

The "How-to" Guide for successful STARS registration!

1. Go to <http://webapp2.ode.state.oh.us/STARS> (you should bookmark this address for future reference).
2. Click on **LOGIN**.
3. Look for "Teachers and Administrators/Employees enter here".
4. If you do not know your State I.D. number, click "Click here to find your I.D."
5. Complete all of the fields. You must type your name exactly as would appear on your certificate. If it keeps erasing your birth date, your name may be spelled wrong.
6. Click **SEARCH**.
7. You should find your I.D. on this page. Write it down for future reference.

IT MAY BE EASIER TO USE THE ALTERNATE METHOD TO FIND YOUR ID, BUT THIS REQUIRES USING YOUR SOCIAL SECURITY NUMBER ... SOMETHING WE ARE NOT ALLOWED TO ASK YOU TO DO. BUS IF YOU OFFER ...

8. Fill in the rest of the fields (birth day and last 4 digits of your social security #).
9. Click **SIGN IN**.
10. Click on **CALENDAR**.
11. You will see the Regional Calendar for the current month. (If you want to see the events for another month, pull down the "month" menu located at the top right hand corner of the calendar **and** click on the icon directly to the left of the month).
12. If you want more information on any of the programs or meetings you see on the calendar, click on the event.
13. If you want to register for an event, *first make sure that you have district/building permission to do so.*
14. Please click on the checkbox for each session that you want to register for. Requires sessions are already checked.
15. If you decide to register, click on the **REGISTER** button located on the bottom left hand corner. You will notice some programs have fees associated with them. Participants or their school buildings/districts are responsible for these fees.
16. Select an existing address, or fill in your **REGISTRANT INFORMATION** form and click **REGISTER** .
17. Click **PRINT REGISTRATION**.
18. Print a copy of this confirmation letter.
19. Save a copy of the confirmation letter for your files. If the program you are registering for includes a fee, send a copy of the confirmation letter **with your first and last name on it** to the WC-RPDC with your P.O. number or enclosed check. Send your payment to:

WC-RPDC
7746 CR 140
Findlay, OH 45840
20. If the program you are registering for includes a fee, **verification** of your registration and a map will be mailed upon receipt of payment.
21. Questions? Call the office at 419-424-7499.