Quick Guide for STARS

Creating and Managing Shortcuts

1. Log into **STARS**

2. To add a Shortcut to your Home Page, simply click the Star, name your Shortcut in the dialog box, and then add
   a. For example, in this case I want to create a shortcut on my home page to easily create a Staff, Benefits Eligible Posting

3. To manage your shortcuts, select “Manage Shortcuts” from the drop-down...
   - ...and make the changes in the dialog box

   ![Image of adding a shortcut](https://example.com/image.png)

   ![Image of managing shortcuts](https://example.com/image.png)

   ![Image of deleting a shortcut](https://example.com/image.png)