

## STAR Services Online Training: [companyname.edvance360.com](http://companyname.edvance360.com)

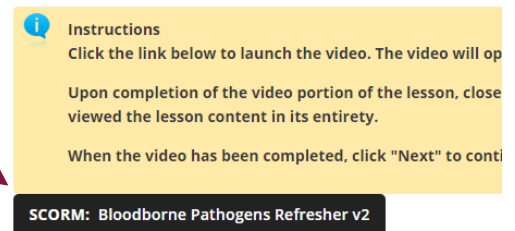
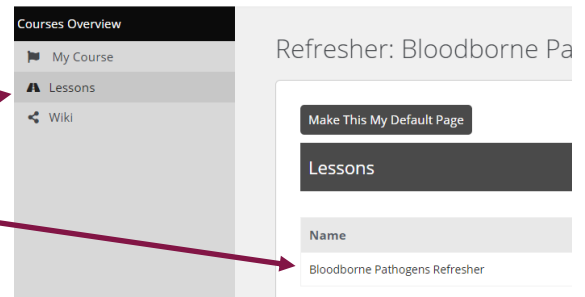
Welcome to STAR Services Online Training. Enter the website in the URL bar at the top of your web browser. Do not use a search engine to access this website as it will not be visible in search results.

### Your Username and Password

You may have been assigned a username and password, which will be provided to you by your supervisor or the [Online Training Help Desk](#). If you have not been provided credentials, you may receive a **welcome email** containing a unique link to create your own username and password. **This email is unique to your user id and must not be shared.** Sharing this link will compromise your training records.

### Viewing Courses

1. Upon login, click on **Courses** at the top of the page
2. Click on the **Name** of a course to begin
3. Click on **Lessons** on the left, then the name of the lesson to start
4. Click on the SCORM link at the bottom of the page to launch the video. When the video is complete, close the tab
5. Check the **Mark Complete** box to display the **Next** button and continue to the test
6. Follow the directions to take the test.
7. Print your certificate or proceed to the next lesson.  
Some courses contain multiple lessons and tests.





**PLEASE NOTE:** Your login attempts, page views within the online training website, all test answers and the amount of time taken on both tests and lessons is visible to administrators. Skipping the video affects your grade.

### Tests

With each test, you have five (5) attempts to reach an 80% passing grade. If you do not pass the test within five attempts, you will be locked out of the test. Contact your supervisor for further instructions.

## Top Navigation

 Home
  Courses
  Scores
  Help

**Home:** Redirects you back to the homepage

**Courses:** Take you to My Courses

**Scores:** Grades and/or Certificates (if turned on by your organization)

**Help:** Videos and written tutorials

## Home Page Left-Hand Navigation Panel

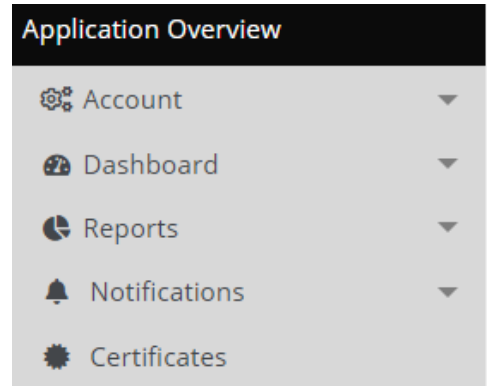
**Account:** Update profile/change password

**Dashboard:** Turn widgets on and off. The My Courses widget is on by default.

**Reports:** Training records report

**Notifications:** Notifications set by Administrators which appear below the Home Page Welcome Message. Notifications can be marked as read and found for later review here.

**Certificates:** Access Certificates (if turned on by your organization)



## Home Page My Courses Widget

Displays the first 5 registered courses and a visual representation of current progress. Additional courses are available by clicking on the Courses tab at the top.

## Courses tab

Provides a list of the courses in which you are currently enrolled. Completed courses will display [Complete] behind the title. Click on Course title to launch.

## Courses Navigation

My Course: Course Home Page

Lessons: Access the course content and tests

Wiki: Glossary of field-related terms

Courses Overview

- 🚩 My Course
- 📖 Lessons
- 🔗 Wiki

## Completing a Course

1. Click on the Lesson title to begin.

Note: Some courses may have multiple lessons

2. Click the SCORM button to launch the video.

Lessons

Name	Dates	Lesson Progress
Bloodborne Pathogens Refresher	--	0% Complete

^ Watch the Video

**Instructions**  
Click the link below to launch the video. The video will open in a new tab/window and may take up to 90 seconds to load.

Upon completion of the video portion of the lesson, close the video tab/window and check the "Mark Complete" box. By checking the "Mark Complete" box, you are affirming that you have viewed the lesson content in its entirety.

When the video has been completed, click "Next" to continue to the test.

**SCORM: Bloodborne Pathogens Refresher v2**

Mark Complete

3. After the video has been complete, Mark Complete, to populate the Next button.
4. Continue to the Test. Click the Test button to launch the test and follow instructions.

^ Take the Test

**Instructions**  
Click on the link below to launch the competency measure for this course. You will have up to 5 attempts to receive a passing score of 80% or higher. If you do not pass, please contact your supervisor or training manager.

**Test: Bloodborne Pathogens Refresher**

Pass Test to Mark This Item Complete. Note: If test is completed, grade may be pending. Complete Test to Mark This Item Complete.

5. If a course has more than one lesson, passing the test will populate the next button. Repeat steps 2-4. If the course is completed, the certificates page will display.