

STARS

State Automated Reporting System

Setting up State of North Dakota Login ID

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DPI STARS (STate Automated Reporting System)

STARS is the upgraded collection system that is replacing ORS (Online Reporting System) at DPI. The ORS system needs to be upgraded due to its underlying technology that will no longer be supported by Microsoft in March of 2008.

Obtaining a State of North Dakota Login ID

Since this is a new system, DPI must follow the State Standards on application development. One of the standards is AST003-05.1 that requires the STARS system to use the State of North Dakota Login ID. This ID is the same one you would have for the CTE LCAP collection system, Game & Fish online services or the DHS Child Support Employer EFT. If you have used one of the previously mentioned services, then you already have a State of North Dakota Login ID and DO NOT require another one to access the STARS system. If you are unsure of your Login ID or password, please look at one of the other sections in this help. Specifically, the reset password section or forgot login ID

To register for a State of North Dakota Login ID go to: <https://apps.nd.gov/itd/ldap/registration.htm>. (Figure 1)

Figure 1: State of North Dakota Login System Registration screen – first screenshot.

In order to register a State of North Dakota Login ID you must complete all the boxes on this screen that are denoted with an asterisk*, once all the required fields are filled in click on the “Create Account” button. Pay attention to the side notes shown in *Figures 1 and 2*. These notes apply to selecting a State of North Dakota Login ID and a password.

North Dakota Login: State of North Dakota - Windows Internet Explorer

https://secure.apps.state.nd.us/itd/ldap/registration.htm

File Edit View Favorites Tools Help

North Dakota Login: State of North Dakota

*Country: United States of America

*Telephone: (22233334444) Ext.:

Security Questions

*Question 1:
 *Answer 1:
 *Question 2:
 *Answer 2:

Security questions

- used to verify your identity
- used to reset forgotten passwords

Terms of Use:

Please read the following Terms of Use carefully before creating your North Dakota Login. By registering for a North Dakota Login, you agree to be bound by and comply with the Terms of Use governing the use of your North Dakota Login.

- You agree that the password you use to access North Dakota Online Services using your North Dakota Login will be kept confidential. If you forget your password, you may reset your password online. You understand that you have sole responsibility for the security of your password.
- You agree that you are fully responsible for all activities that occur under your North Dakota Login and password. You agree to immediately notify North Dakota Login Support of any unauthorized use of your North Dakota Login or password or any other breach of security.
- You agree to utilize your business/employer representative North Dakota Login for North Dakota Online Services related to business information or business services. You agree to create a separate North Dakota Login to access your personal information such as North Dakota Game and Fish; Child Support Enforcement Parent Access, or other personal use North Dakota Online Services.

☐ I Agree

Cancel Create Account

North Dakota

Trusted sites 100%

Figure 2: State of North Dakota Login System Registration screen – second screenshot.

After you have clicked on the “Create Account” button, you will be sent an email confirmation. In this confirmation, there will be a link to confirm your State of North Dakota account. Click on that link, which will be the first link in the email. Also, your State of North Dakota Login ID will be contained in this email. (Figure 3)

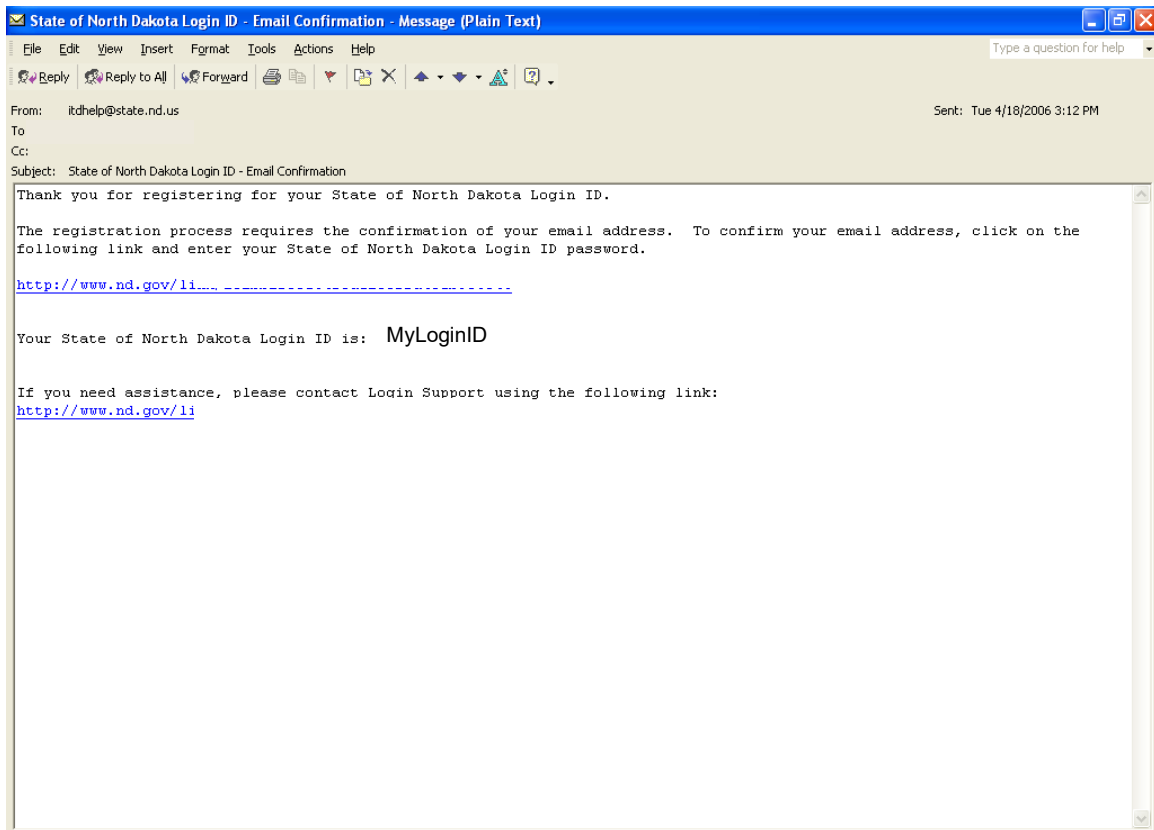


Figure 3: Email confirmation and registration completion.

By following the link in the confirmation email, you will be sent to an Account Activation Confirmation page. Once you have arrived at this page your account is confirmed, and registration is complete. (Figure 4)

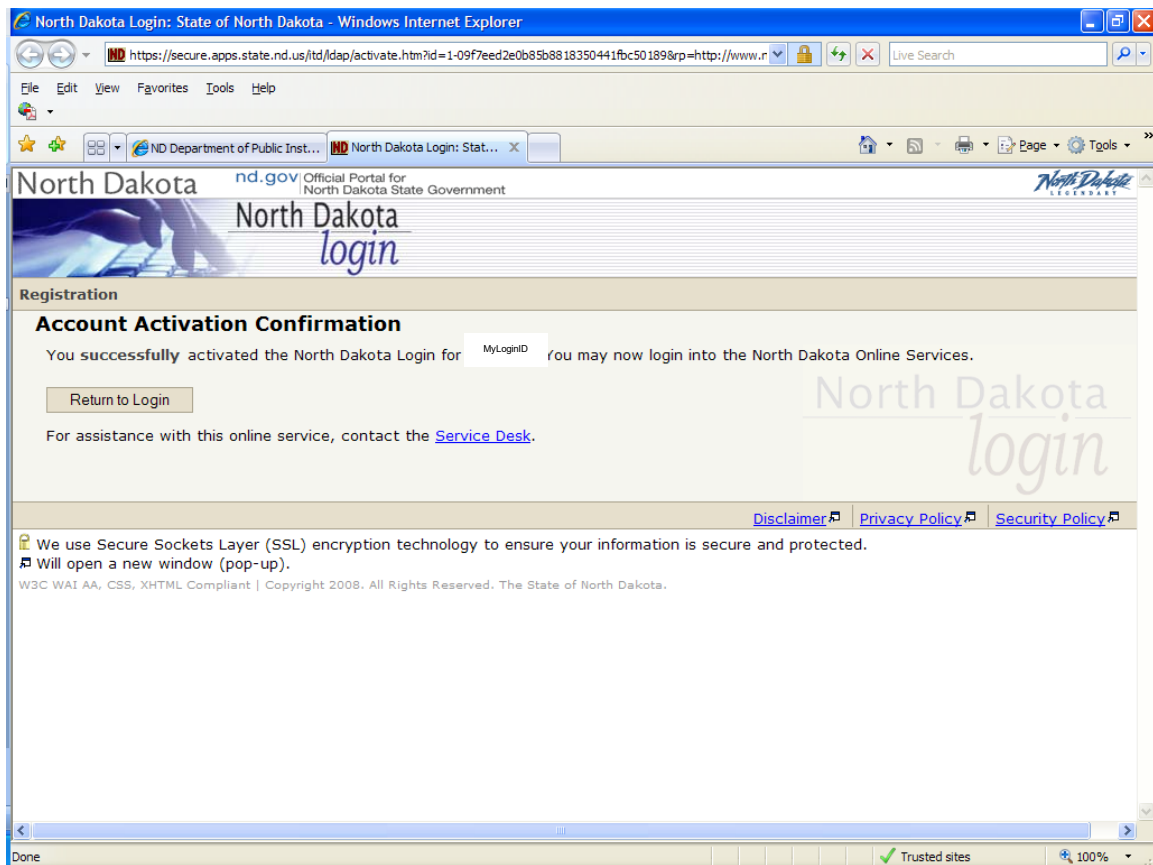


Figure 4: Account Activation Confirmation to complete State of North Dakota Login ID process.

Once you have obtained a State of North Dakota Login ID, your district administrator will need to assign permissions to you in order to be able to use STARS. A help document is available to assist District Administrators in setting up STARS users. This document is found at <https://www.nd.gov/dpi/sites/www/files/documents/STARS/help/Manageusers.pdf>. Once permissions have been granted by the District Administrator, you will then be able to use your State of North Dakota Login ID and password to access STARS.

District administrators, once you have received your State of North Dakota Login ID you must contact [Thomas Gray](#) (701) 328-2371 or [Jamie Krous](#) (701) 328-3235 to finish your setup. If you are a district administrator and try and access STARS without contacting one of the individuals listed above you will receive a message on the STARS login page stating your State of ND Login ID is valid however you have not been setup in the STARS system.

The STARS application is found at <https://secure.apps.state.nd.us/dpi/stars/Login.aspx>.

Login ID Maintenance

Once a State of North Dakota Login ID is set up, occasional updating may be needed. Some possible changes include email address, street address and/or security questions. To update your account information, click on the “Login ID Maintenance” link found in the left navigation on the STARS homepage. (Figure 5)

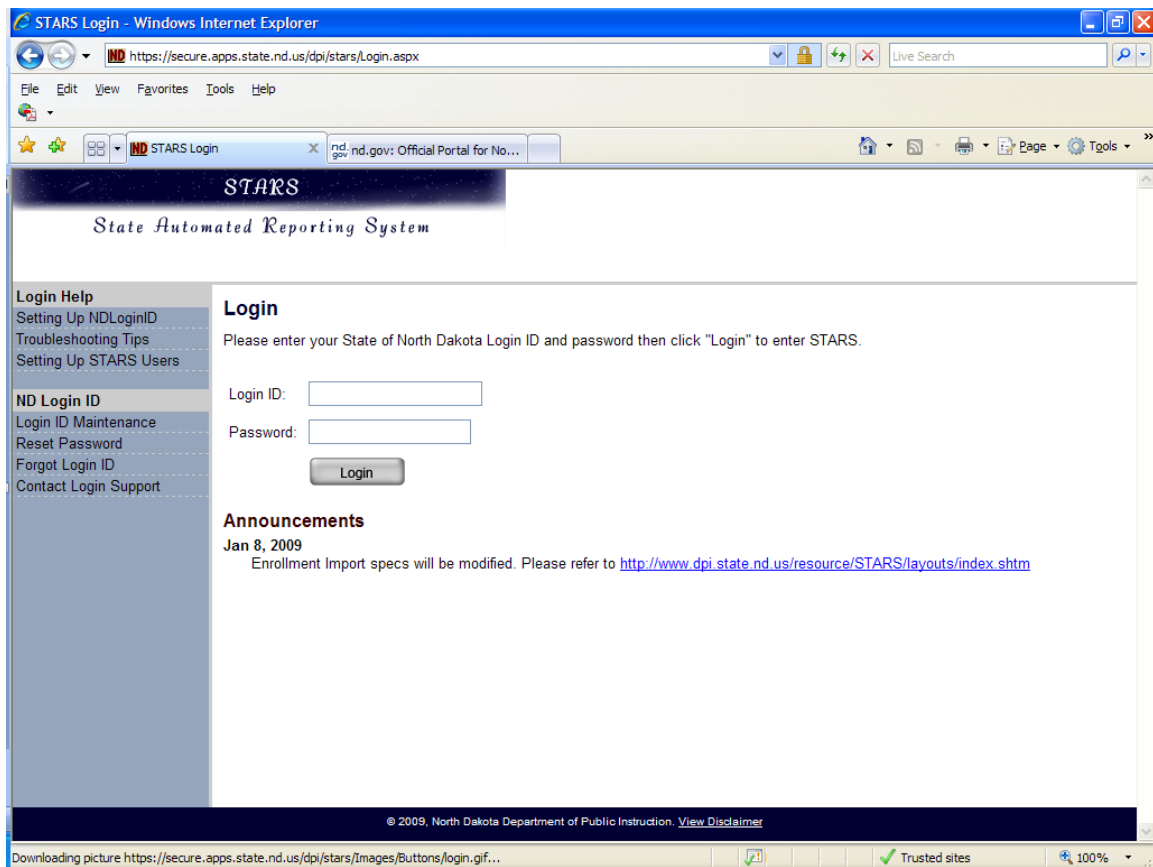


Figure 5: Login ID Maintenance link in STARS.

To gain access to the maintenances section, you must enter your State of North Dakota Login ID and Password. Once these are entered click on the “Login” button. (Figure 6)

The screenshot shows a Windows Internet Explorer browser window displaying the North Dakota Login System. The address bar shows the URL: <https://secure.apps.state.nd.us/td/ldap/login.htm>. The page header includes the North Dakota logo and the text "North Dakota login". Below the header, there is a "Registration" section. The main content area features a login form with two input fields: "North Dakota Login ID:" and "Password:". Below these fields are "Cancel" and "Login" buttons. To the right of the login form, there is a "Welcome to North Dakota Login" section with a list of actions: "Print your profile information.", "Change your password.", "Activate your account.", "Change your email.", "Change your security questions.", and "Edit your profile." At the bottom of the login form, there is a link to the "Service Desk". The footer of the page includes links for "Disclaimer", "Privacy Policy", and "Security Policy". The browser's status bar at the bottom shows "Done", "Trusted sites", and "100%" zoom.

Figure 6: Login to the State of North Dakota Login System to maintain user account.

Once you have logged into the system you will be taken to a screen that summarizes the information entered when you registered. (Figure 7) Click on any of the blue hyperlinks on this page to make edits to the stored information. The [Print Profile](#) link displays the information in a printer friendly version.

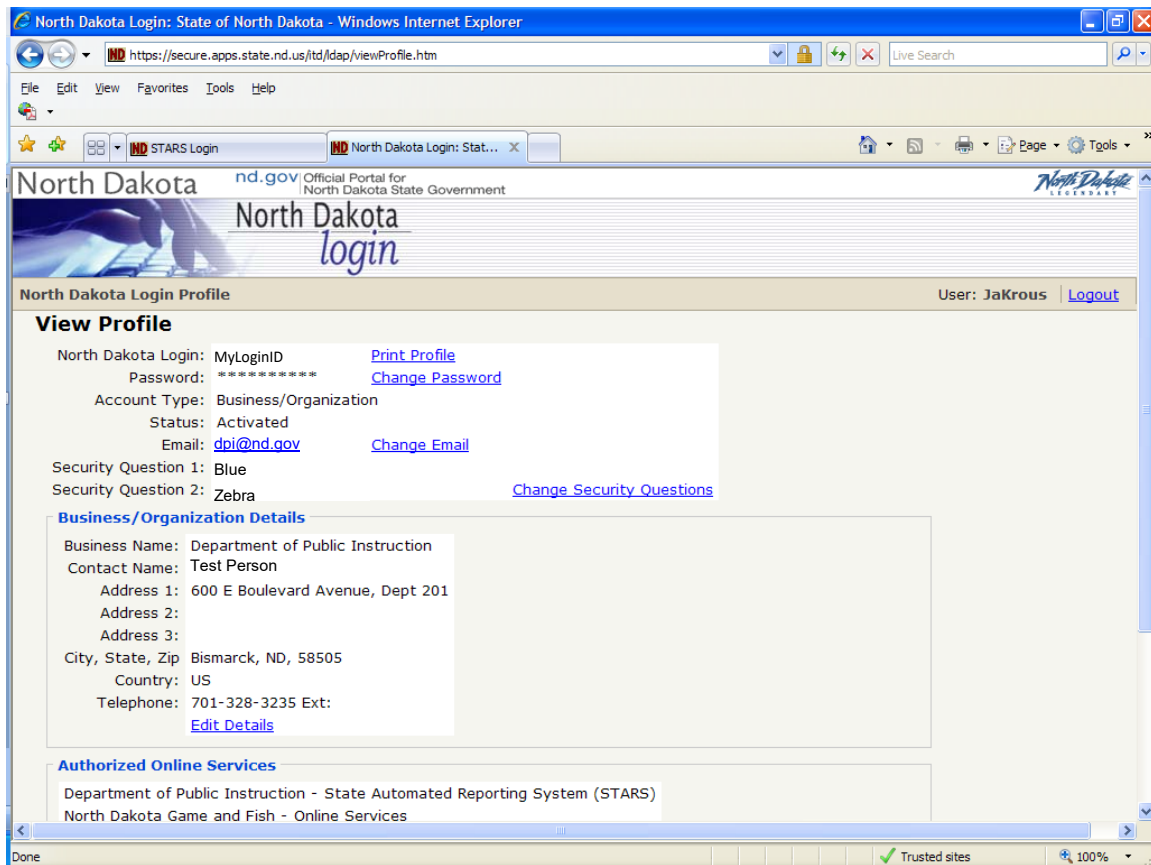


Figure 7: Viewing State of North Dakota Login ID user account information.

To change the password associated with your State of North Dakota Login ID click on the [Change Password](#) link. Type in your current password in the Old Password box and then type in your new password in the New Password and Confirm New Password inputs. Click on the Update button when finished. Pay special attention to the password requirements noted in the tan shaded box. Click on the Cancel button to return to the previous screen without making changes. (Figure 8)

The screenshot shows a web browser window titled "North Dakota Login: State of North Dakota - Windows Internet Explorer". The address bar shows the URL "https://secure.apps.state.nd.us/td/dap/viewProfile.htm". The page header includes the "North Dakota login" logo and the text "nd.gov Official Portal for North Dakota State Government". The user is logged in as "User: JaKrous" with a "Logout" link. The main section is titled "Change Password" and contains a "Details" box with three input fields: "*Old Password:", "*New Password:", and "*Confirm New Password:". To the right of these fields is a tan shaded box titled "Password Requirements:" with a bulleted list: "at least 6 characters long", "1 upper case character", "2 lower case characters", and "1 number". Below the input fields are "Cancel" and "Update" buttons. At the bottom of the form, it says "*Required" and "For assistance with this online service, contact the [Service Desk](#)." The footer includes links for "Disclaimer", "Privacy Policy", and "Security Policy", a security notice about SSL encryption, and copyright information for 2008.

Figure 8: Changing password on your State of North Dakota Login ID account.

To change the email address associated with your State of North Dakota Login ID, click on the [Change Email](#) link. It is important to keep your email address current in case you forget your password and need to reset it. Type in your new email in the New Email input as well as in the Confirm New Email input and then click Update. To return to the previous screen without making changes click on the Cancel button. (Figure 9)

The screenshot shows a web browser window titled "North Dakota Login: State of North Dakota - Windows Internet Explorer". The address bar displays "https://secure.apps.state.nd.us/td/dap/viewProfile.htm". The page header includes the "North Dakota login" logo and the text "nd.gov Official Portal for North Dakota State Government". The user is logged in as "User: JaKrous" with a "Logout" link. The main content area is titled "North Dakota Login Profile" and features a "Change Email" section. Under the "Details" sub-header, there is a form with the following fields: "Current Email:" with the value "dpi@nd.gov", "*New Email:" with an empty input field, and "*Confirm New Email:" with an empty input field. Below the form are "Cancel" and "Update" buttons. A note states "*Required" and provides a link to the "Service Desk" for assistance. At the bottom of the page, there are links for "Disclaimer", "Privacy Policy", and "Security Policy", followed by a security notice about SSL encryption and a copyright notice for 2008. The browser's status bar at the bottom shows "Done", "Trusted sites", and "100%" zoom.

Figure 9: Changing email address.

To change your security questions, click on the [Change Security Questions](#) link. You will need to enter information into all the inputs on this screen. Choose new questions from the Question 1 and Question 2 drop down lists. You will need to input answers to both of the questions in the Answer 1 and Answer 2 inputs, respectively. Click on the Update button when finished. To return to the previous screen without making changes click on the Cancel button. (Figure 10)

The screenshot shows a web browser window titled "North Dakota Login: State of North Dakota - Windows Internet Explorer". The address bar shows the URL "https://secure.apps.state.nd.us/td/dap/viewProfile.htm". The page header includes the "North Dakota" logo and the text "nd.gov Official Portal for North Dakota State Government". The main content area is titled "North Dakota Login Profile" and shows the user "JaKrous" with a "Logout" link. The "Change Security Questions" section contains a "Details" box with two sets of questions and answers. Each set has a dropdown for the question and a text input for the answer. To the right, a box titled "Security questions" lists two bullet points: "used to verify your identity" and "used to reset forgotten passwords". At the bottom of the form are "Cancel" and "Update" buttons. A note indicates that asterisks (*) denote required fields. A footer section contains links for "Disclaimer", "Privacy Policy", and "Security Policy", along with a security notice about SSL encryption and a copyright notice for 2008.

North Dakota Login Profile User: JaKrous Logout

Change Security Questions

Details

*Question 1: [Dropdown] *Answer 1: [Text Input]

*Question 2: [Dropdown] *Answer 2: [Text Input]

Cancel Update

*Required

For assistance with this online service, contact the [Service Desk](#).

Security questions

- used to verify your identity
- used to reset forgotten passwords

[Disclaimer](#) [Privacy Policy](#) [Security Policy](#)

We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected.
Will open a new window (pop-up).
W3C WAI AA, CSS, XHTML Compliant | Copyright 2008. All Rights Reserved. The State of North Dakota.

Figure 10: Change Security Questions

To edit your name, address or phone number, click on the [Edit Details](#) link.. Click on the Update button when finished. To return to the previous screen without making changes click on the Cancel button. (Figure 11)

North Dakota Login: State of North Dakota - Windows Internet Explorer

https://secure.apps.state.nd.us/td/ldap/viewProfile.htm

File Edit View Favorites Tools Help

North Dakota nd.gov Official Portal for North Dakota State Government

North Dakota login

North Dakota Login Profile User: JaKrous Logout

Edit Profile

North Dakota Login: JaKrous
Email: jkrous@state.nd.us

Business/Organization Details

*Business Name: Department of Public Instruction

*Contact Name First MI Last Suffix
Test Person

*Address 1: 600 E Boulevard Avenue, Dept 201
Address 2:
Address 3:

*City, State, Zip Bismarck North Dakota 58505 (555554444)

*Country: United States of America

*Telephone: 701-328-3235 (22233334444) Ext:

Cancel Update

For assistance with this online service, contact the [Service Desk](#).

North Dakota login

Done Trusted sites 100%

Figure 11: Editing State of North Dakota Login ID details.

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Reset Password

If you forget your State of North Dakota Login ID password, you can simply click on the “Reset Password” link found in the left navigation on the STARS homepage. (Figure 12)

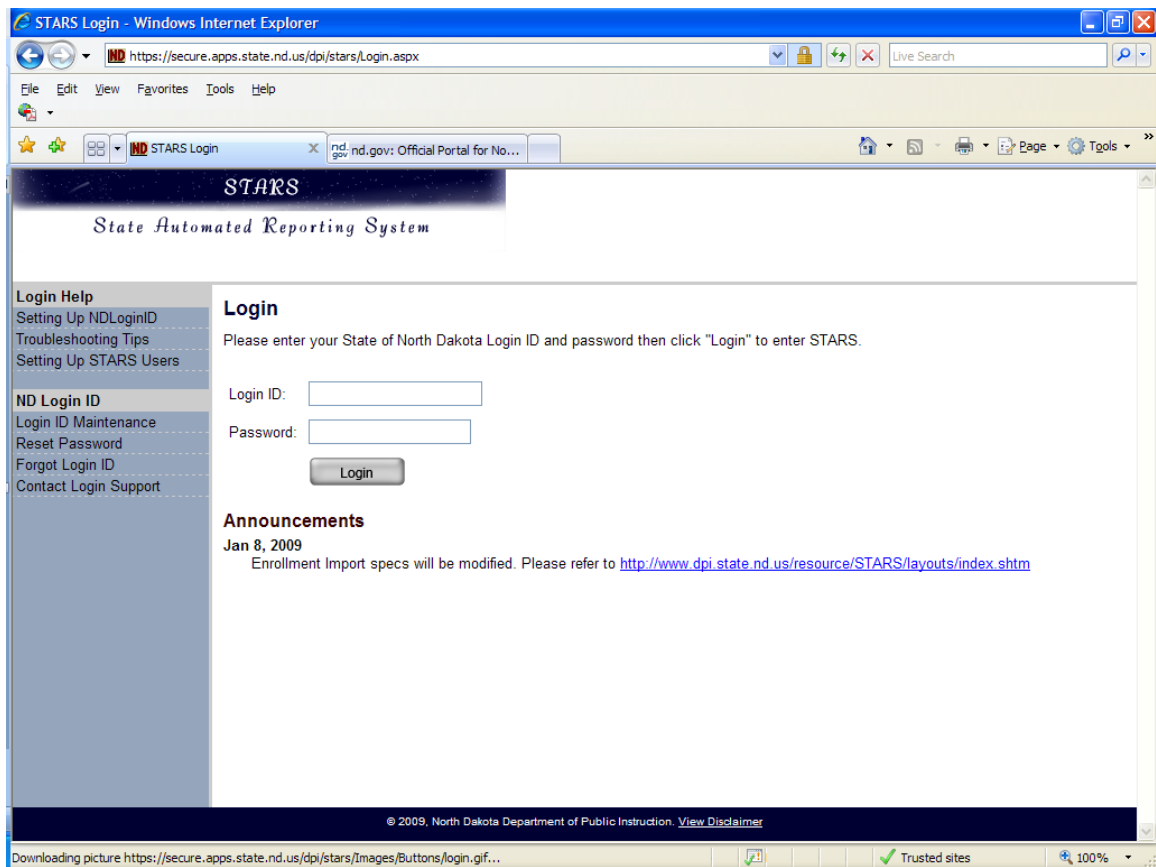


Figure 12: Reset password link in STARS.

To reset your State of North Dakota Login ID password, type in your State of North Dakota Login ID and click “Continue”. (Figure 13)

The screenshot shows a Windows Internet Explorer browser window titled "North Dakota Login: State of North Dakota". The address bar displays the URL: <https://secure.apps.state.nd.us/td/ldap/resetpasswordreq.htm?p=>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and actions. The page content features the "North Dakota login" logo at the top. Below the logo, the "Registration" section is highlighted, and the "Reset Password" heading is displayed. A message states: "To Reset your password you must enter your North Dakota Login." Below this, there is a text input field labeled "*North Dakota Login:". To the right of the input field are "Cancel" and "Reset" buttons. A note indicates "*Required". At the bottom of the form area, it says "For assistance with this online service, contact the [Service Desk](#)." On the right side of the page, there are links for "Disclaimer", "Privacy Policy", and "Security Policy". A security notice at the bottom states: "We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected. Will open a new window (pop-up)." The footer contains the text: "W3C WAI AA, CSS, XHTML Compliant | Copyright 2008. All Rights Reserved. The State of North Dakota." The browser's status bar at the bottom shows "Trusted sites" and a zoom level of "100%".

Figure 13: Reset password - ND Login ID entry.

Once you have completed the previous screen, you will be redirected to an email confirmation screen. (Figure 14) You will also be sent an email to the email address you provided when you first registered for the State of North Dakota Login ID.

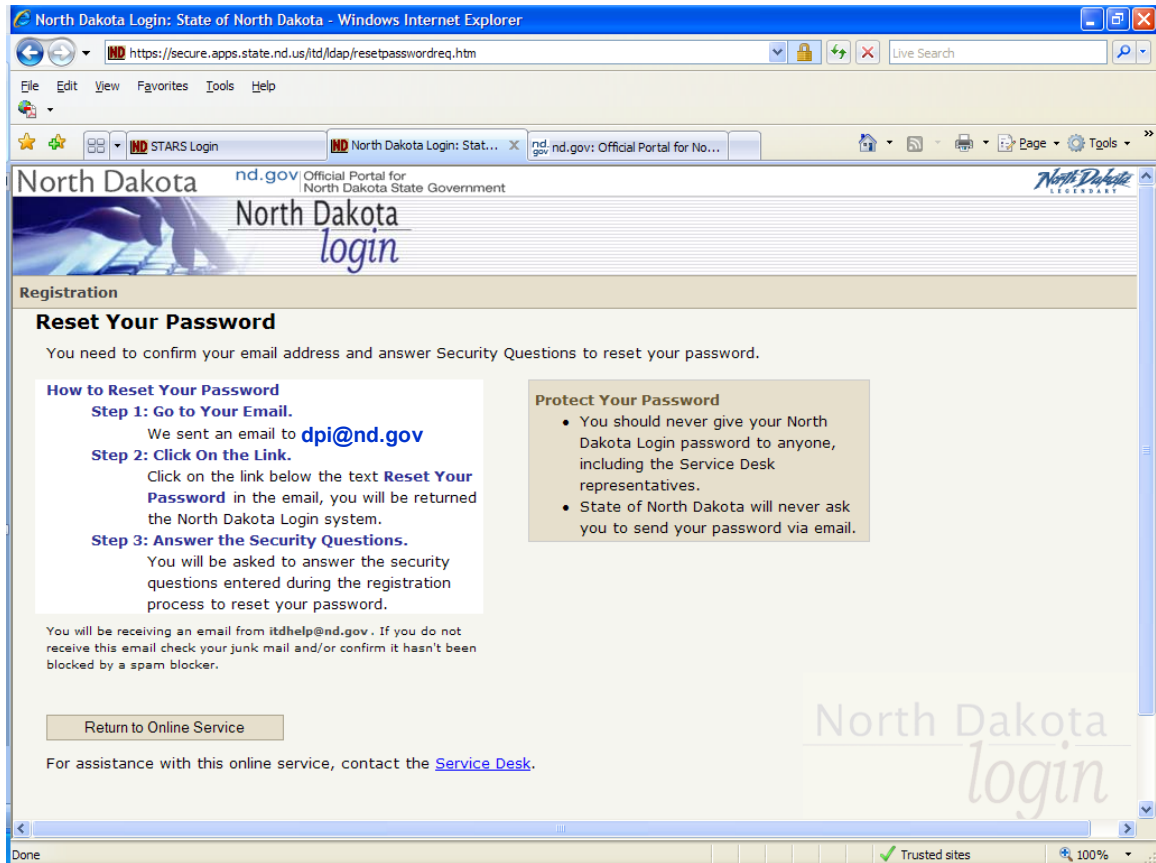


Figure 14: Reset password email confirmation.

Click on the first link in the email to proceed with resetting your password. (Figure 15)

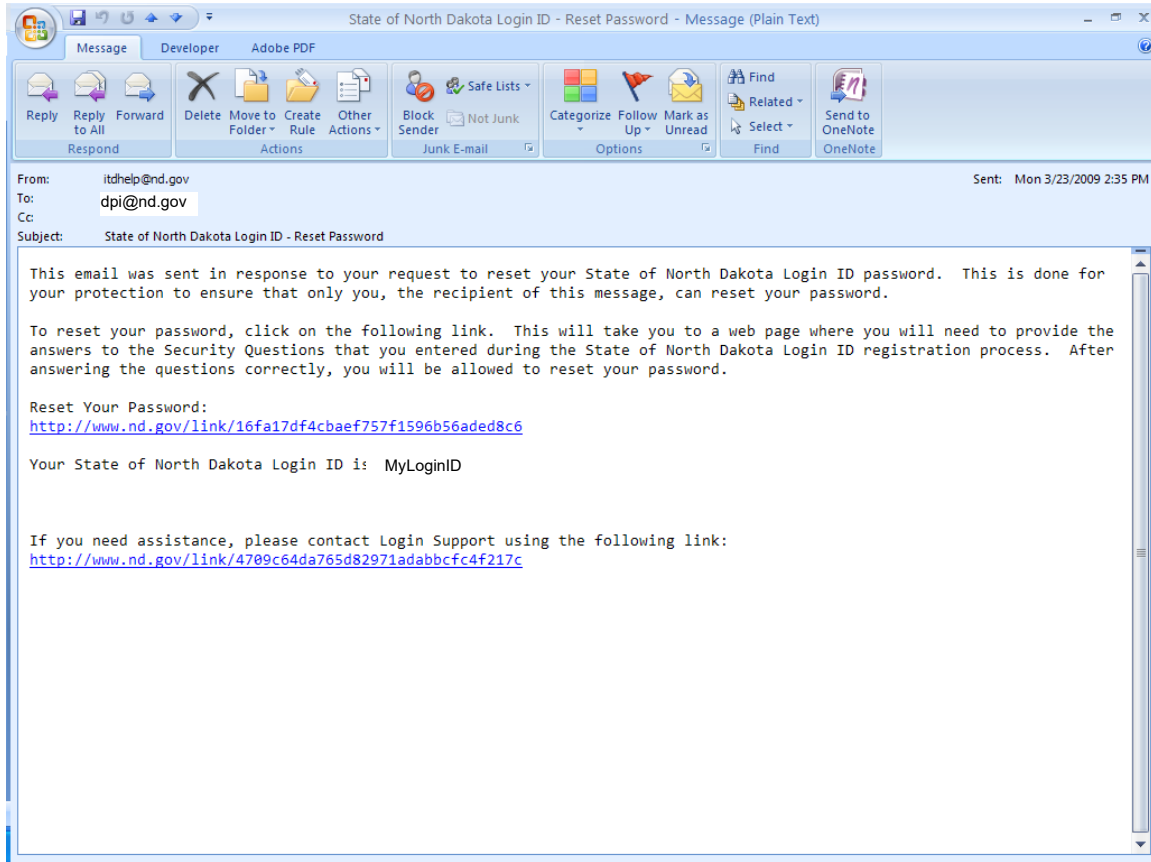


Figure 15: Reset password email confirmation.

Answer your security questions and click “Continue”. (Figure 16)

The screenshot shows a web browser window titled "North Dakota Login: State of North Dakota - Windows Internet Explorer". The address bar shows a URL from "secure.apps.state.nd.us". The page header includes the "North Dakota login" logo and the text "Official Portal for North Dakota State Government". The main content area is titled "Registration" and "Reset Password". It instructs the user to "Please answer the following Security Questions." and lists two questions: "1: WHAT IS THE FIRST NAME OF THE BEST MAN AT YOUR WEDDING?" and "2: WHAT WAS THE MAKE OF YOUR FIRST CAR?". Each question has a corresponding "Answer" input field. Below the questions are "Cancel" and "Continue" buttons. A "Required" asterisk is shown. At the bottom, there is a link to the "Service Desk".

Figure 16: Answering the security questions correctly will enable you to reset your password.

Now you can enter a new password and then also confirm that password by retyping it in the second box. Click on the Submit button when completed. (Figure 17)

The screenshot shows the same "Reset Password" page, but now the "Details" section is active. It contains two input fields: "New Password:" and "Confirm New Password:". To the right, a box titled "Password Requirements:" lists the following: "at least 6 characters long", "1 upper case character", "2 lower case characters", and "1 number". Below the input fields are "Cancel" and "Submit" buttons. The "Required" asterisk is still present. At the bottom, there are links for "Disclaimer", "Privacy Policy", and "Security Policy". A footer note states: "We use Secure Sockets Layer (SSL) encryption technology to ensure your information is secure and protected. Will open a new window (pop-up). W3C WAI AA, CSS, XHTML Compliant | Copyright 2008. All Rights Reserved. The State of North Dakota."

Figure 17: Choose a new password.

If your password was successfully changed, you will be redirected to another page that states that. Click on the “Continue” button to finish/exit the Reset Password process. (Figure 18)

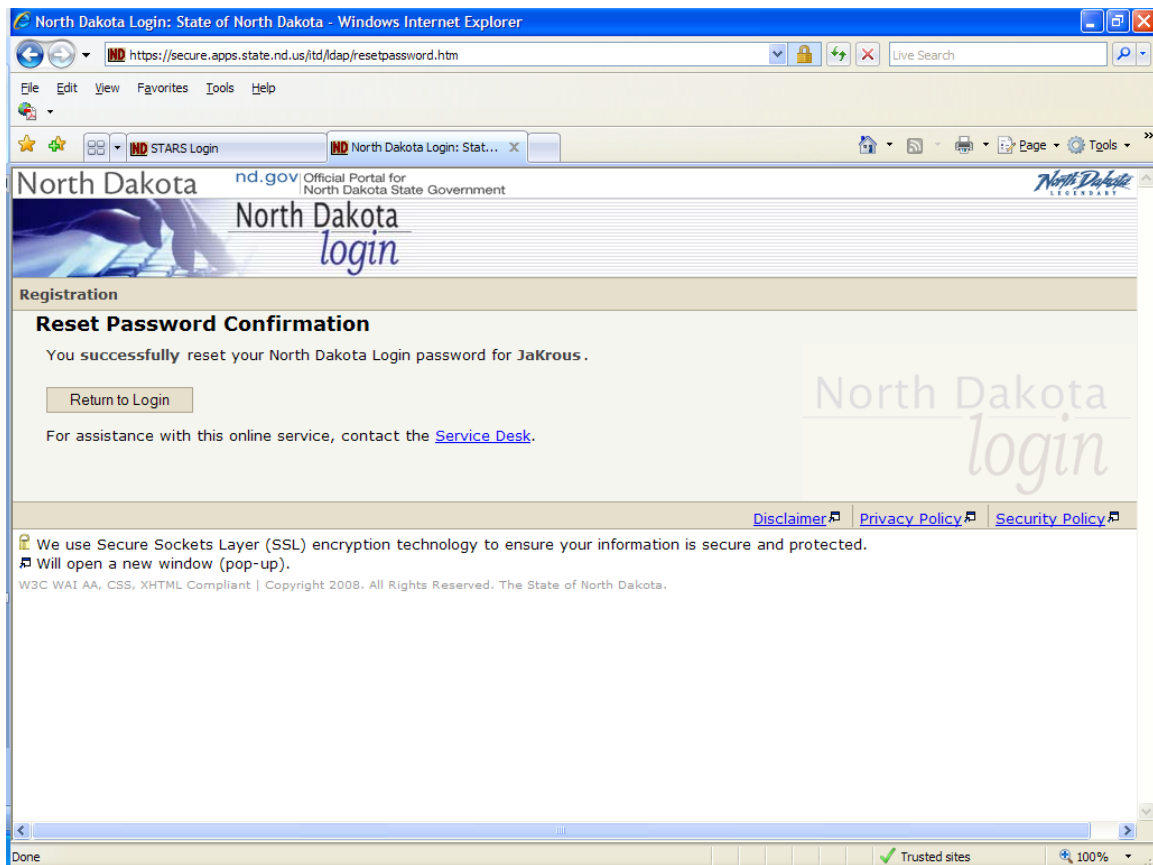


Figure 18: Password reset was successful.

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Forgot Login ID

If you forgot your State of North Dakota Login ID, you can click on the "Forgot Login ID" link found in the left navigation on the STARS homepage. (Figure 19)

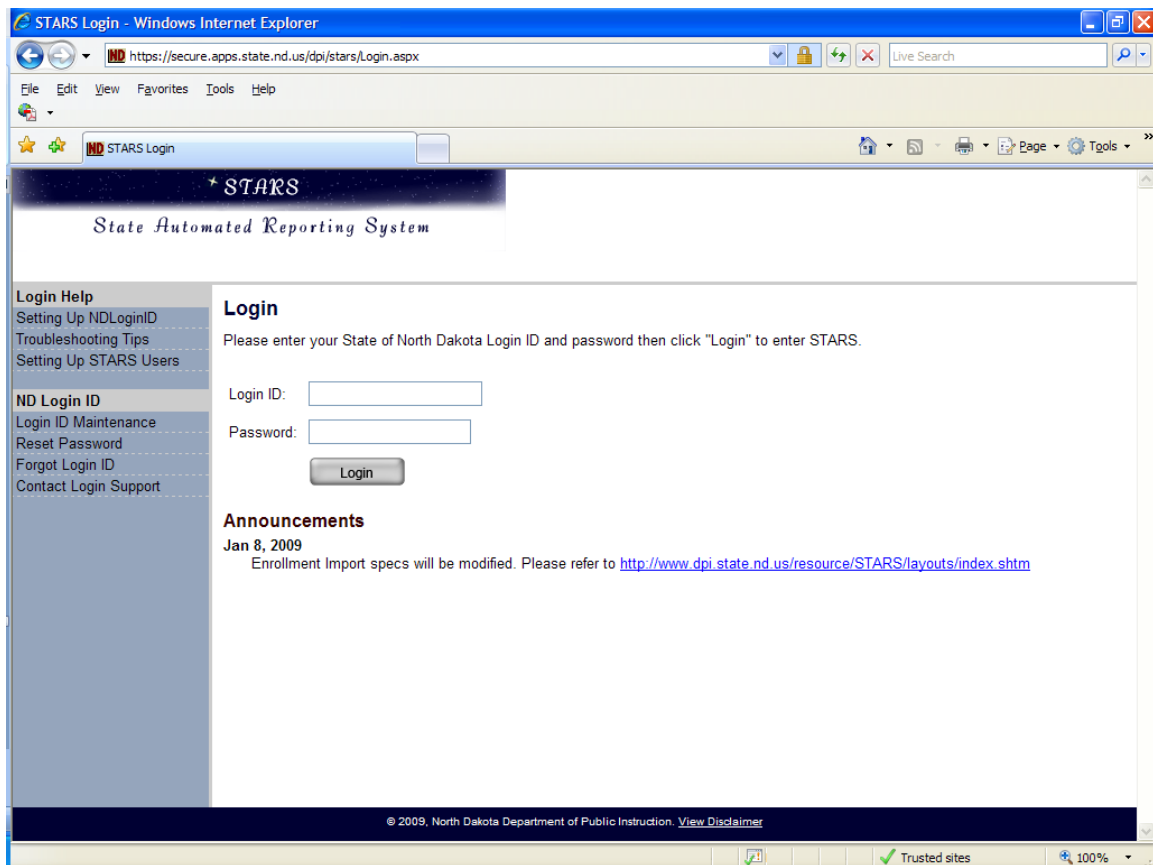


Figure 19: Forgot Login ID link off the STARS homepage.

As a result of clicking on the “Forgot Login ID” link you will be taken to a Request North Dakota Login page, where you will need to enter and confirm the email address you registered with the State of North Dakota Login ID system. Once the email address box is filled in, click on the Request Login button. (Figure 20)

The screenshot shows a Windows Internet Explorer browser window titled "North Dakota Login: State of North Dakota". The address bar displays the URL "https://secure.apps.state.nd.us/td/ldap/loginreq.htm?rp=". The page header includes the "North Dakota login" logo and the text "nd.gov Official Portal for North Dakota State Government". The main content area is titled "Registration" and "Request North Dakota Login". It prompts the user to "Enter the email address you used when creating your North Dakota Login:" and provides a "Details" link. Below this, there are two input fields: "Email:" and "Confirm Email:". At the bottom of the form are "Cancel" and "RequestLogin" buttons. A message states: "For assistance with this online service, contact the [Service Desk](#)." The footer contains links for "Disclaimer", "Privacy Policy", and "Security Policy", along with a security notice about SSL encryption and a copyright notice for 2008. The browser's status bar at the bottom shows "Done", "Trusted sites", and "100%" zoom.

Figure 20: Request Login ID webpage.

Your State of North Dakota Login ID will be sent to the email address entered on the previous screen. The email address must have been registered with the State of North Dakota Login ID system. Check your email and your State of North Dakota Login ID will be in that email. (Figure 21)

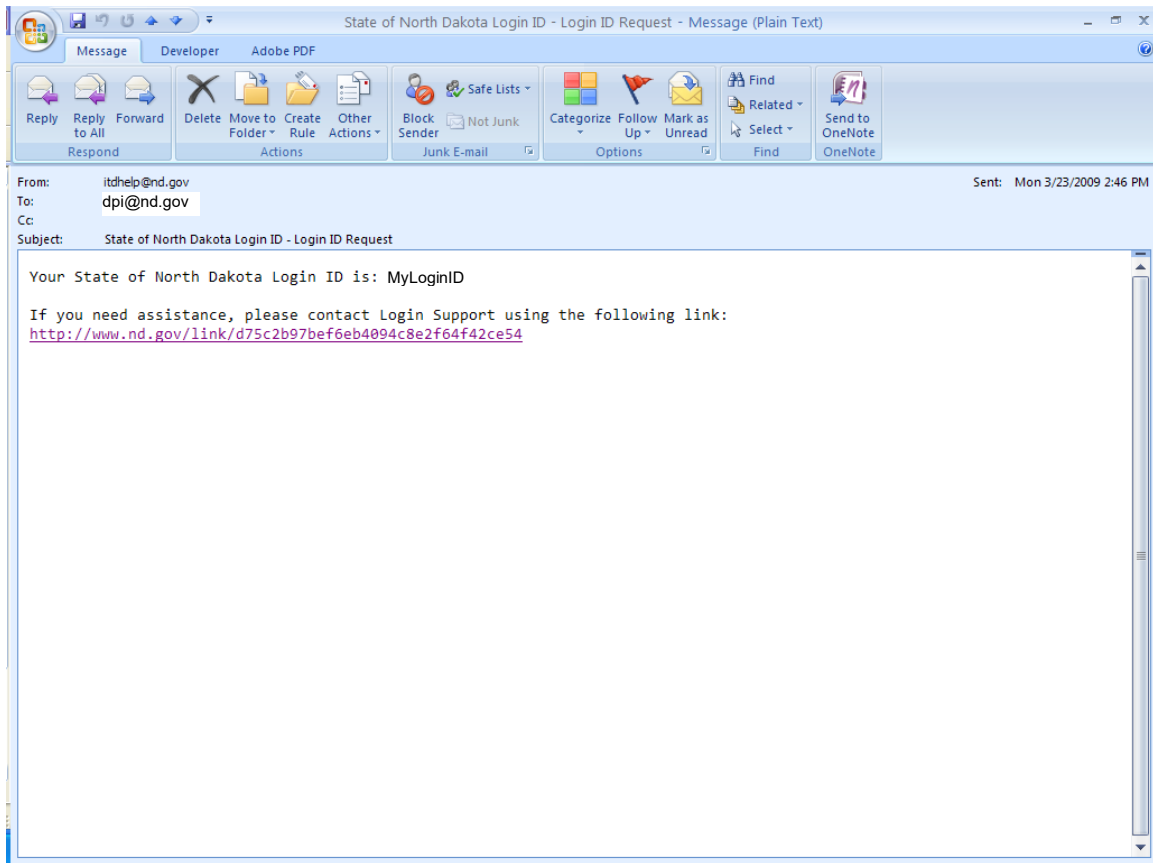


Figure 21: State of North Dakota Login ID Request email.

Contact Login Support

For technical problems stemming beyond Login ID maintenance, resetting passwords or requesting your Login ID, there is a link to “Contact Login Support” found in the left navigation on the STARS homepage. Please review the [State of North Dakota Login ID - FAQ](#) and the [STARS troubleshooting tips](#) before submitting a support form.

To complete a support form, click on “Contact Login Support” link found in the left navigation on the STARS homepage. (Figure 22)

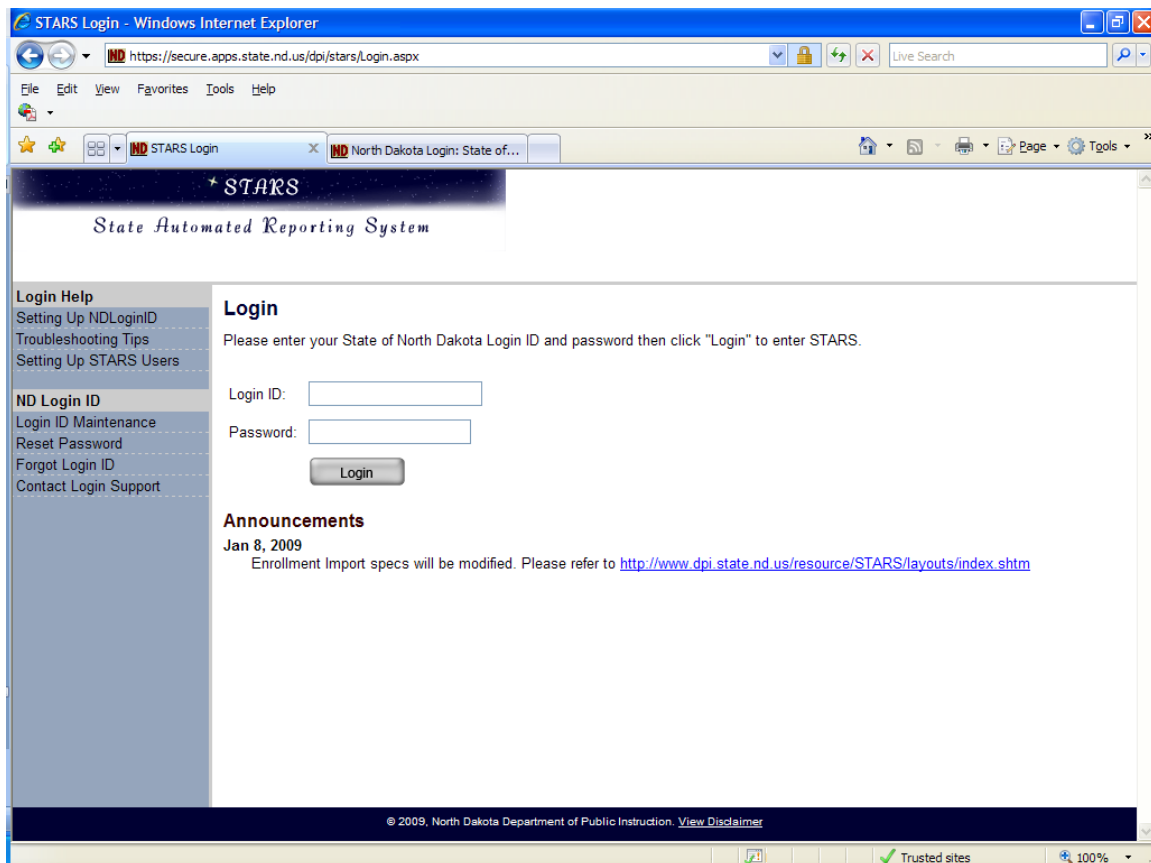


Figure 22: Contact Login Support link.

Complete this form by filling in all the appropriate boxes. Boxes denoted with an asterisk* need to have information inputted, when you are finished click the “Submit” button. (Figure 23)

The screenshot shows a web browser window titled "North Dakota Login: State of North Dakota - Windows Internet Explorer". The address bar displays the URL <https://secure.apps.state.nd.us/td/ldap/problemreport.htm?rp=>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and actions. The page content is titled "Registration" and "Support Contact Form". It includes a link to "Frequently Asked Questions" and a paragraph of instructions. The form fields are: "North Dakota Login ID:" (text box), "*Name:" (text box), "*Email:" (text box), "*Confirm Email:" (text box), "Telephone:" (text box) with a placeholder "(2223334444)" and "Ext:" (text box) with a placeholder "(12345)". A large text area is labeled "*Description of problem or question:". At the bottom, there are "Cancel" and "Submit" buttons, a "*Required" note, and a "North Dakota login" logo. The status bar at the bottom indicates "Trusted sites" and "100%".

North Dakota Login: State of North Dakota - Windows Internet Explorer

<https://secure.apps.state.nd.us/td/ldap/problemreport.htm?rp=>

File Edit View Favorites Tools Help

Registration

Support Contact Form

For general help with common questions, please check the [Frequently Asked Questions](#) page before submitting the support contact form.

North Dakota Login ID:

*Name:

*Email:

*Confirm Email:

Telephone: (2223334444) Ext: (12345)

*Description of problem or question:

Normal processing for support contact will be during regular office hours of Monday thru Friday, excluding State holidays between the hours of 8:00am and 5:00pm CST.

*Required

North Dakota login

Trusted sites 100%

Figure 23: Support Contact Form.