

HOW CAN I GET HELP?

- You can contact us by Phone or Email.
- Phone: 602.771.AzGU (2948)
- Email: stars@azgu.gov

WHAT CAN I DO FOR MYSELF IN STARS?

- Enroll in classes
- View Training History
- Print Transcript
- Print Certificates
- View eCatalog
- Search for a Class

WHAT CAN I DO FOR MY SUBORDINATES IN STARS?

- Approve subordinate enrollments
- All the things you can do for yourself can be performed for your subordinates.

Flexibility
eLearning
Professional Development
Available 24/7



CONTACT Us



For information:
Online: www.azgu.gov
E-mail: stars@azgu.gov

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Phoenix, AZ. 85007
Phone 602.771.AzGU (2948)
Fax 602.542.7544

Statewide
Training
And
Registration
System



www.azgu.gov

Enrollment
Quick
Reference



HOW DO I ACCESS STARS?

I know my EIN but have never used STARS before. How do I sign-in?

Go to <http://www.azgu.gov>. Click "Sign-in", click "**Activate Account**". Enter your EIN and click "**Submit**".

You will receive an email to confirm your EIN and assigned password. After you receive the email, click the link provided and "**Sign-in**". You will be prompted to change your password the first time you sign-in.

I don't know my EIN. How do I get it?

Go to <http://www.azgu.gov> and click on "**Lookup your EIN**". Enter your name and agency and click "**Submit**". You will receive an email to confirm your EIN and assign a password.



I don't have an EIN. How do I obtain one so that I can register for classes?

Go to <http://www.azgu.gov> and click "**Sign-in**" followed by "**Sign up now**". Fill out the required personal information form and click "**Submit**". You will receive an email to confirm your EIN and assign a password. You are now ready to access STARS!

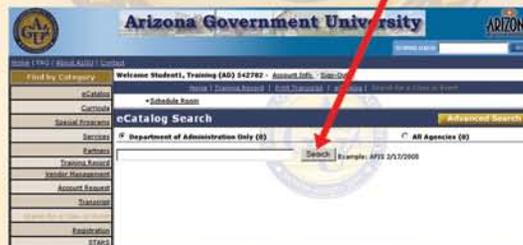
HOW DO I FIND CLASSES?

I have my STARS account and want to enroll in classes. Where do I find them?

Click on "**eCatalog**". Select a course group, or Click "**Search for a Class**" to search all available classes.



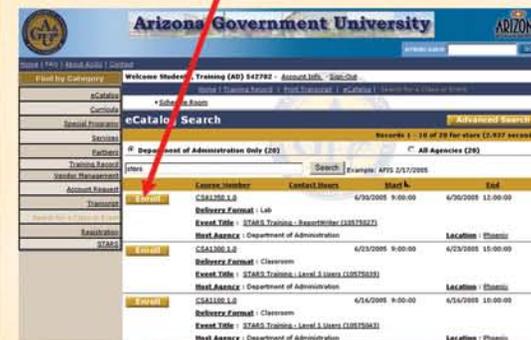
When you click "**Search for a Class**" you will be asked for search details. You can select a search for classes at your agency or all agencies. Next, type your search by using the Class Title, Course Number, Class Date or Delivery format. When you're ready, click the "**Search**" button to start your search.



HOW DO I ENROLL?

I found a class, how do I enroll?

Click the gold "**Enroll**" button. You will then be asked to confirm your enrollment. Click "**Yes**" and your enrollment is complete.



What will happen next?

You will receive a confirmation via email with all information related to the class. If you do not receive an email, be sure to click the "**Account Info**" link to verify that your email address is correct.

