

How to Update My Employment

1. Go to wvstars.org



2. Click on the Professionals Tab

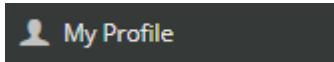


3. Scroll to the bottom of the page and click on Login

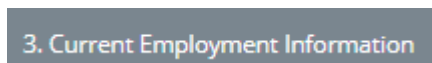


Use your WV STARS Registry ID as your login and password unless you have already updated your login information

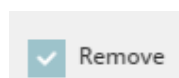
4. Click on the My Profile



5. Select the tab



6. Scroll down and select the check box beside



7. Enter the

Removal Date (optional):

8. Select Remove



West Virginia State Training and Registry System

611 7th Ave, Suite 322 Huntington, WV 2570 Phone: (304) 522-7827 or (855) 822-STAR Fax: (304) 529-2535

www.wvstars.org Email: wvstars@rvcds.org

This program is being presented with financial assistance as a grant from the West Virginia Department of Health and Human Resources and the West Virginia Department of Education and is administered by WV Early Childhood Training Connections and Resources, a program of River Valley Child Development

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9. Select the appropriate option from the below choices

★ Employment Status:

Please use hold the CTRL button if needing the select more than one item from a list.

- Currently working in early care and education
- Not currently working in early care and education

10. Select the appropriate options to update your employment.

11. Select **Update Information** at the bottom of the page to save your changes

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