

eSTAR--5 Weeks to Go Live--Are you ready?---- Sent 3/16/16



eSTAR—5 Weeks to Go Live April 17

Have you started eSTAR training?

- Each division is charged with rolling out a training plan for their employees. Have you been contacted by the training team in your division? If not, please contact your division management.
- Mandatory DHSS Computer Based Training Modules (CBT's)
 - Required for all DHSS employees
 - Online through the Delaware Learning Center (DLC) or through division classroom training—contact your divisional training resources
 - Curriculum—see attachment for list and access instructions
 - Clocking and Non-Clocking curriculum for employees; Additional curriculum for Managers and Auditors
 - Pop Up Blocker Link—Frequently employees experience problems accessing the eSTAR Computer Based Training modules that may be caused by Internet Explorer's Pop Up Blocker. Here is the link for the pop up blocker info. It tells you how to do it for Explorer, Chrome, and Safari. <http://www.geeksquad.com/do-it-yourself/tech-tips/disable-pop-up-blocker.aspx>
 - If you have trouble logging on contact OMB Training at LearningCenter@state.de.us

Have you Accessed Employee Self-Service?

- Access Employee Self-Service www.employeeselfservice.omb.delaware.gov
 - Make sure you remember your user ID (Employee ID) and password
 - eSTAR currently shows up, please do not use eSTAR until go live – April 17, 2016

- HR is currently working on updating all employee's information to ensure accuracy for go live
- Employee Self-Service icon has been added to all DHSS computer desktops

Please print this for employees who do not have regular access to a computer. Watch for more on eSTAR! If you have questions, please contact your local HR group—

HR Office	Phone
New Castle County	302-255-9070
Kent/Sussex Regional Office	302-744-4558
DHCI	302-223-1550
Stockley Center	302-933-3000



DHSS Mandatory
eSTAR CBT Curriculum



Launching eSTAR
Curriculum on DLC-FII



dlc-logon-instructions
.pdf