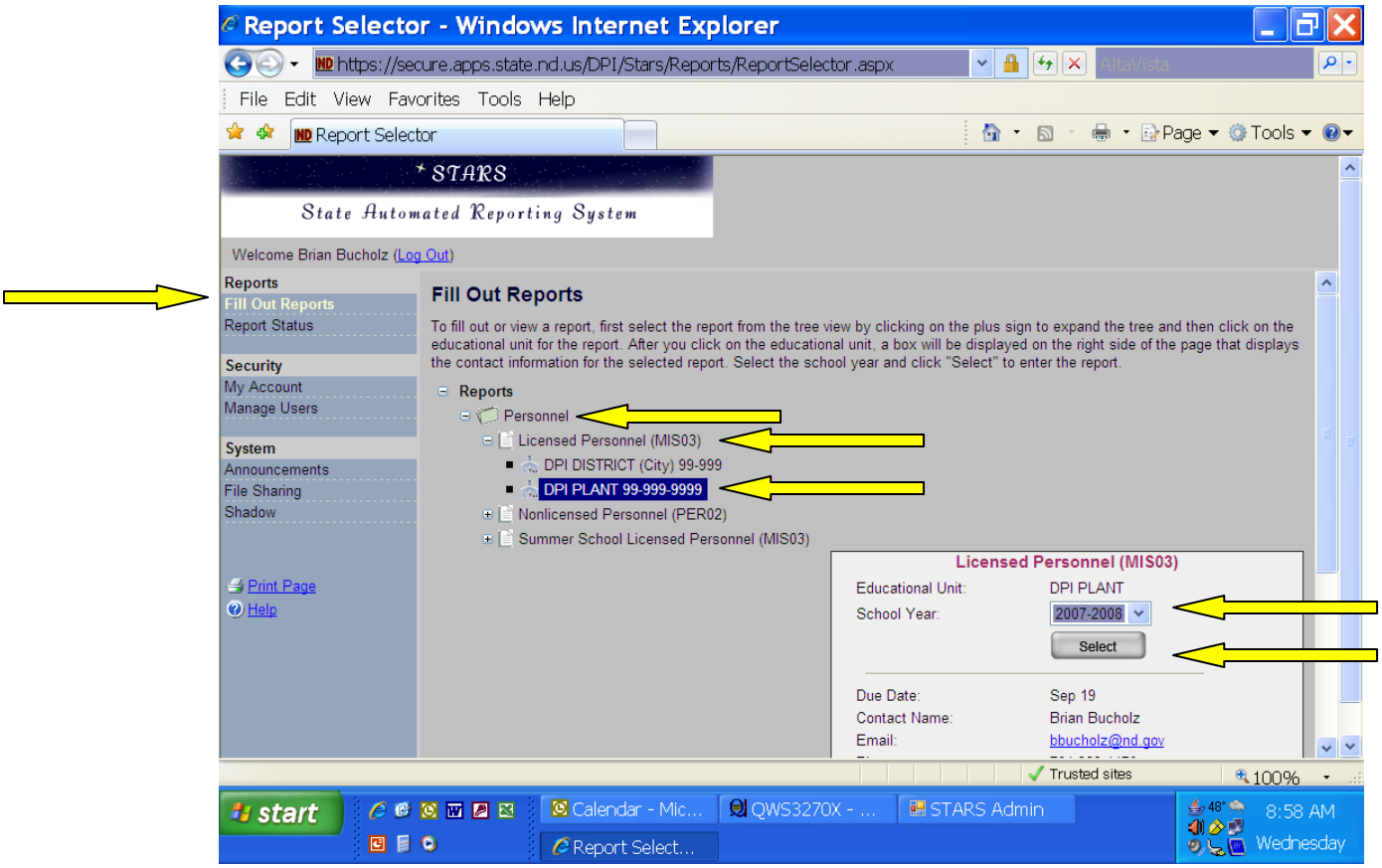
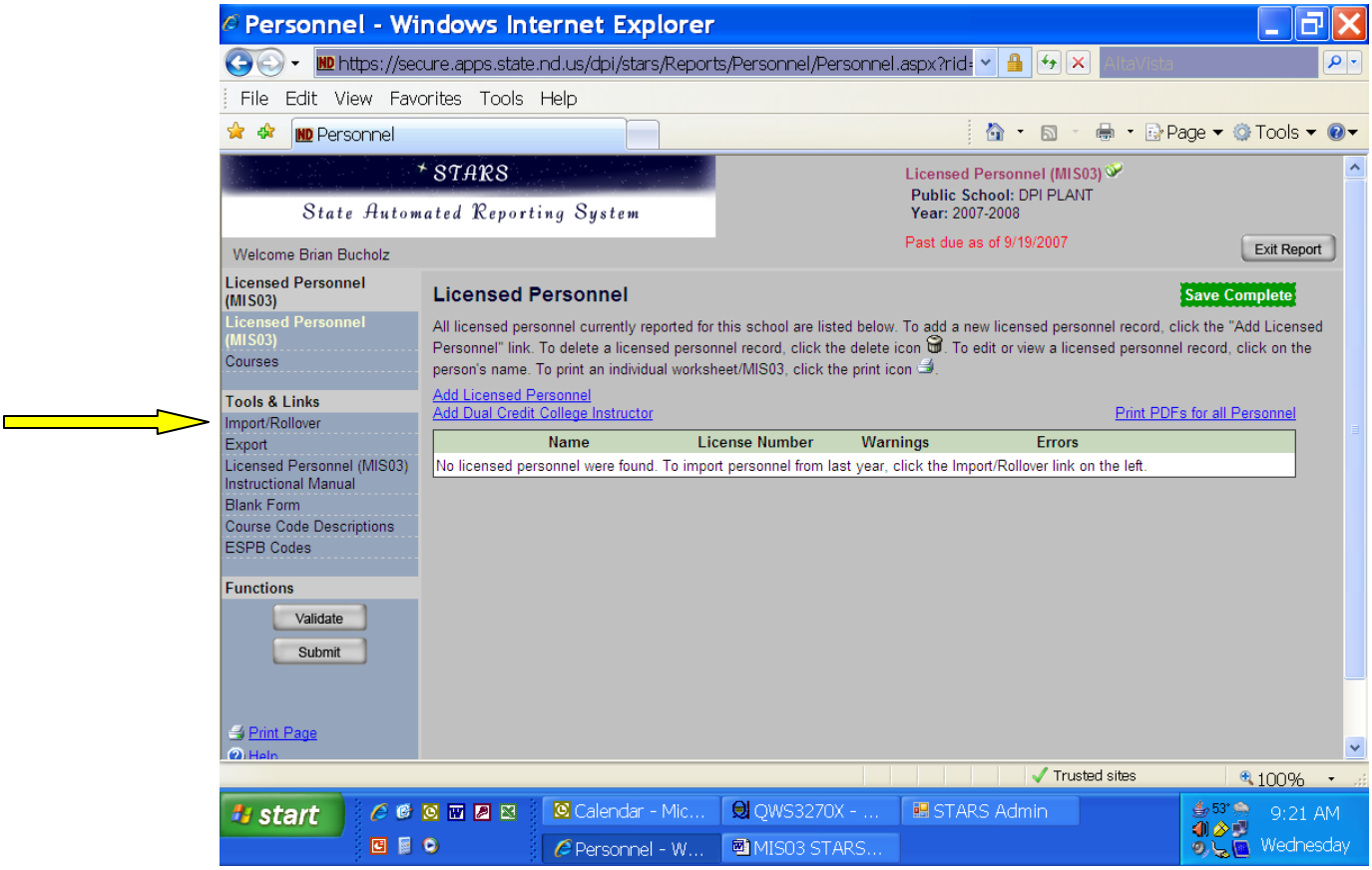
Licensed Personnel (MIS03) STARS Help Manual

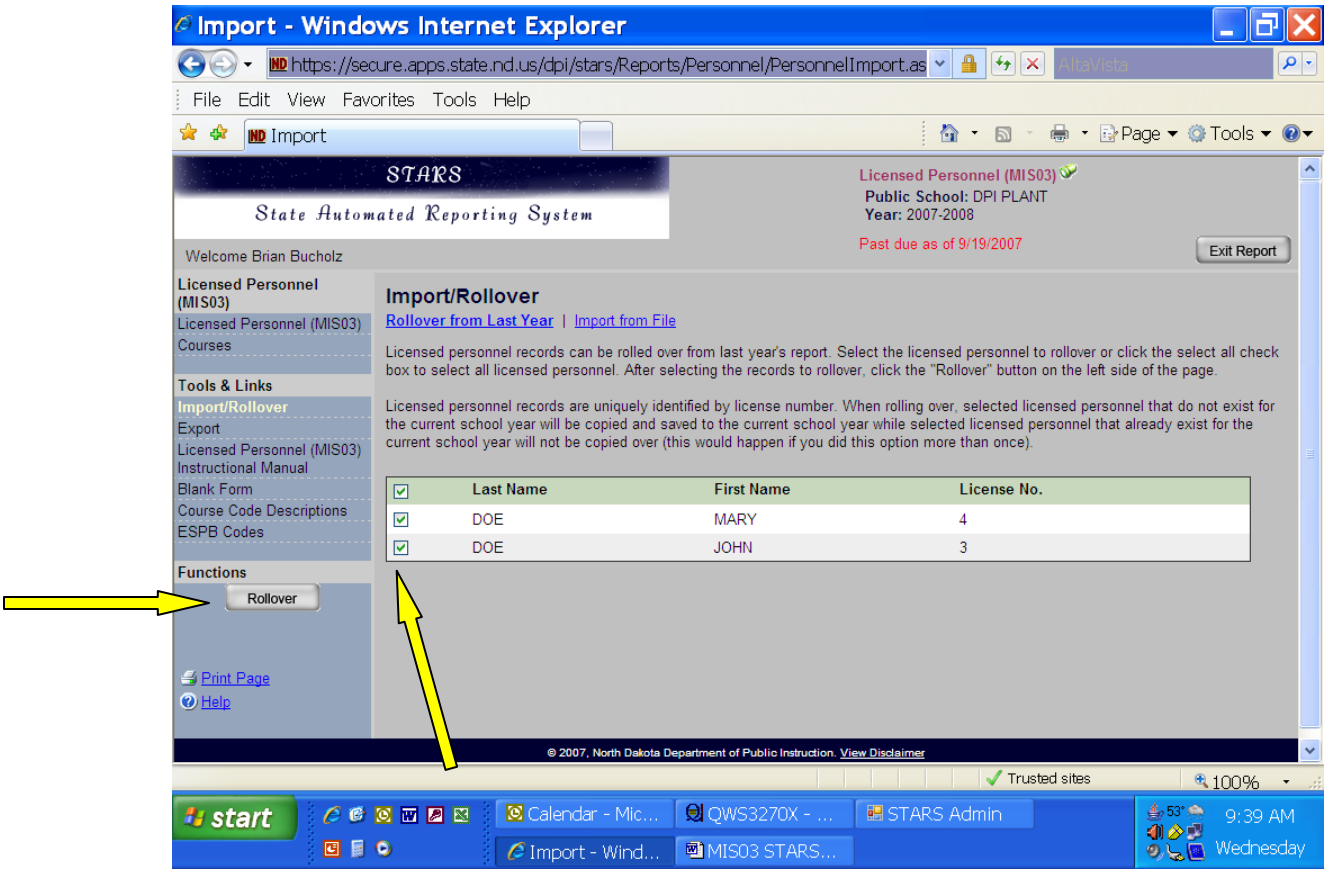
Click on Fill Out Reports under Reports on the left side, click on the Personnel folder, click on Licensed Personnel (MIS03), click on your school (do not choose your LEA (district) unless your LEA had staff reported at the LEA level last year), then choose the current school year and click Select.



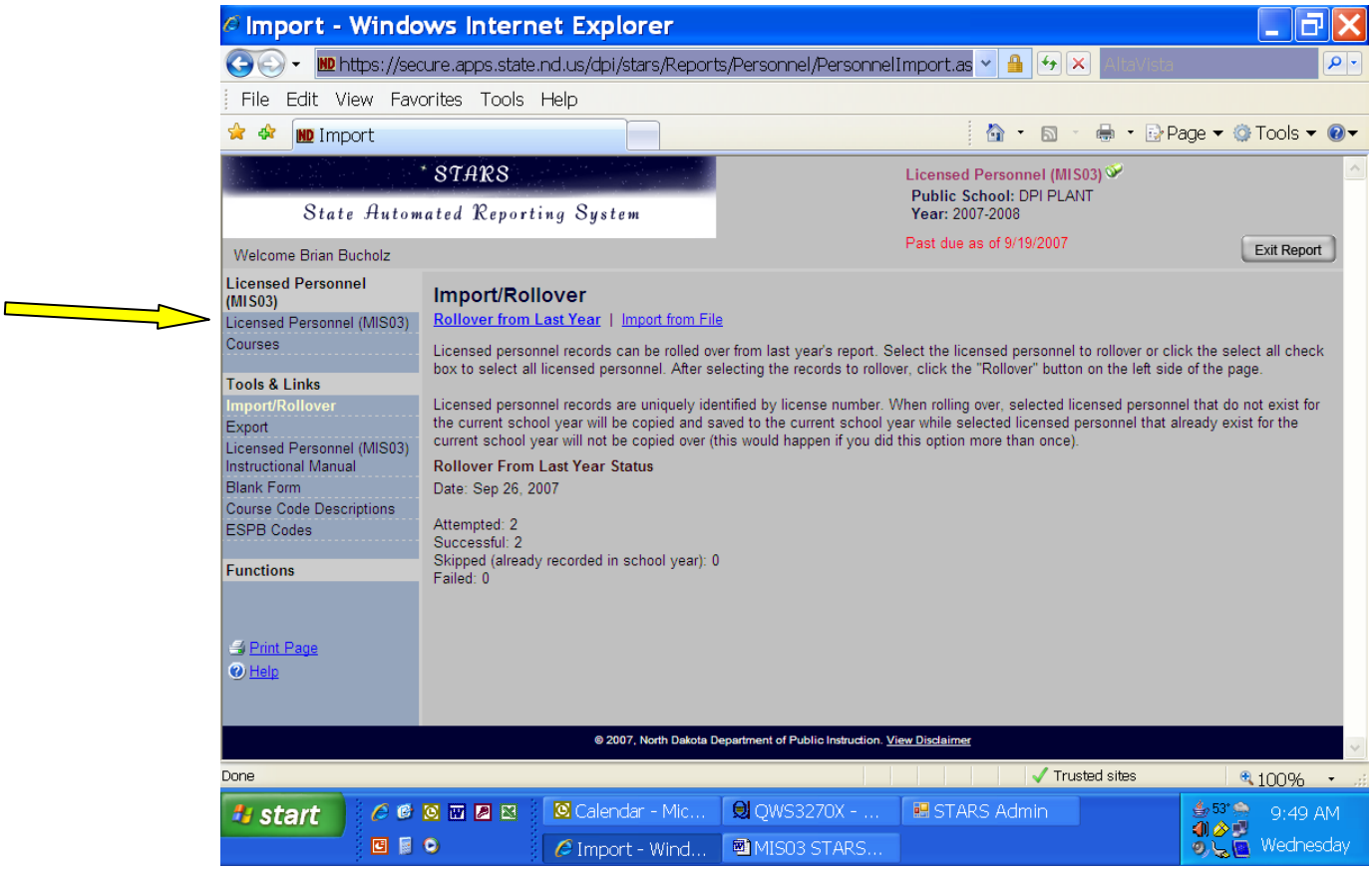
Click on Import/Rollover under Tools & Links on the left side.



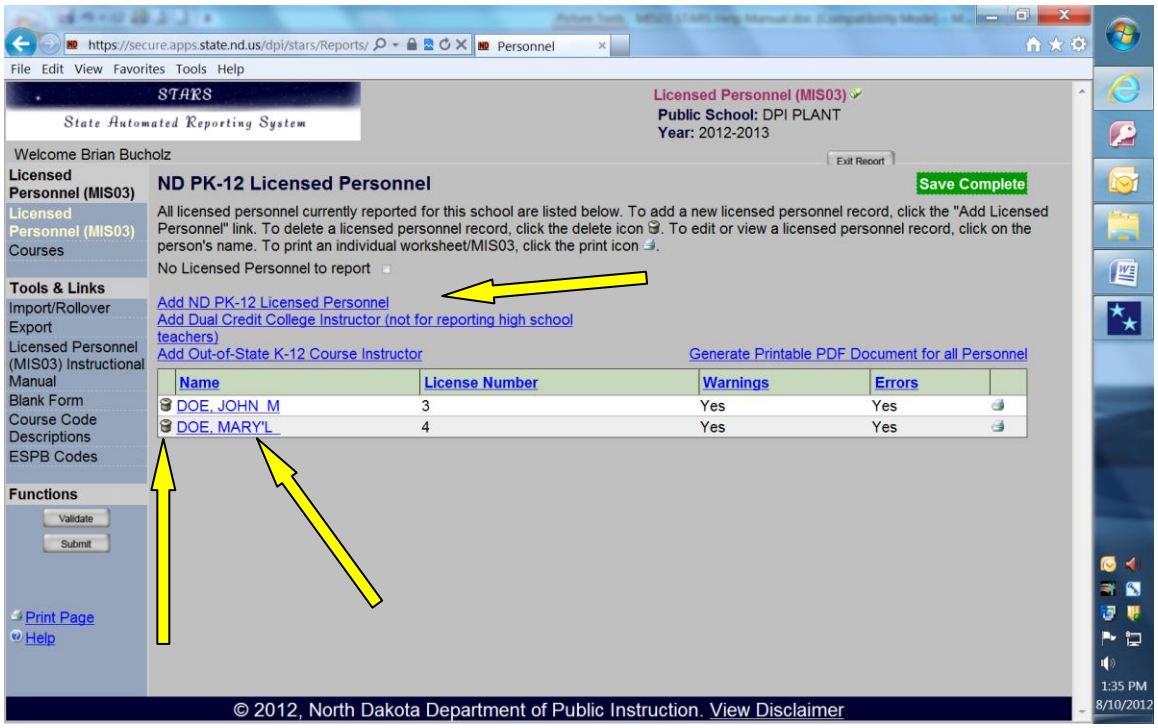
Uncheck staff that are no longer at the school. Click on Rollover under Functions on the left side.



You will receive a rollover status report. Click on Licensed Personnel (MIS03) under the Licensed Personnel (MIS03) heading on the left side.

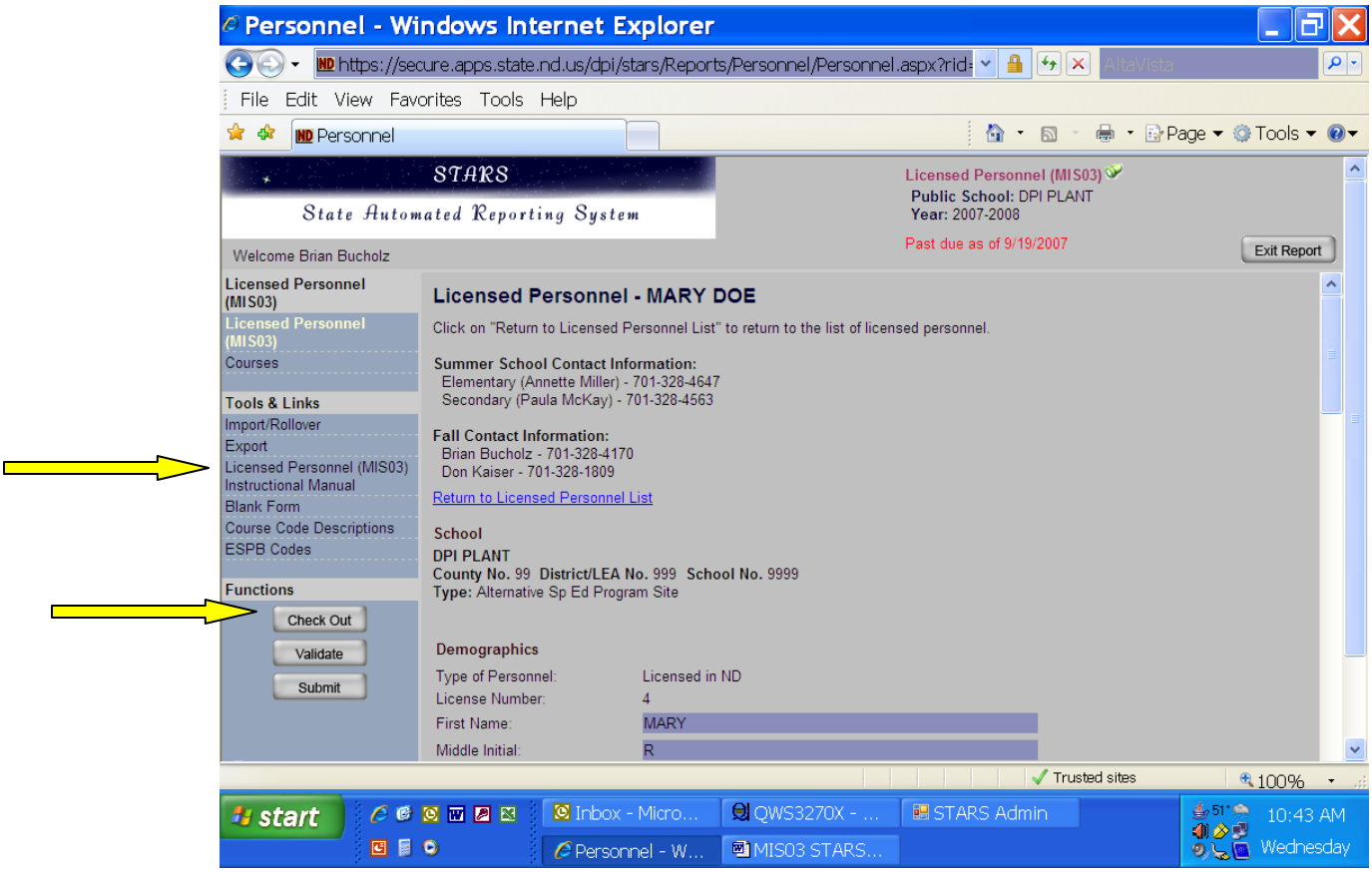


The staff are now rolled over into the current school year. Click on a staff member's name to display the record. Click on Add ND PK-12 Licensed Personnel to add a new staff member with a ND teaching license. Click on Add Dual Credit College Instructor (not for reporting high school teachers) to add the college/university providing the instruction. Click on Add Out-of-State K-12 Course Instructor to add the DPI approved agency providing the instruction. Click on the garbage can icon to delete the record if a staff member is no longer at the school.

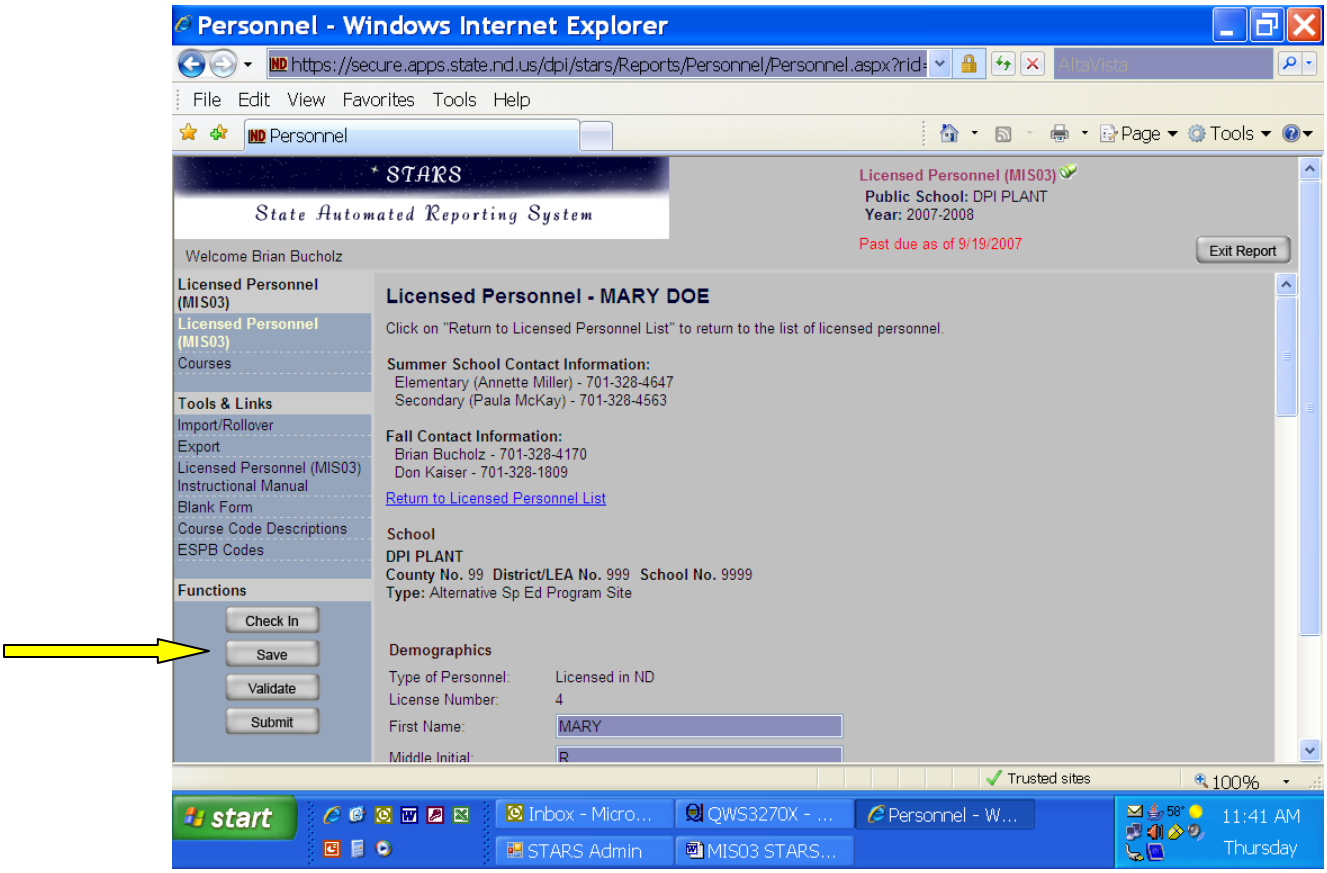


Click on Check Out under Functions to edit the record.

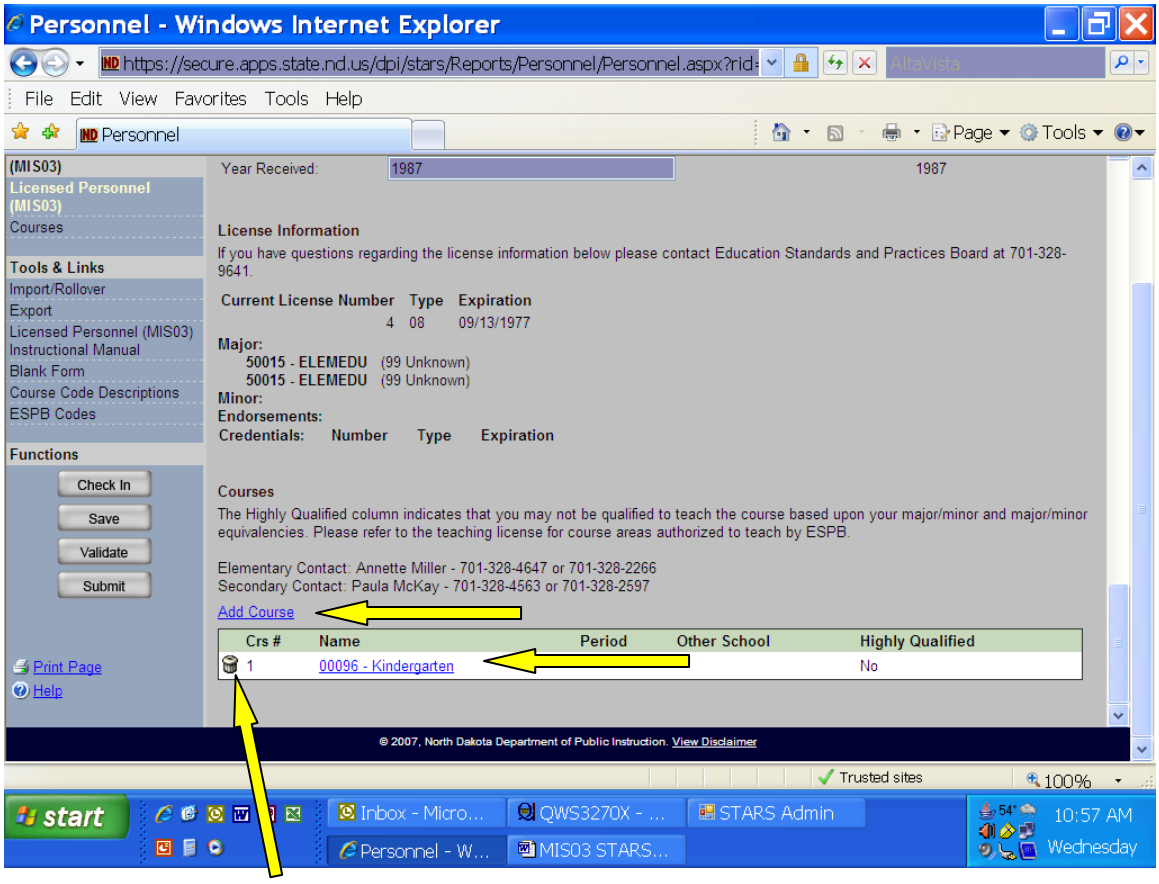
Note: Click on Licensed Personnel (MIS03) Instructional Manual under Tools & Links on the left side for specific instructions on completing this form.



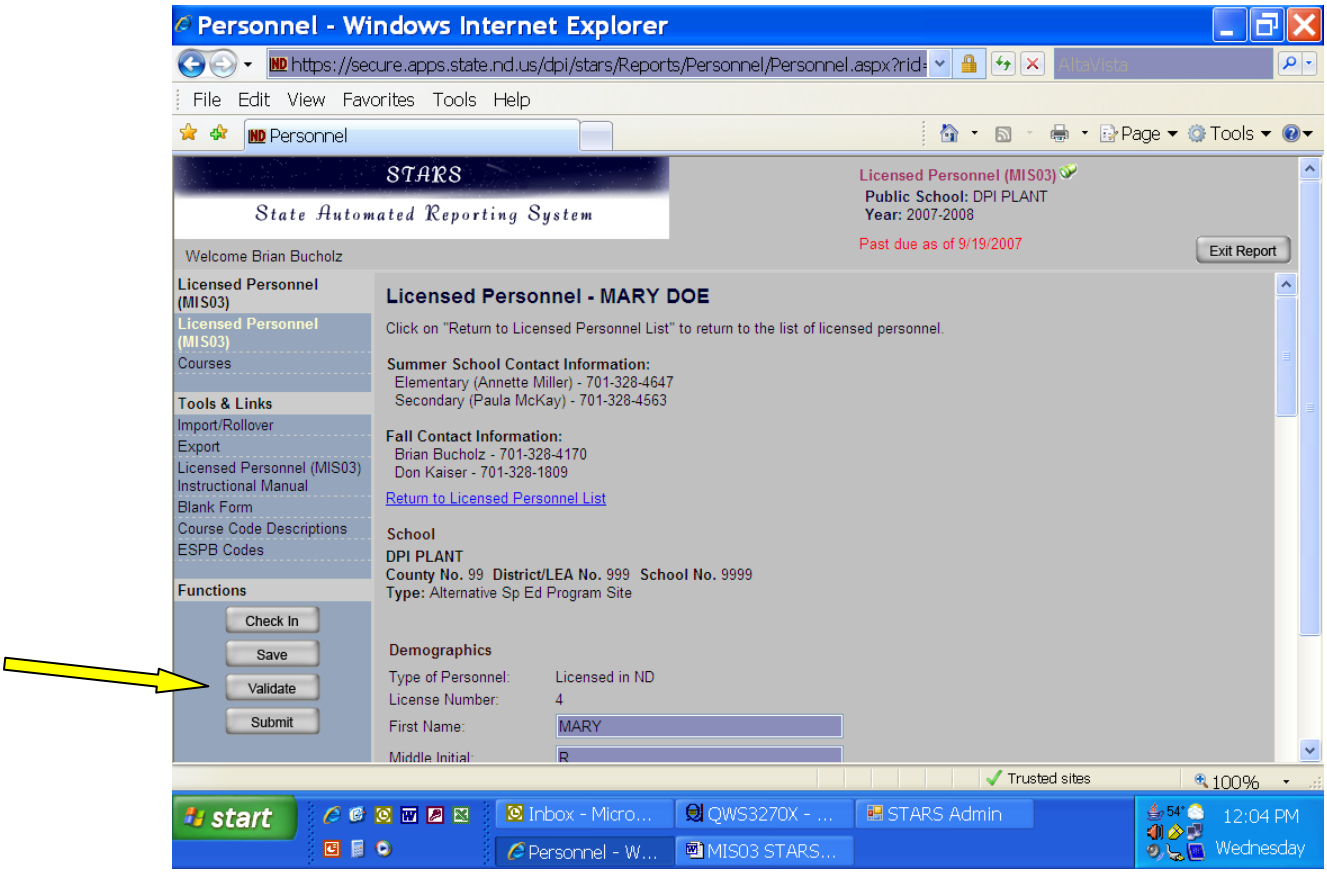
Click on Save under Functions on the left side after you have edited this part of the record.



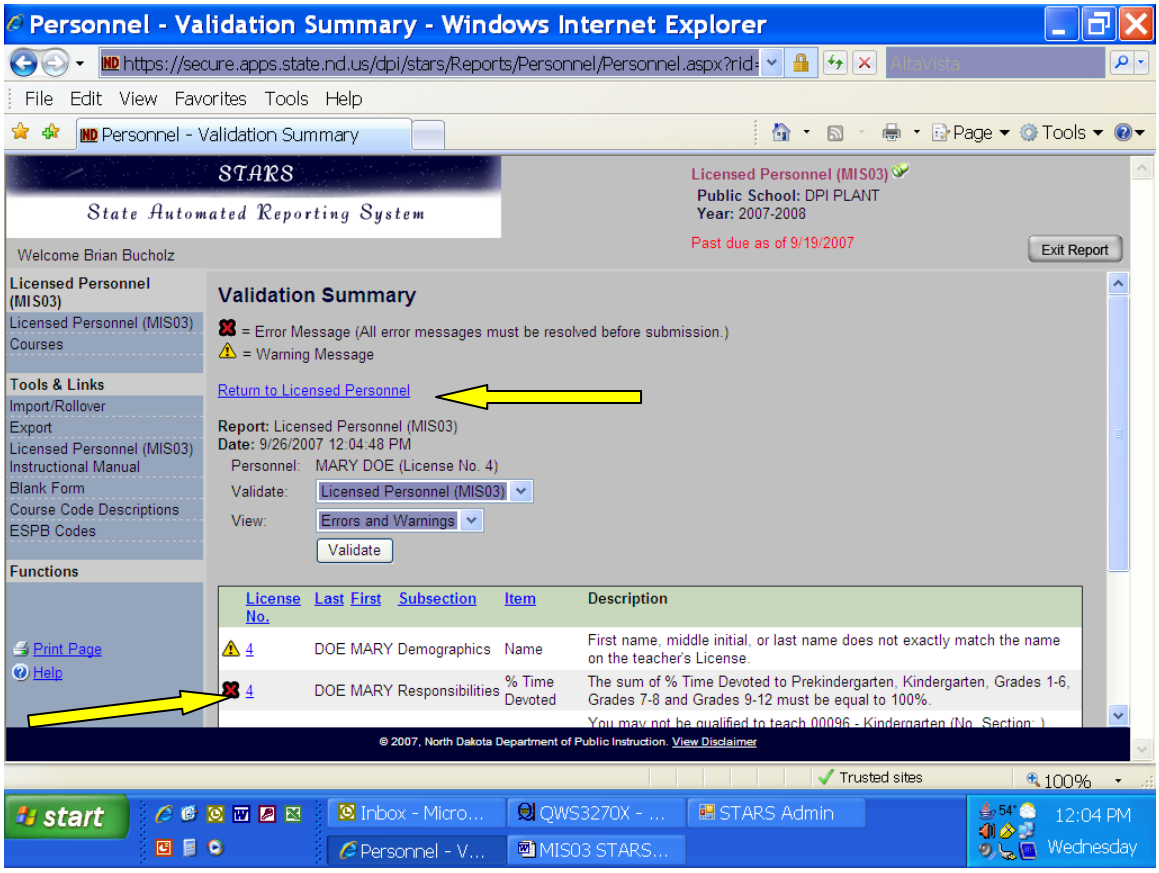
Click on a course name to edit the course. Click on Add Course to add a new course or activity. Click on the garbage can icon if the staff member no longer has this course or activity.



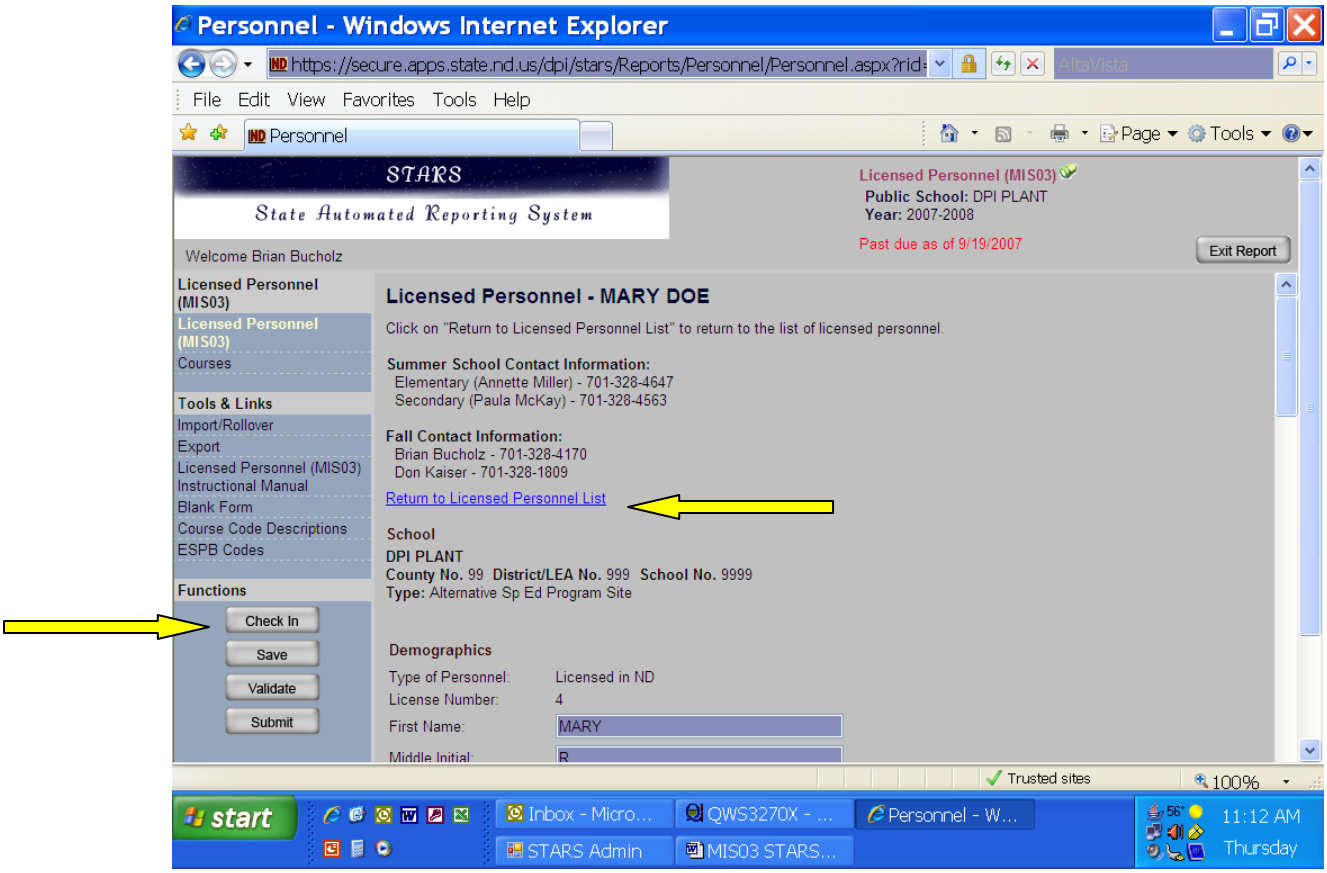
Click on Validate under Functions on the left side to review warning and error messages (see next page for this screen).



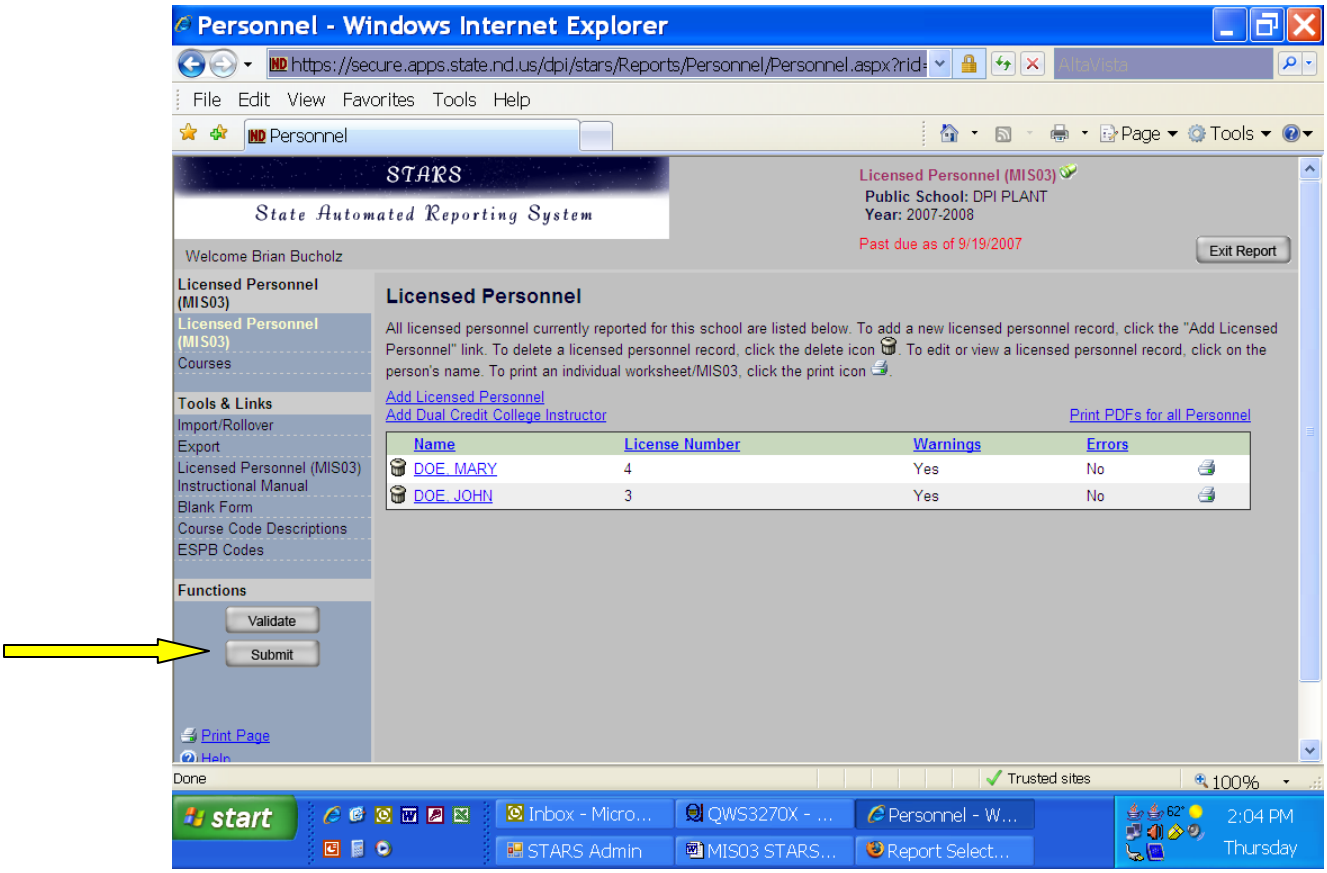
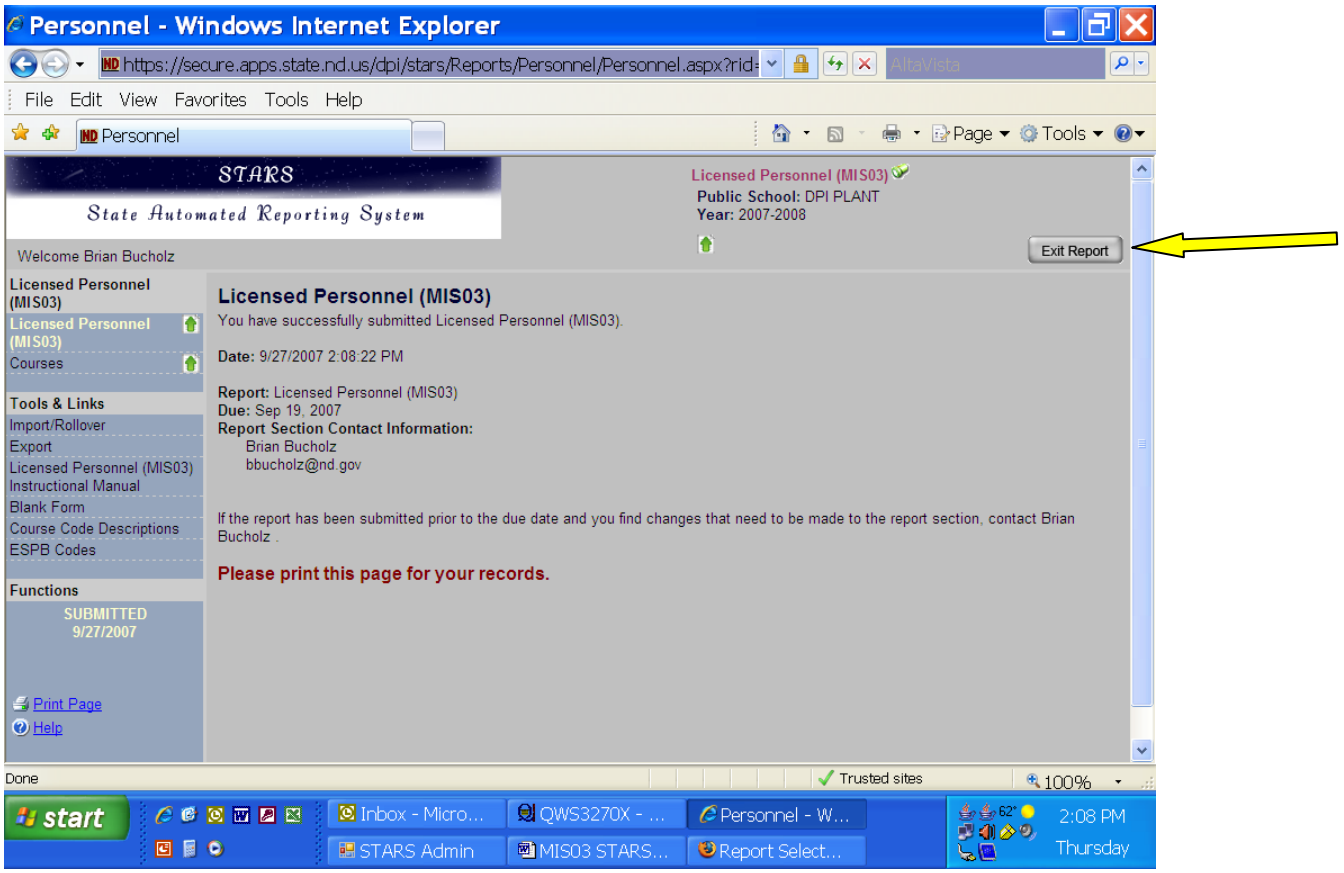
Click on Return to Licensed Personnel (or on Return to Licensed Personnel Class if previously in the courses section) or click on the license number to return to the record and make corrections.



Click on Check In under Functions on the left side after making corrections. Click on Return to Licensed Personnel List to edit another record.



Click on Submit under Functions on the left side when finished entering all staff and there are no errors.



You will receive a submitted status report. Print this page for your records and then click on Exit Report on the upper right corner.