Steps to sign up for the StarPanel Administrative Overview Class in the “Learning Exchange”

*Note: Steps are to be followed by the actual user who will attend the class. If you are not the enrollee, you will need to call Nancy Doyle at 66832 to enroll the user.*

The User will log on using their VUNET ID and password at:


1. At the search box in the upper left hand corner, type “star panel” and press enter

2. You should see:

   Star Panel OP Administrative Overview

   This class is for new outpatient Starpanel users. It is geared towards clerical type positions/staff. This class is not for the clinical/patient care giver user.

   If you are a clinical staff member (patient care giver) and need Starpanel class training, you will need to call Nancy Doyle at 936-6832 (x66832) to enroll for a class.

3. Click on: Show Learning Events to see when the classes are available.
4. You can click on the date to view the location and view the current roster if needed.

5. Click on Register for the date you would like to enroll in. **NOTE:** You will automatically be enrolled in this class for this date. It is a “one click” registration. You will not be required to fill out a form. You will be emailed a notice that you are now enrolled. If this is an error, or you enrolled for the wrong class date, call Nancy Doyle at 66832 for assistance.

6. To un-enroll from the class you enrolled in, you will need to go back to your “home” page.

7. Locate the class you enrolled in and click on Withdraw.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Delivery Method</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 6, 2010</td>
<td>Star Panel OP</td>
<td>Learning Event</td>
<td>Registered</td>
<td>Withdraw</td>
</tr>
<tr>
<td></td>
<td>Administrative Overview</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

8. At the confirmation window, click “OK” and the class will be removed from your listing.