



User and Workstation Readiness



There are several steps that must be taken with regards to end user access and workstation readiness in order to be prepared for STARS Go Live. Information on each of these steps is provided below.

Is my system ready for STARS?

In order to prepare for STARS, each site has been assigned a Site Readiness Monitor. (A listing of the Site Readiness Monitors is included on the Resource page of this packet.) Your Site Readiness Monitor will be responsible for certifying that your site and each user's workstation are ready for STARS Go Live on April 25, 2005.

By March 16, 2005 your site readiness monitor should have loaded JInitiator, a web browser enabled application necessary to run STARS on to your workstation and ensured you have access to a STARS networked printer.

If you experience any problems operating STARS after April 25, 2005, please contact the I-MANAGE Help Desk at 1-866-834-6246 option 4 or by emailing I-MANAGE.HelpDesk@hq.doe.gov.

When and how will I get my STARS User ID and Password?

Each Field CFO has chosen Designated Approvers to assist end-users with the assignment of STARS roles and user IDs. The assigned roles will determine your access to STARS modules.

The week before STARS Goes Live on April 25, 2005, a letter containing your STARS User ID and password will be printed, sealed and mailed either directly to you or to your Site Readiness Monitor who will distribute to you. Your STARS User ID and password will be effective on April 25, 2005.

If you do not receive your STARS User ID and password, please contact the I-MANAGE Help Desk at 1-866-834-6246 option 4 or by emailing I-MANAGE.HelpDesk@hq.doe.gov.