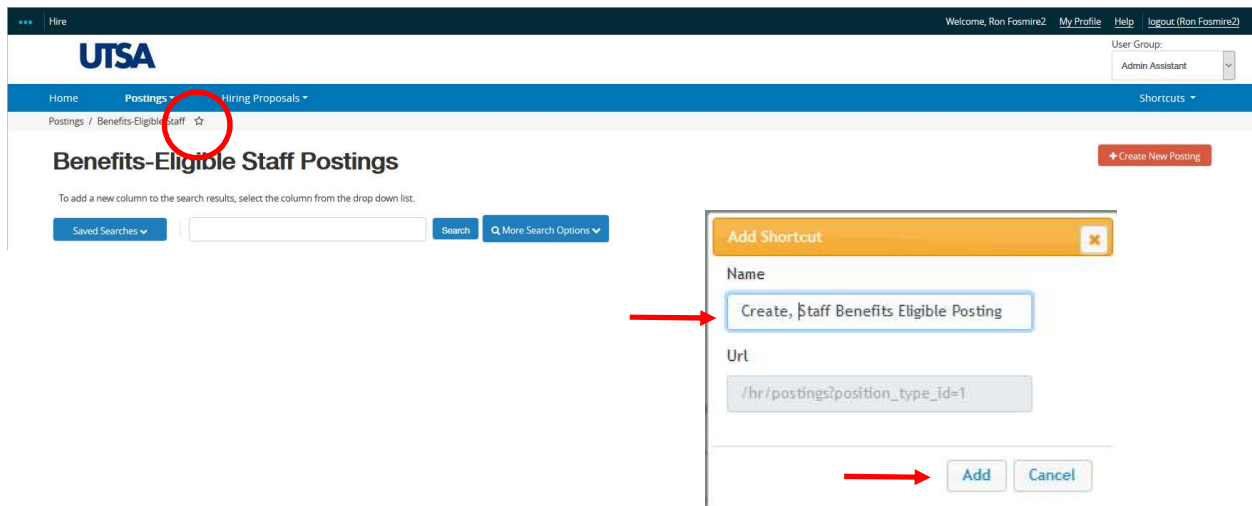


## Quick Guide for STARS

### 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



to delete shortcut...