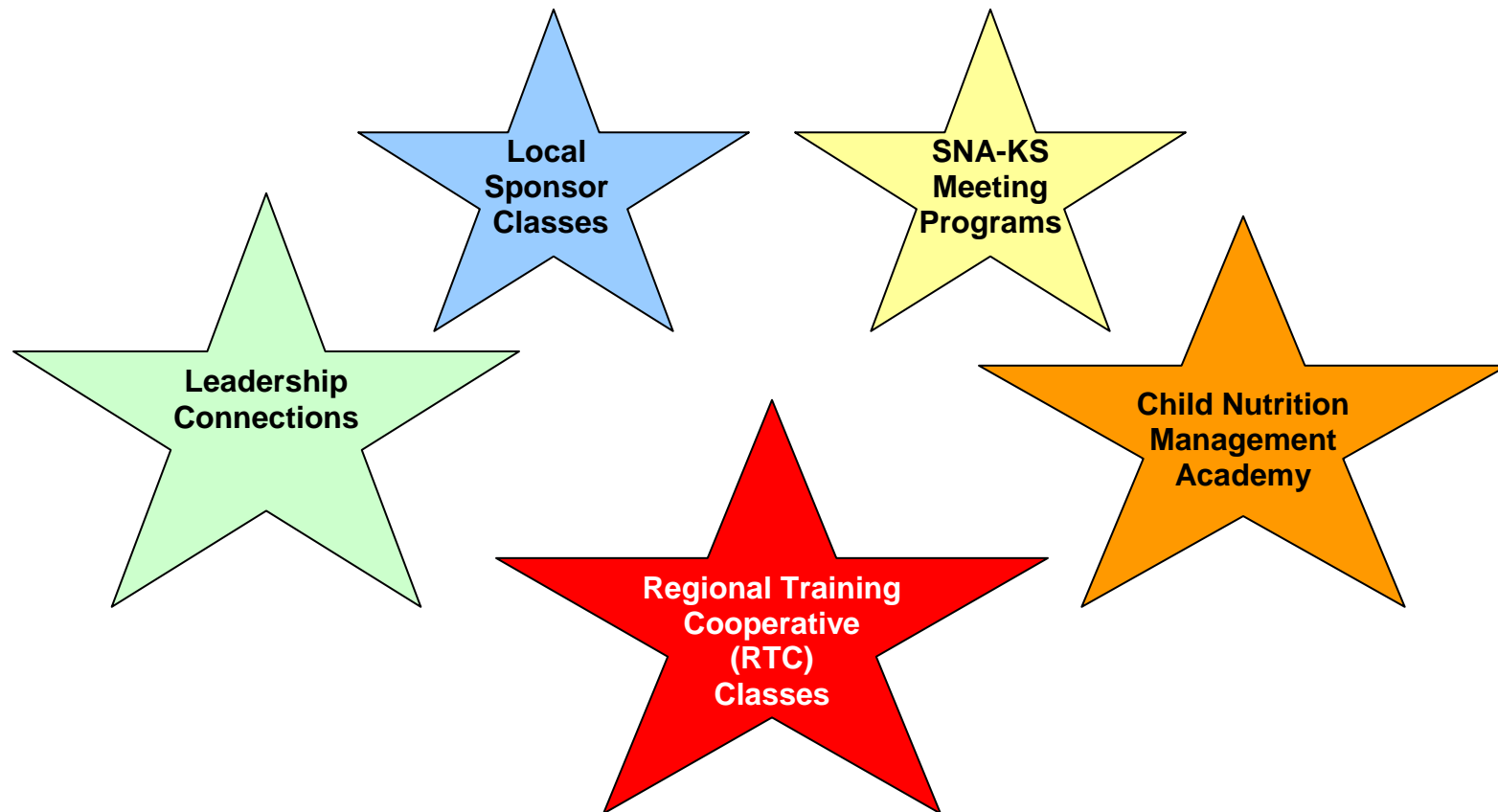


# School Nutrition Programs

## 5-Star Training System

### Quick Reference



Child Nutrition & Wellness, Kansas State Department of Education  
Revised Spring 2011

---

## Child Nutrition & Wellness Kansas State Department of Education



120 SE 10<sup>th</sup> Avenue  
Topeka, Kansas 66612  
Phone: 785-296-2276  
Fax: 785-296-0232  
[www.kn-eat.org](http://www.kn-eat.org)

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

For further information about the 5-Star Training System, go to:  
[www.kn-eat.org](http://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.**

### This Quick Reference provides the following instructions:

- **Access System & Login** – This section provides information needed to access the system and login.
- **Add Training Coordinator** – If someone other than the sponsor's authorized representative or food service director will be enrolling participants in classes, that person will need to be added as an additional training coordinator to have authority.
- **Register for Classes** – Sponsor representatives (i.e. authorized representative, food service director, and training coordinator) have the ability to register one or more participants on behalf of their sponsor. Sponsor will be responsible for payment of any class fees.

### 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 or add additional training coordinators for your sponsor, click **Maintenance**.
- To exit the system, click **Logoff**.

#### Grey Selections (under orange bar):

These items display the values you selected for the Program Year and Event Type. You can change these selections at any time by clicking on them. (Your Sponsor number and name will also display here.)

- **Program Year** – This is the current program year which begins on July 1 and ends June 30.
- **Event Type** – The system includes 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.

## Instructions

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

***Note:** The 5-Star Training System does not allow you to register participants for your sponsor unless you are the authorized representative or the food service director for your sponsor. For you to have authority, the authorized representative or food service director for your sponsor will need to add you as an additional training coordinator by selecting training coordinator entry on the Maintenance Menu.*

Step	Screen	Add Training Coordinator
1.	NA	Click on Maintenance in orange bar across the top of page.
2.	Maintenance Menu	Select Training Coordinator Entry
3.	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. <b>IMPORTANT!</b> The information entered for the training coordinator (i.e. first name, last name, and email address) <b>MUST MATCH EXACTLY</b> the information entered by the training coordinator when that person sets up his/her system login account.

## Instructions

Step	Screen	Register for Classes
1.	NA	Select Training (in orange bar across top of page).
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.	Sponsor Training Enrollment Summary	Click <a href="#">here</a> to add a participant. Repeat steps 3-6 for EACH participant you are registering.
4.	Sponsor Participant Information	Enter the participant's information and <Submit>.
5.	Sponsor Training Enrollment Summary	Click on <a href="#">Add a class for this participant</a> .
6.	Classes Available	Select the classes wanted (by clicking the box in front of the class) and <Submit>.
7.	Sponsor Training Enrollment Summary	<p>Additional user options:</p> <ul style="list-style-type: none"> <li>• <a href="#">To remove a class</a>, click on the "+" next to the participant's name and then click <a href="#">Remove</a> next to the class name to be deleted.</li> <li>• <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></li> <li>• <a href="#">To change a participant's contact information</a>, click on his/her name.</li> <li>• <a href="#">To print the Enrollment Status Report</a>, click on &lt;Print&gt;. Then click on "Check here to select all" OR click next to the name of each participant needing a status report.</li> </ul>