



**STARLINK**

Your Path to Student Success

Dedicated to Inspiring Educators with  
Leading Edge, Web-Based Professional Development

# Practical, Affordable, Outstanding, Online Professional Development

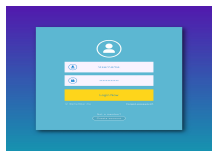
## How does **STARLINK** work?

It's easy! Organizations become a member and individuals of that organization create their own accounts. Once registered, an email will be sent for verification. The verification of an account will allow members unlimited access to all of STARLINK's online programs and materials during the programming year.



## How to **register** an account:

1. Visit the **STARLINK** website at [www.starlinktraining.org](http://www.starlinktraining.org).
2. Click the "**Get Started**" tab and scroll down to the "**First Time User**".
3. Fill out the online form, making sure to use your institutions .edu email address in the "**institution email**" box. This will be your username upon login.
4. Click the **green** register button.
5. Check your .edu email for the verification email from STARLINK (click the link in the email to verify account).
6. Return to the STARLINK website at [www.starlinktraining.org](http://www.starlinktraining.org) to login.



## How to **login**:

1. Visit the **STARLINK** website at [www.starlinktraining.org](http://www.starlinktraining.org).
2. Click the "**Members Area**" button .
3. Enter the user-name and password you created when registering.
4. Click the login button.

# How do I use STARLINK ?

## How to take STARLINK trainings:

1. Make sure you have registered an account (see "how to register account").
2. Login to your account (see "how to login to an account").
3. Once logged in you will be redirected to the "Members" page.
4. Follow the instructions below.

### To Take Current Courses (these are new or featured courses, referred to as "Suggested Courses"):

1. Once on the "Members Only" page, you will click on one of the "Suggested Courses" or you can look further by clicking on the "Course Catalog" icon.
2. Once you are on the course page, next click the "**Launch Course**" button to start course learning.
3. Follow the instructions on the screen.

### To Take Archived Courses (these are courses that were previously featured):

1. Click the "**Course Catalog**" tab.
2. Search by topic or category.
3. Click the course link you wish to view and click on "**Launch Course**" to begin the course.

## How to receive credit for a training course:

Only after completing a training course, will the "Certificate of Completion" appear. At this time, participants can choose to download it or email it to their supervisor. A "Viewer Verification" form for tracking and credit can be emailed to your supervisor if you choose not to participate in the course modules and assessments and ONLY watch the video.

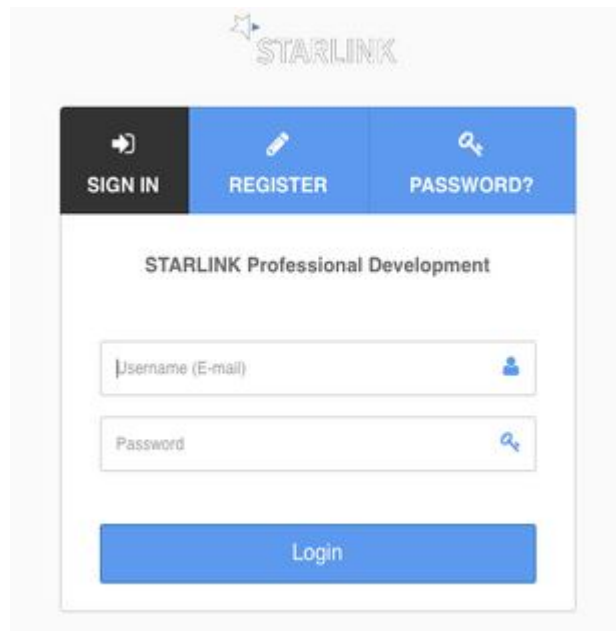
## How to view analytics:

1. You have access to individual analytics. Only "Managers" have access to group analytics. You must be assigned as a manager. Requests for this status can be made to STARLINK at [contact@starlinktraining.org](mailto:contact@starlinktraining.org)
2. Once access has been granted please watch the "how-to" video at <http://starlinktraining.org/s/faq.aspx#5>.

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## Troubleshooting:

After logging in and clicking on a course or your dashboard, you may see another login screen asking for your username and password. (see below) This can sometimes happen when pages do NOT fully load or login in not completed or loaded.



1. You can simply refresh the page by clicking the circle arrow at the top of you browser. It often looks something like this:



2. Alternatively you can try clicking Log Out in the top right hand corner and logging back in. Make sure to let all pages finish loading before moving on.

If the problem still persists, please don't hesitate to contact us at [contact@starlinktraining.org](mailto:contact@starlinktraining.org) or calling us at 972-669-6502.

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## I need help (instructional You Tube videos can be copied and pasted in your browser):

1. How to register and log-in: <https://youtu.be/VDCIF0tD9Qw>
2. How to navigate through a course:  
[https://youtu.be/1bDi\\_ZQHPAc?list=PLatHEoJuVJYKYJ0-YV-4o\\_2vwewHsv5Bz](https://youtu.be/1bDi_ZQHPAc?list=PLatHEoJuVJYKYJ0-YV-4o_2vwewHsv5Bz)
3. How to reset your password: [https://youtu.be/8h0XSV7Olwg?list=PLatHEoJuVJYKYJ0-YV-4o\\_2vwewHsv5Bz](https://youtu.be/8h0XSV7Olwg?list=PLatHEoJuVJYKYJ0-YV-4o_2vwewHsv5Bz)
4. Visit the FAQ page at [www.starlinktraining.org](http://www.starlinktraining.org)
5. Email STARLINK at [contact@starlinktraining.org](mailto:contact@starlinktraining.org) or call 972-669-6502.