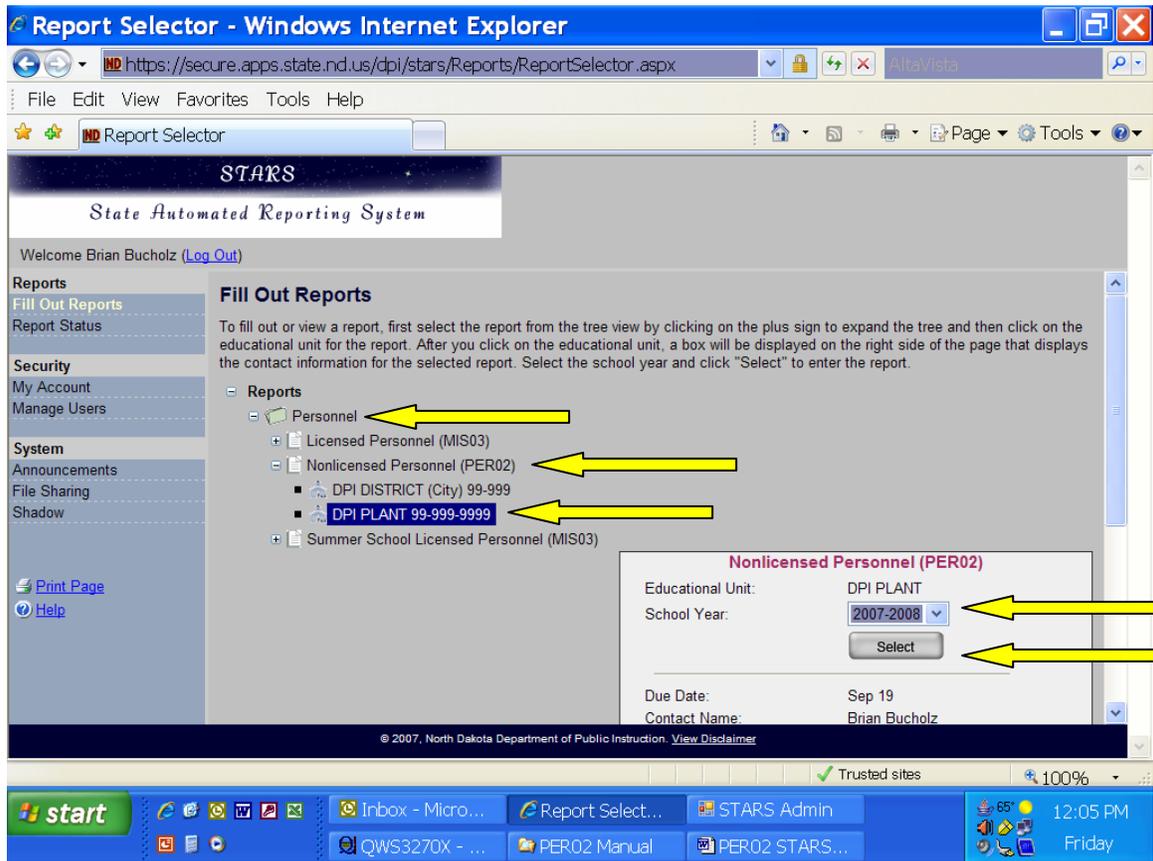


Nonlicensed Personnel (PER02) STARS Help Manual

Click on Fill Out Reports under Reports on the left side, click on the Personnel folder, click on Nonlicensed Personnel (PER02), 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.

The screenshot shows a web browser window titled "Personnel - Windows Internet Explorer" displaying the "STARS State Automated Reporting System" interface. The page is for "Nonlicensed Personnel (PER02)" for "Public School: DPI PLANT" for the "Year: 2007-2008". The report is "Past due as of 9/19/2007". The main content area shows a message: "No nonlicensed personnel currently reported for this school are listed below. To add a new nonlicensed personnel record, click the 'Add Nonlicensed Personnel' link. To delete a nonlicensed personnel record, click the delete icon. To edit or view a nonlicensed personnel record, click on the person's name." Below this message is a table with columns: Name, State ID, Warnings, and Errors. The table is currently empty, with a message below it: "No nonlicensed personnel were found. To import personnel from last year, click the Import/Rollover link on the left." A yellow arrow points to the "Import/Rollover" link in the "Tools & Links" sidebar on the left. Other sidebar items include "Export", "Nonlicensed Personnel (PER02) Instructional Manual", and "Blank Form". The "Functions" section contains "Validate" and "Submit" buttons. The "Tools & Links" section also includes "Add Nonlicensed Personnel" and "Print PDFs for all Personnel" links. The "Save Complete" button is highlighted in green. The Windows taskbar at the bottom shows the start button, taskbar icons, and the system tray with the time 12:12 PM on Friday.

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

Import - Windows Internet Explorer

https://secure.apps.state.nd.us/dpi/stars/Reports/Personnel/PersonnelImport.as

File Edit View Favorites Tools Help

Import

STARS
State Automated Reporting System

Welcome Brian Buchholz

Nonlicensed Personnel (PER02)
Nonlicensed Personnel (PER02)

Tools & Links
Import/Rollover
Export
Nonlicensed Personnel (PER02) Instructional Manual
Blank Form

Functions
Rollover

Nonlicensed Personnel (PER02)
Public School: DPI PLANT
Year: 2007-2008
Past due as of 9/19/2007

Import/Rollover
[Rollover from Last Year](#) | [Import from File](#)

Nonlicensed personnel records can be rolled over from last year's report. Select the nonlicensed personnel to rollover or click the select all check box to select all nonlicensed personnel. After selecting the records to rollover, click the "Rollover" button on the left side of the page.

Nonlicensed personnel records are uniquely identified by State ID. When rolling over, selected nonlicensed personnel that do not exist for the current school year will be copied and saved to the current school year while selected nonlicensed personnel that already exist for the current school year will not be copied over (this would happen if you did this option more than once).

<input checked="" type="checkbox"/>	Last Name	First Name	State ID	Major Position
<input checked="" type="checkbox"/>	DOE	MARY	309399	57 Secretary
<input checked="" type="checkbox"/>	DOE	JOHN	309400	13 Pupil Transportation

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Trusted sites 100%

start

Inbox - Micro... Import - Wind... STARS Admin

QWS3270X - ... PER02 Manual PER02 STARS...

72° 1:47 PM Friday

You will receive a rollover status report. Click on Nonlicensed Personnel (PER02) under the Nonlicensed Personnel (PER02) heading on the left side.

STARS
State Automated Reporting System

Welcome Brian Bucholz

Nonlicensed Personnel (PER02)

Import/Rollover
[Rollover from Last Year](#) | [Import from File](#)

Nonlicensed personnel records can be rolled over from last year's report. Select the nonlicensed personnel to rollover or click the select all check box to select all nonlicensed personnel. After selecting the records to rollover, click the "Rollover" button on the left side of the page.

Nonlicensed personnel records are uniquely identified by State ID. When rolling over, selected nonlicensed personnel that do not exist for the current school year will be copied and saved to the current school year while selected nonlicensed personnel that already exist for the current school year will not be copied over (this would happen if you did this option more than once).

Rollover From Last Year Status
Date: Sep 28, 2007

Attempted: 2
Successful: 2
Skipped (already recorded in school year): 0
Failed: 0

Print Page
Help

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Done Trusted sites 100%

start
Inbox - Micro... Import - Wind... STARS Admin
QWS3270X - ... PER02 Manual PER02 STARS...

72° 1:48 PM Friday

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 Nonlicensed Personnel to add a new staff member. Click on the garbage can icon to delete the record if a staff member is no longer at the school.

Personnel - Windows Internet Explorer

https://secure.apps.state.nd.us/dpi/stars/Reports/Personnel/NonlicensedPersonnel

STARS
State Automated Reporting System

Welcome Brian Bucholz

Nonlicensed Personnel (PER02)

Nonlicensed Personnel (PER02)

Tools & Links

Import/Rollover

Export

Nonlicensed Personnel (PER02) Instructional Manual

Blank Form

Functions

Validate

Submit

Print Page

Help

Nonlicensed Personnel (PER02) ✓
Public School: DPI PLANT
Year: 2007-2008
Past due as of 9/19/2007

Exit Report

Nonlicensed Personnel

All nonlicensed personnel currently reported for this school are listed below. To add a new nonlicensed personnel record, click the "Add Nonlicensed Personnel" link. To delete a nonlicensed personnel record, click the delete icon. To edit or view a nonlicensed personnel record, click on the person's name.

[Add Nonlicensed Personnel](#)

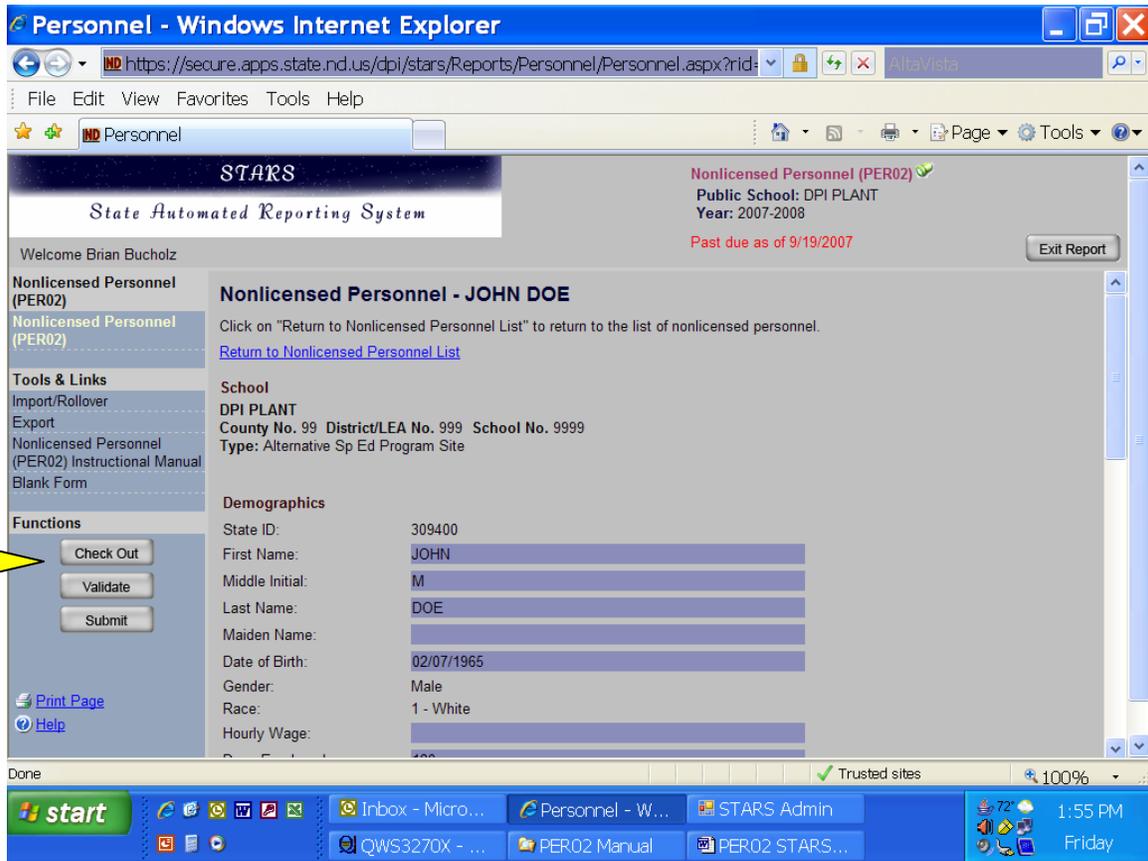
[Print PDFs for all Personnel](#)

Name	State ID	Warnings	Errors
DOE_MARY	309399	Yes	Yes
DOE_JOHN	309400	Yes	Yes

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Click on Check Out under Functions to edit the record.

Note: Click on Nonlicensed Personnel (PER02) Instructional Manual under Tools & Links on the left side for specific instructions on completing this form.



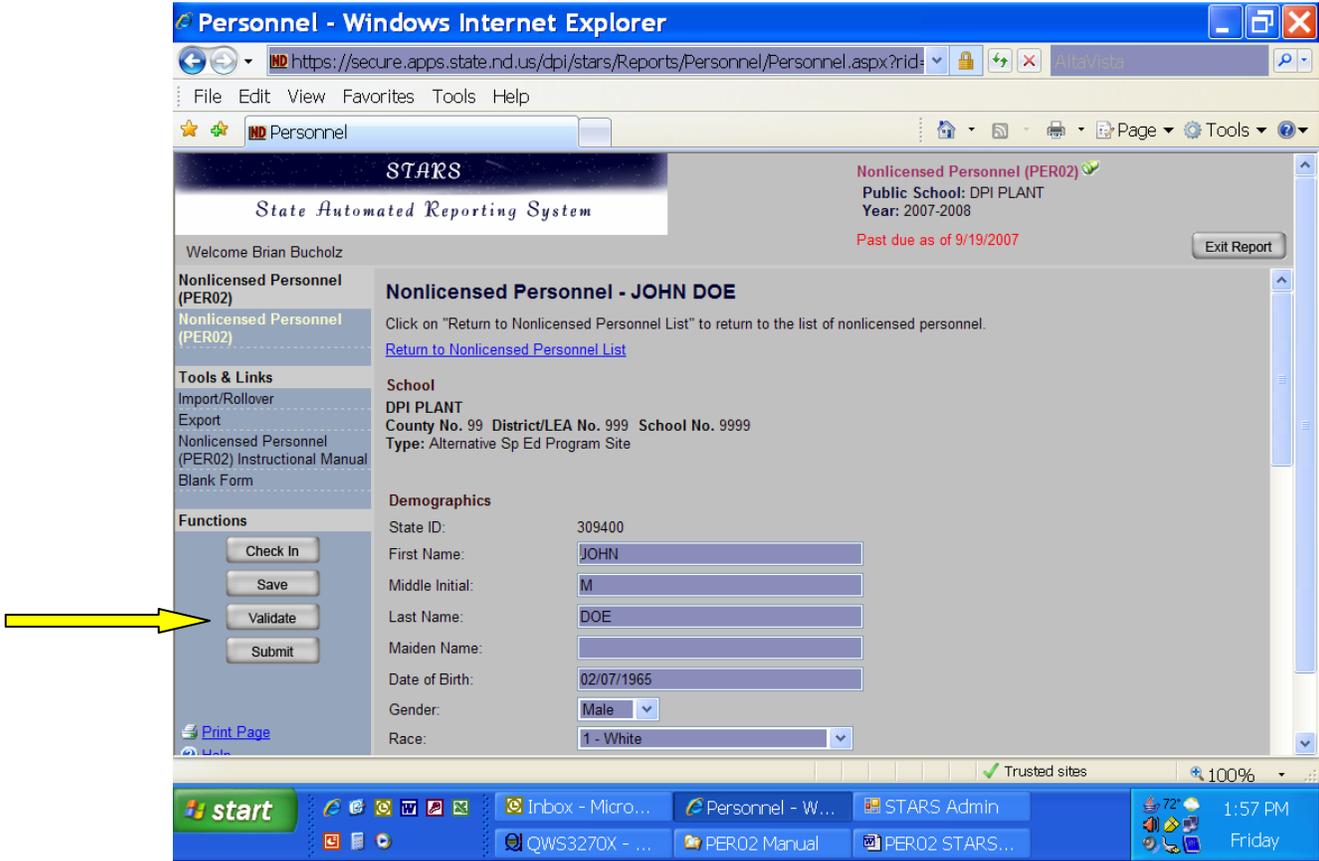
Click on Save under Functions on the left side after you have edited this record.

The screenshot displays the STARS (State Automated Reporting System) web application. The browser window title is "Personnel - Windows Internet Explorer". The address bar shows the URL: <https://secure.apps.state.nd.us/dpi/stars/Reports/Personnel/Personnel.aspx?rid=>. The page content includes a header for "Nonlicensed Personnel (PER02)" and a sub-header for "Nonlicensed Personnel - JOHN DOE". The main content area contains a form with the following fields:

- State ID: 309400
- First Name: JOHN
- Middle Initial: M
- Last Name: DOE
- Maiden Name: (empty)
- Date of Birth: 02/07/1965
- Gender: Male
- Race: 1 - White

On the left side, there is a "Functions" menu with the following buttons: Check In, Save, Validate, and Submit. A yellow arrow points to the "Save" button. Other elements include a "Tools & Links" section with options like "Import/Rollover" and "Export", and a "Print Page" link at the bottom left. The Windows taskbar at the bottom shows the start button, several open applications, and the system clock indicating 12:02 PM on Wednesday.

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 Nonlicensed Personnel or click on the state identification number to return to the record and make corrections.

Personnel - Validation Summary - Windows Internet Explorer

https://secure.apps.state.nd.us/dpi/stars/Reports/Personnel/Personnel.aspx?rid=...

File Edit View Favorites Tools Help

Personnel - Validation Summary

STARS
State Automated Reporting System

Welcome Brian Buchholz

Nonlicensed Personnel (PER02)

Nonlicensed Personnel (PER02)

Tools & Links
Import/Rollover
Export
Nonlicensed Personnel (PER02) Instructional Manual
Blank Form

Functions
Print Page
Help

Nonlicensed Personnel (PER02) ✓
Public School: DPI PLANT
Year: 2007-2008
Past due as of 9/19/2007

Exit Report

Validation Summary

✘ = Error Message (All error messages must be resolved before submission.)
⚠ = Warning Message

[Return to Nonlicensed Personnel](#)

Report: Nonlicensed Personnel (PER02)
Date: 9/28/2007 2:07:10 PM
Personnel: JOHN DOE (State ID 309400)
Validate: Nonlicensed Personnel (PER02)
View: Errors and Warnings
Validate

State ID	Last First	Subsection	Item	Description
309400	DOE JOHN	Demographics	Hourly Wage	Unexpected Wage less than \$5.16/hr or greater than \$40.00/hr - verify the Wage.
309400	DOE JOHN	Responsibilities	Major Assignment	Major Assignment is required (must report Position Title, Area of Responsibility and % Time).

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Done Trusted sites 100%

start
Inbox - Micro... Personnel - V... STARS Admin
QWS3270X - ... PER02 Manual PER02 STARS...

72° 2:07 PM Friday

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

The screenshot displays the STARS (State Automated Reporting System) web application. The browser window title is "Personnel - Windows Internet Explorer". The address bar shows the URL: <https://secure.apps.state.nd.us/dpi/stars/Reports/Personnel/Personnel.aspx?rid=>. The page header includes the STARS logo and the text "State Automated Reporting System".

On the left sidebar, the "Functions" section contains buttons for "Check In", "Save", "Validate", and "Submit". A yellow arrow points to the "Check In" button. The "Tools & Links" section includes links for "Import/Rollover", "Export", "Nonlicensed Personnel (PER02) Instructional Manual", and "Blank Form".

The main content area is titled "Nonlicensed Personnel - JOHN DOE". It includes a "Return to Nonlicensed Personnel List" link, which is highlighted by a yellow arrow. Below this, the "School" information is displayed: "DPI PLANT", "County No. 99", "District/LEA No. 999", and "School No. 9999". The "Type" is "Alternative Sp Ed Program Site".

The "Demographics" section contains the following information:

- State ID: 309400
- First Name: JOHN
- Middle Initial: M
- Last Name: DOE
- Maiden Name: (empty field)
- Date of Birth: 02/07/1965
- Gender: Male
- Race: 1 - White

The bottom of the screenshot shows the Windows taskbar with the Start button and several open applications: "Inbox - Micro...", "Personnel - W...", "STARS Admin", "QWS3270X - ...", "PER02 Manual", and "PER02 STARS...". The system tray shows the time as 2:06 PM on Friday.

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

The screenshot shows the STARS (State Automated Reporting System) interface in Internet Explorer. The browser title is "Personnel - Windows Internet Explorer". The address bar shows the URL: <https://secure.apps.state.nd.us/dpi/stars/Reports/Personnel/Personnel.aspx?rid=>. The page content includes:

- STARS State Automated Reporting System logo.
- Header: "Nonlicensed Personnel (PER02)", "Public School: DPI PLANT", "Year: 2007-2008", and "Past due as of 9/19/2007".
- Welcome message: "Welcome Brian Bucholz".
- Left sidebar menu:
 - Nonlicensed Personnel (PER02)
 - Tools & Links
 - Import/Rollover
 - Export
 - Nonlicensed Personnel (PER02) Instructional Manual
 - Blank Form
 - Functions
 - Validate
 - Submit (highlighted with a yellow arrow)
- Main content area:
 - Section: "Nonlicensed Personnel"
 - Text: "All nonlicensed personnel currently reported for this school are listed below. To add a new nonlicensed personnel record, click the 'Add Nonlicensed Personnel' link. To delete a nonlicensed personnel record, click the delete icon. To edit or view a nonlicensed personnel record, click on the person's name."
 - Links: "Add Nonlicensed Personnel" and "Print PDFs for all Personnel".
 - Table:

Name	State ID	Warnings	Errors
DOE_MARY	309399	Yes	No
DOE_JOHN	309400	Yes	No

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Micro..., Personnel - W..., STARS Admin, QWS3270X - ...), and the system tray with the time 2:42 PM on Friday.

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

