



# CONNECTIONS Training Bulletin

## Recording Education in CONNECTIONS (HSLC web)

### TRAINING LENGTH

45 minutes

### REGISTRATION

Pre-registration in STARS/  
HSLC is required. Once regis-  
tered, participants can access  
the course within STARS/HSLC.  
(<https://www.hslcnys.org/hslc>).

**Please note:** There are no  
training fees charged to local  
district social services and  
voluntary agency personnel  
for CONNECTIONS trainings.

### REQUIRED PLUG-IN

**Adobe Flash Player** version  
10.0 or newer is required to  
complete the course  
simulations, demonstrations,  
and interactive knowledge  
checks.

### LOOKING FOR CONNECTIONS TRAINING IN STARS/HSLC? SEARCH UNDER...

Provider:  
"SUNY Albany - PDP"

Course Content:  
"Systems Connections"

### PURPOSE

The purpose of this course is to introduce district and voluntary agency workers to the CONNECTIONS Education component. Participants will become familiar with the requirements for recording education information and learn how to view, record, and maintain that information in CONNECTIONS.

### LEARNING OBJECTIVES

As a result of completing this course, participants will be able to:

- ✓ explain the requirements for recording education information.
- ✓ describe who can record education information for a child and why it is recorded.
- ✓ navigate to the windows of the Education component and record, view, and maintain the information on them.

### RECOMMENDED PREPARATION

Learners taking this course should be experienced CONNECTIONS users or if new to CONNECTIONS, should have already completed the *Introduction to Your CONNECTIONS Workload (HSLC web)* computer-based training or the *CONNECTIONS Case Management for Child Welfare Workers* classroom training.

Questions regarding this  
training or inquiries  
regarding special requests  
can be directed to:  
**[CONNECTIONS@albany.edu](mailto:CONNECTIONS@albany.edu)**







# CONNECTIONS Web-Based Training

## Launching Asynchronous Web-Based Training in STARS/HSLC

### **Logging in to STARS/HSLC to Access Web-Based Training**

- 1 Open a browser window.
- 2 Navigate to STARS/HSLC (<https://www.hslcnys.org/hslc/>).  
*The STARS Human Services Learning Center logon page displays.*
- 3 Enter your username and password in the respective fields.
- 4 Click the **Login** button.  
*Your customized home page displays.*

### **Accessing a Training**

- 1 Place your cursor over the **User** drop-down menu at the top of your home page and click the **My Registration** link.  
*The **Current Registration** page displays.*
- 2 Click the **Open/Close** icon(  ) for the training you wish to access.  
*The content grid displays, listing one or multiple course components.*
- 3 Click the **Launch** icon for the appropriate content (  ).  
*The training displays in a new browser window/tab.*
- 4 When you have completed the training, return to the **Current Registration** page.
- 5 Press the **F5** key on your keyboard to refresh the page.  
*The **Participant Reaction Questionnaire** link enables under the content grid.*
- 6 Click the **Participant Reaction Questionnaire** link.  
*The questionnaire displays.*
- 7 When you have completed the questionnaire, click the **Submit Questionnaire** button.  
*Upon submitting the questionnaire, the level 2 post-test will be available for you to complete.*

### **STARS/HSLC TECHNICAL SUPPORT**

For assistance with STARS/HSLC, please call the Help Desk at this toll-free number:

**(800) 413-3210**

Support Specialists are available weekdays between the hours of 8:00am and 4:00pm to provide technical assistance and information.

You may also send an email to:  
[starsupport@bsc-cdhs.org](mailto:starsupport@bsc-cdhs.org)

### **FORGOTTEN YOUR CREDENTIALS?**

**STARS/HSLC USERNAME:** Your STARS/HSLC Username is an email address, typically the one you use for work.

**STARS/HSLC PASSWORD:** Click the **Forgot password?** link on the logon page. You will then be guided through a series of steps to reset your password.

