STAR Services Select Online Training: 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 HelpDesk. 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**, then the name of the lesson to start

4. Click on the SCORM link at the bottom of the page. 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. Return to the course homepage to take the next lesson, if applicable, or generate your grade. Some courses contain multiple lessons and tests.
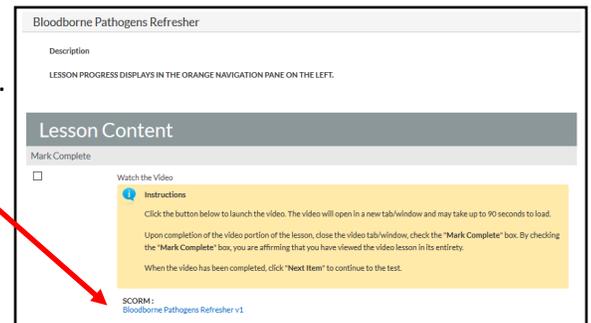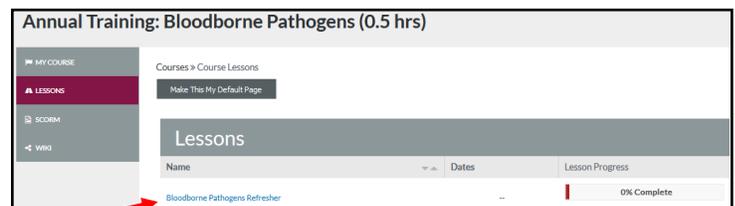
Helpful Hint: Your login attempts, page views within the Online Training website, all test answers and the amount of time taken on both tests and lessons is visible to administrators. Skipping the video affects your grade.

A Glossary is available within each course for statute and industry-specific terms.

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.