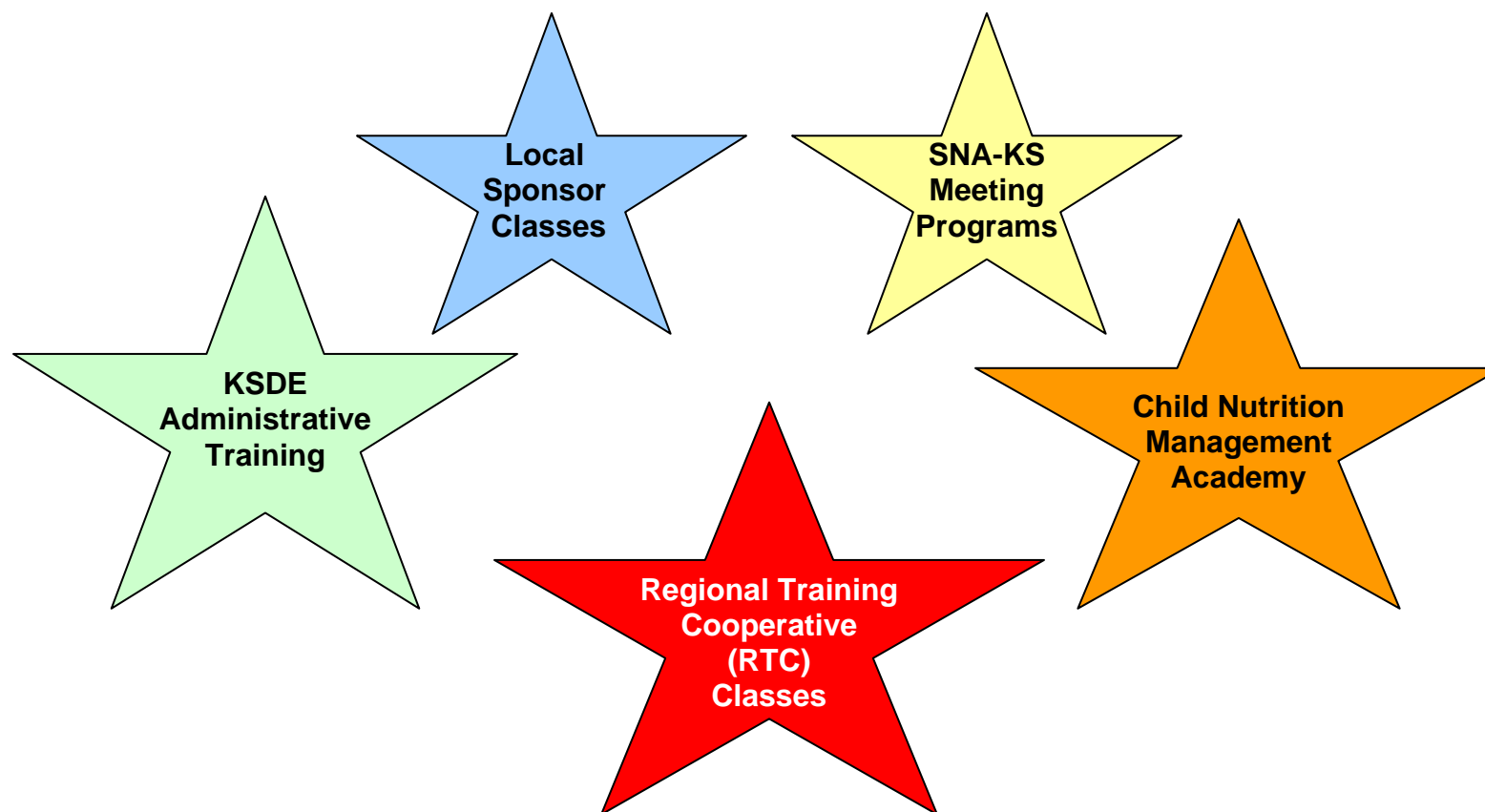


School Nutrition Programs

5-Star Training System

Quick Reference



Child Nutrition & Wellness, Kansas State Department of Education
Revised Spring 2007

Child Nutrition & Wellness Kansas State Department of Education



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For further information about the 5-Star Training System, go to:
www.kn-eat.org, School Nutrition Programs, 5-Star Training System.

Introduction

We have done our best to assure that the 5-Star Training System works correctly and is easy to use. However, there is always room for improvement. Please let us know if you encounter any problems or need assistance with using the system.

**Do you need help using the computer system or have a problem to report?
Call 785-296-2276 and ask for computer technical support.**

System Navigation Tips:

Orange Bar (across top of page):

- To access the main Training menu, click **Training**. This feature will not work until after you select the Program Year.
- To change your password, click **Maintenance**.
- To exit the system, click **Logoff**.

Grey Selections (under orange bar):

These items display the values you selected for the Program Year, Event Type and and Sponsor. You can change these selections at any time by clicking on them.

- **Program Year** – This is the current program year which begins on July 1 and ends June 30.
- **Event Type** – The system will soon include all Child Nutrition Program training event types such as Administrative Workshops, Child Nutrition Management Academy, Food Safety Basics, Regional Training Cooperative Classes and SMI Menu Planning Classes.
- **Registration Type** – There are two Registration Types: Individual and Sponsor.

This Quick Reference provides instructions in three parts:

- All Users** – This section provides information needed to access the system and login, view available classes and change event types.
- Sponsor** (i.e. authorized representative, food service director, and training contacts) – Users in this group have the ability to register one or more participants on behalf of a sponsor that will pay for their class fees.
- Individual** – Users in this group can register only themselves and are responsible for paying their own class fees.

5-Star Training System Quick Reference

A. Instructions for ALL Users

Step	Screen	Access System & Login
1.	NA	Go to www.kn-eat.org . Click on School Nutrition Programs (blue piece of the “pie”). Select “5-Star Training System” from the left menu. Select “Access the 5-Star Training System” from the center menu.
2.	NA	<u>First Time Access ONLY:</u> Click <u>New Registrant</u> . Complete all fields. <ul style="list-style-type: none"> • The birth date must be entered in MM/DD/YY format. • Note your User ID and Password for future reference. • Click <Submit>. PLEASE READ CAREFULLY!!! <u>If you are an authorized representative or a food service director, the:</u> <ul style="list-style-type: none"> • User ID and Password are case sensitive and must be DIFFERENT than the ones used for KN-CLAIM. • First Name, Last Name and Email address are case sensitive and must be EXACTLY THE SAME as the ones in KN-CLAIM.
3.	Program Year Selection	Select program year when classes will be offered based on beginning and ending dates displayed.

Step	Screen	View Available Classes
1.	Training	Select <i>View Classes</i> . This option provides view only access.
2.	Event Types.....	Select an Event Type: <ul style="list-style-type: none"> • If you select Child Nutrition Management Academy, click on the location(s) of interest. • If you choose Regional Training Cooperative (RTC), click on the colored area(s) of interest. Classes vary by RTC.
3.	NA	To return to previous page(s), click <Cancel> at the bottom of each screen.

Step	Screen	Change Event Types
1.	Event Types.....	Click <i>Event Types</i> in the grey menu bar at the top right side of the screen. Select Event Type (i.e. <i>Administrative Workshops, Child Nutrition Management Academy, Food Safety Basics, Regional Training Cooperatives, SMI Workshops</i>).
2.	Training.....	Select <i>Registration Summary</i> .

5-Star Training System Quick Reference

B. Instructions for Sponsors

This section is for users that register one or more participants on behalf of a sponsor that will pay for their class fees.

Step	Screen	Register for Classes
1.	Training	Select <i>Registration Summary</i> .
2.	Event Types.....	Select Event Type (i.e. <i>Administrative Workshops, Child Nutrition Management Academy, Food Safety Basics, Regional Training Cooperatives, SMI Workshops</i>).
3.	Registration Type.....	Select <i>Sponsor Registration</i> and <Submit>.
4.	Sponsor Training Coordinator.....	This screen will display ONLY if you are the sponsor's authorized representative or food service director and are approved as such in KN-CLAIM. If so, you may enter one or more additional training coordinators or <Continue>. IMPORTANT!!! The information entered for the training contact (i.e. first name, last name, and e-mail address) MUST MATCH EXACTLY the information entered by the training contact when that person sets up his/her system login account. The user-id and password are case sensitive.
5.	Sponsor Training Enrollment Summary....	Click here to add a participant. Repeat steps 5-8 for EACH participant you are registering.
6.	Sponsor Participant Information.....	Enter the participant's information and <Submit>.
7.	Sponsor Training Enrollment Summary....	Click on Add a class for this participant .
8.	Classes Available.....	Select the classes wanted and <Submit>.
9.	Sponsor Training Enrollment Summary....	Additional user options: <ul style="list-style-type: none">• To remove a class, click on the "+" next to the participant's name and then click Remove next to the class name to be deleted.• <i>Note: A class registration can be cancelled (i.e. "removed") up until one week prior to the class date. After that deadline, please call 785-296-2276 and ask for Pam Rosebaugh.</i>• To change a participant's contact information, click on his/her name.• To print the Enrollment Status Report, click on <Print>. Then click on "Check here to select all" OR click next to the name of each participant needing a status report.

5-Star Training System Quick Reference

C. Instructions for Individuals

This section is for users who register only themselves and are responsible for paying their own class fees.

Step	Screen Name	Register for Classes
1.	Training	Select <i>Registration Summary</i> .
2.	Event Types.....	Select Event Type (i.e. <i>Administrative Workshops, Child Nutrition Management Academy, Food Safety Basics, Regional Training Cooperatives, SMI Workshops</i>).
3.	Registration Type.....	Select <i>Individual Registration</i> and <Submit>.
4.	Enrollment Status Report.....	Click <Add Classes>.
5.	Classes Available.....	Click checkbox beside class(es) you want to attend and <Submit>.
6.	Participant Information.....	Enter your contact information and <Continue>. Once you enter the information, this screen will display only if you select the option to edit the information on the Enrollment Status screen (see step 8).
7.	Review Classes.....	Review current class selection(s) and add or remove classes as desired. Click <Continue> when satisfied with selection(s).
8.	Enrollment Status Report.....	Edit participant information, remove or add classes; or print the Enrollment Status Report.