least 8 characters, including at least one letter, one digit and one special character among *\$+?_&=!%{}|/!@#

Re-Type New Password

Submit

Access Requests

Depending on your role with your program, you may need to request additional access.

Admin Access

Program/Center Directors/Administrators who oversee one site may apply to have limited access to information in their staff members' Registry profiles. If you oversee multiple sites, please use the 'Request MSA Access' function.

1. Select **Request Admin Access**
2. Select **I Agree Submit Request**
3. Submit necessary documentation to info@wyostars.org
 - a. Letter from your Board of Directors or supervisor and their contact information
 - b. Pre-printed letterhead with your name and title listed
 - c. Your business card with your title listed
 - d. An organizational chart



PD Instructor/TA Access

Staff/Directors/Training Organizations who plan to instruct classes will need to request PD Instructor/TA Access. This access will allow you to manage your instructor profile and post it under “Find Instructors,” schedule events and post them electronically, and enter the registry identification numbers of individuals who have completed your event(s).



1. Select **Request PD Instructor/TA Access** from left-hand menu
2. Select the **appropriate** PD Instructor/TA Provider level
 - a. PD Instructor
 - b. Staff Orientation Instructor
 - c. Specialty Instructor
3. Select the checkbox agreeing to the Instructor Memorandum of Understanding
4. Select **Submit**
5. Submit documentation to info@wyostars.org

MSA Access

Program/Center Directors/Administrators who oversee multiple sites may apply to have limited access to information in their staff members' Registry profiles. If you only oversee one site, please use the 'Request Admin Access' function.

1. Select **Request MSA Access** from the left-hand menu
2. Select the **checkbox** for each site you are requesting access to
3. Select **Request MSA Access** at the bottom of the page
4. Submit necessary documentation to info@wyostars.org

- a. Letter from your Board of Directors or supervisor and their contact information
- b. Pre-printed letterhead with your name and title listed
- c. Your business card with your title listed
- d. An organizational chart



Once MSA access has been approved, the user can request access to additional sites as needed.

1. Select **Request MSA Access** from the left-hand menu
2. In bold will be the list of programs the user currently has access to
3. Select the **checkbox** for each additional site access is being request for
4. Select **Request MSA Access** at the bottom of the page
5. Submit necessary documentation to info@wyostars.org
 - a. Letter from your Board of Directors or supervisor and their contact information
 - b. Pre-printed letterhead with your name and title listed
 - c. Your business card with your title listed
 - d. An organizational chart

Sponsor Access

Any individual, program, or organization that provides training will need sponsor access in STARS. This allows classes to be submitted to the STARS staff for approval as well as the ability to add classes to the event calendar. To receive sponsor access, please call (307-772-9099) or email (info@wyostars.org) the STARS office to be added.

My Tools & Settings

My Messages

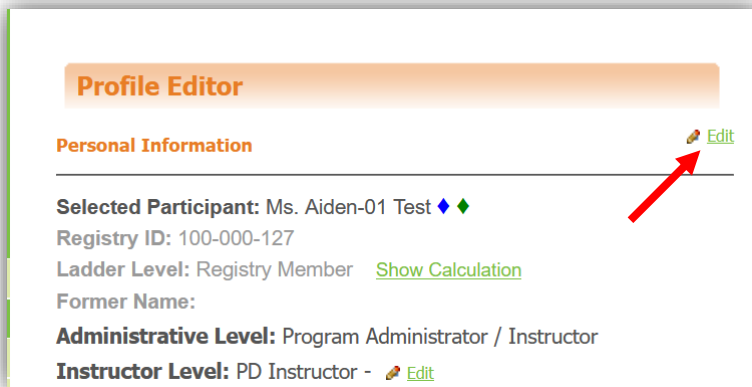
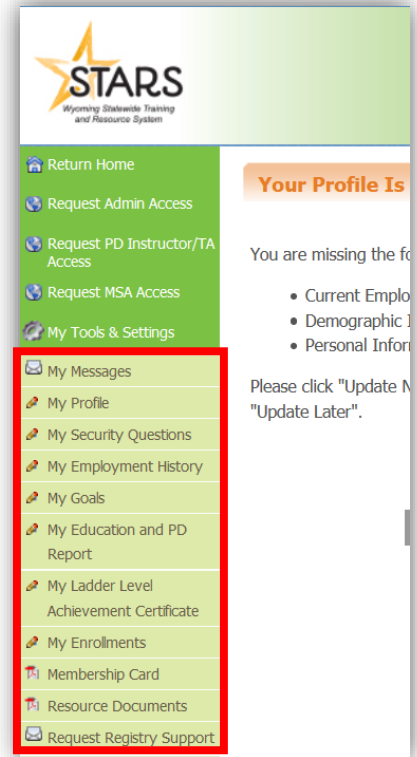
This allows you to see any messages that you have sent to STARS through the registry website. This will not show any emails you have sent from your personal or work email.

My Profile

This displays your personal and demographic information. You can also edit your information from this screen.

Update Demographics

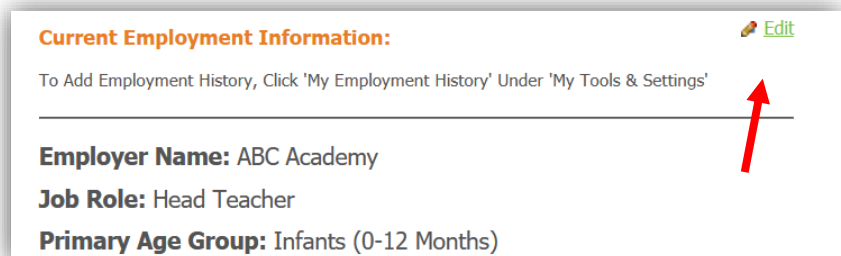
1. Select **My Tools & Settings** from the left-hand menu
2. Select **My Profile** from the left-hand menu
3. Select **Edit** in the upper right corner of your Personal Information



4. Update any information that is outdated (except name)
 - a. You can also change your password from here. When changing your password, it will need to be a minimum of 8 characters and include as least one letter, one digit, and one special character.
 - b. To change your name please contact the STARS office at info@wyostars.org or 307-772-9099.
5. Select **Update Account Info** at the bottom of the page to save changes

Update Employment Record

1. Select **My Tools & Settings** from the left-hand menu
2. Select **My Profile** from the left-hand menu
3. Select **Edit** in the upper right corner of your Current Employment Information
4. Select **Add a New Employment Record**



5. Enter your current employer Name of Program Where you Work field
 - a. To ensure you find your program, keep your search simple. For example, if your program name is Early Care and Learning, you may want to search by Early Care because 'and' could be 'and' or '&'. If it does not match, your program may not be listed on the search results.
6. Select **Search**
7. Select your program from the list
 - a. If your program is not listed, please select Employer Not Listed. This will send an email to the Registry staff so we can add your employer and update your record. Due to how the system is set up we will not be able to add an employer unless it is a licensed program.
8. Complete the required Employer fields (required fields are noted with an "*")
9. Select **Add Employment Info** to save your updates

Participant Employment Management

Selected Participant: Ms. Aiden-01 Test ♦♦

Registry ID: 100-000-127

Ladder Level: Registry Member [Show Calculation](#)

Employment [Add a New Employment Record](#)

Add New Employment Record

Is this your current job?: ☐ No ☐ Yes

Add New Employment Record

Name of Program Where you Work: *

Enter Search Criteria:

Search

Select Your Program

Click to select your program:

Program Name	City	State	
A - Z Preschool 1213 West 8th	LaBarge	WY	Select
A LITTLE PARADISE C.C.C. & PRESCHOOL 2001 MOUNTAIN VIEW DRIVE	Cody	WY	Select

Salary Type: ☐ Hourly ☐ Annually

Benefits Offered:
(Through employer)

☐ Dental ☐ Discounted Child Care
☐ Free Child Care ☐ Life Insurance
☐ Medical ☐ Paid Professional Development Time
☐ Retirement ☐ Other

Add Employment Info

Access Prior Professional Development Record (professional development before Fall 2017)

1. Select **My Tools & Settings** from the left-hand menu
2. Select **My Profile** from the left-hand menu
3. Navigate to the Participant Files section
4. Select **View** on your Unofficial Transcripts document

My Security Questions

You can complete and/or update your security questions

My Employment History

You can view your employment history and update your employment information.

1. Select **Add a New Employment Record**
2. Enter your current employer Name of Program Where you Work field
 - a. To ensure you find your program, keep your search simple. For example, if your program name is Early Care and Learning, you may want to search by Early Care because **'and'** could be **'and'** or **'&'**. If it does not match, your program may not be listed on the search results.
3. Select **Search**
4. Select your program from the list
 - a. If your program is not listed, please select Employer Not Listed. This will send an email to the Registry staff so we can add your employer and update your record. Due to how the system is set up we will not be able to add an employer unless it is a licensed program.
5. Complete the required Employer fields (required fields are noted with an **"*"**)
6. Select **Add Employment Info** to save your updates

Participant Employment Management

Selected Participant: Ms. Aiden-01 Test ♦

Registry ID: 100-000-127

Ladder Level: Registry Member [Show Calculation](#)

Employment [Add a New Employment Record](#)

Add New Employment Record

Is this your current job?: ☐ No ☐ Yes

Add New Employment Record

Name of Program Where you Work: *

Enter Search Criteria:

Search

Select Your Program

Click to select your program:

Program Name	City	State	
A - Z Preschool 1213 West 8th	LaBarge	WY	Select
A LITTLE PARADISE C.C.C. & PRESCHOOL 2001 MOUNTAIN VIEW DRIVE	Cody	WY	Select

Salary Type: ☐ Hourly ☐ Annually

Benefits Offered:
(Through employer)

☐ Dental ☐ Discounted Child Care
☐ Free Child Care ☐ Life Insurance
☐ Medical ☐ Paid Professional Development Time
☐ Retirement ☐ Other

Add Employment Info

My Goals

You can add goals to your record that will only be for your use. Once completed you can update the status of your goal to complete.

My Education and PD Report

This allows you to access your current Professional Development Report (after Fall 2017).

The Professional Development Report is broken out into sections by training/education type (the report could be multiple pages depending on how many courses you have taken). For each course/degree/credential you will see the Title, Type, and Date Completed.

- Degrees/Credentials – Associates, Bachelors, Masters, CDA, Infant/Toddler Credential, etc.
- Other Education – College classes*
- Professional Development**
 - Orientation – This is a pre-service requirement that is done at the time of hiring
 - CCDBG – These are the health and safety classes that are required to be completed each year. To see which areas you have completed, look at the CCDBG Area column. CCDBG courses are not eligible for elective credits. ***Please consult with your licensor to ensure you complete the required courses.
 - Elective Professional Development – These will be any courses that are not orientation or healthy and safety. You are required to have 8 credits each year.

On the last page of the report, you will see a key which explains what each CCDBG Area is and Early Learning Standards.

Other documents that will help with requirements of licensing and CCDBG are the Health & Safety Core Training Options and the Training Requirements for Wyoming Early Childhood Educators. Both documents can be found on the Resource Documents in STARS.

*Each credit converts to 15 clock hours in STARS. Transcripts must be submitted to award credit. Courses must focus on early childhood, or the operation of an early childhood care business and the provider must have passed by a C or better.

**No more than 50% of required training hours may come from clearinghouse credits, unless approved by licensor.

My Ladder Level Achievement Certificate

This allows you to print a certificate with your Ladder Level.

My Enrollments

If you register for events through STARS, you will be able to see any upcoming events listed here. You will be able to see the start date, class name, sponsor information and your enrollment status.

Membership Card

This allows you to print a STARS membership card.

Resource Documents

You can find helpful documents here such as the Training Evaluation form and options for the Health and Safety classes.

Request Registry Support

Allows you to send an email through STARS to registry staff.

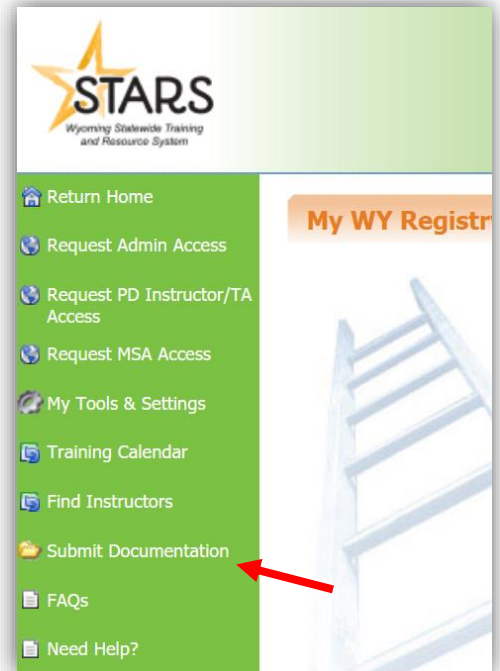
Training Calendar

The Training Calendar allows you to search for approved courses or find approved events by different categories, view the course, and register.



Find Event

1. Select **Training Calendar** from the left-hand menu
 - a. Select Find Event: this is a listing of all scheduled events
2. the drop-down menu
3. Select **Search**

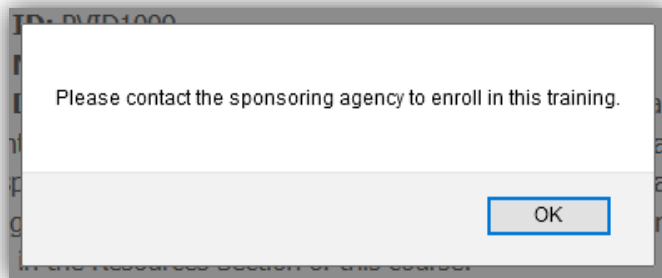
 A white form with an orange header 'Find Event'. Below the header is instructional text: 'You may search our Directory of Instructional Resource development needs. Begin your search by selecting a Search Category and click the "Search" button to get your results.' This is followed by a label 'Select a search category' and a dropdown menu with 'Please Select' and a downward arrow. At the bottom is a grey 'Search' button. Two red arrows point to the dropdown menu and the 'Search' button.


4. From the list of courses, you can view additional information by selecting the radio button and then **View Event**

Find Event						
Course Name ▾	Hours ▾	Spots Available ▾	Location ▾	Event Type ▾	Instructor Name ▾	Scheduled ▾
☐ Children's And Adolescent Literature	3	22	Internet	Web Based	Nirmala Jay	Anytime
☐ El Certificado De Renovacion Para La Credencial Del CDA En Línea – Bebes Y Niños Pequeños	0	0	Internet	Web Based	Andrea Test	Anytime
☐ Safety In The Classroom	5	8	Internet	Web Based	Shelly Onetest	Anytime
View Event						

5. From the Course Details you can enroll in the course two different ways.

- If the sponsor agency has added an event for the class, you can select Enroll Now to register for the class.
- If the sponsor agency has not added an event, you will receive a message that says, “Please contact the sponsoring agency to enroll in this training.” You can use the link within the Course Details to register for the course.



Course Information:
Course ID: EDFD 641
Course Name: Children's and Adolescent Literature
Course Description: Children's and Adolescent Literature
Sponsoring Agency: A test Sponsoring Agency
Sponsoring Agency Contact: Mrs. Nirmala Jay
Sponsoring Agency Email: parttestnj01@gmail.com
Sponsoring Agency Phone Number: (156) 489-7541
Course Hour Value: 3
Course Hour Type: Semester credits
Infant Course Credit: Yes
Course Primary Knowledge Area: Active Learning Environment
Other Course Knowledge Area(s): Family, Community & Cultural Relationships, Program Business Management

Scheduled Event:
Instructor Name: Nirmala Jay - [View Instructor Profile](#)
Event Type: Web Based - Self-Paced/On-Going
Event Web Address: www.test.com

Event Notes:
 asdf

Enrollment Information:
Event Capacity: 22
Enrolled: 0
Waitlisted: 0

Enroll Now

Find Course

1. Select Find Course
2. Enter the Course title

Find Course

As of September 30, 2021, STARS will not be awarding credit for courses that are not pre-approved. Search here to determine if your course is pre-approved

Participants, if the course is approved, send your completed evaluation form or certificate to STARS.

If the course is not approved, complete the course [approval form](#) and submit it to STARS. Sponsors, please submit your course approval online by selecting Add Entry from the Sponsor Agency Tools. Please allow 7 days for your course to be approved in STARS.

Course title contains

AND

Search

3. Click Search
 - a. This will show you a list of all approved courses with the course title you searched. Please note the course title must be an identical match the course you are interested in viewing.

Find Instructors

This search allows you to find specific instructors and any current courses they are offering.

1. Select **Find Instructors** from the left-hand menu



2. Select a Search Category from the drop-down menu
3. Select Search Criteria from the drop-down menu
4. Select **Search**

Find Instructors

You may search our database of approved Registry Instructors to help meet your professional development needs. If an instructor has any currently scheduled events, they will appear at the end of their instructor profile.

Begin your search by selecting a Search Category and then entering or selecting your Search Criteria. Next, click the "Search" button to get your results.

Select a search category

Instructor Level ▾

Enter search criteria

PD Instructor ▾

Search

5. Select the Instructor using the radio button and **View Instructor**

Instructor Request Viewer

	Last Name ▾	First Name ▾	Instructor type ▾
☐	Test	Heather	PD Instructor

View Instructor

6. On the Instructor Profile Viewer, you will see courses that they are offering at the bottom. You can select the hyperlink to go to the Course Details and enroll.

Instructional Languages

English, Spanish

Additional Information

Competency based multiple choice questions Open-ended essay questions and longer essays Student activities and/or observations with written feedback End of Course Quizzes in multiple choice format – Students must pass each quiz with a grade of 70% or better to complete the course. Cumulative Final Exam in multiple choice format – Students must pass with a grade of 70% or better to complete the certificate program.

Event Calendar

Event Date	Courses	Sponsoring
08/30/2016	PSY 443 - Abnormal Psychology	Nirmala Test Sponsor
11/19/2016	GUI100 - Individualized Guidance, Instruction, and Support in Early Childhood Care and Education	Nirmala Test Sponsor
07/28/2018	123 - Education Schedule test	A test Sponsoring Agency