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STARS MANUAL

REQUEST ACCESS, PASSWORDS, AND LOGGING ON

Starting on November 1, 2018, emails containing confidential information that employees receive from the State of Idaho Controller's Office will be encrypted using a Secure Email service. [Refer to SCO Correspondence for more information.](#)

SYSTEM REQUIREMENTS AND REQUEST ACCESS AUTHORIZATION

To log on to STARS, you will need the following:

1. Terminal emulation software. Because STARS is a mainframe application, you must also have terminal emulation software that can connect to it.
2. Security authorization. You must have STARS security authorization as well as Customer Information Control Center (CICS) security authorization. Your agency's STARS administrator must get establish authorization for you with the State Controller's Office (SCO), as described below.

DSYS/STARS SECURITY AUTHORIZATION

You must request a three-character (alphanumeric) operator identification (Operator ID) from your STARS security administrator. Your administrator will request authorization for you from SCO. SCO will then assign a password. See the [Authorization and Security Request form](#) and the [STARS/FAS Security Request form](#).

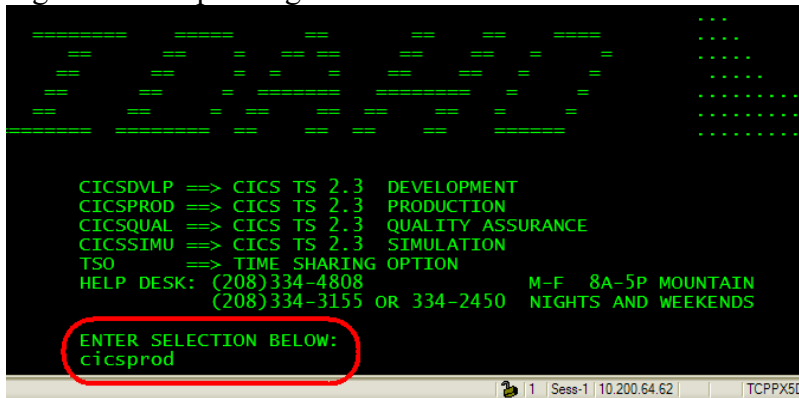
CESN/CICS SECURITY AUTHORIZATION

Once SCO Statewide Accounting assigns your STARS security, the SCO Computer Service Center will assign a CICS security USERID and a PASSWORD. On your first log on, you should change the password to something unique. Password requirements are explained [on the Computer Services Web site](#).

LOG ON TO CICS (CESN)

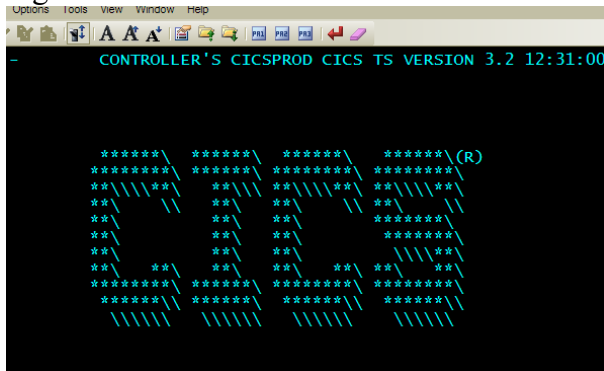
1. At the Idaho State Controller's Computer Network screen (see Figure 1 below), locate the cursor (an underline character () at the bottom left of the screen, below the **ENTER SELECTION BELOW** prompt).
2. Type **cicsprod**, and then press ENTER.

Figure 1 - Cicsprod signon



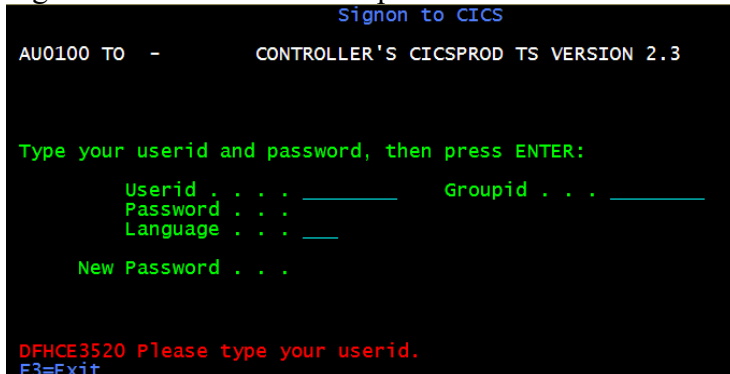
- At the CICS banner screen, press PAUSE to clear the screen. On some laptop keyboards you may need to press the Function key (Fn) and Pause simultaneously.

Figure 2 - CICS banner



- At the blank screen, type **cesn**, and then press the ENTER key.
- Type your assigned CICS Userid in the **Userid** field.
- Type your CICS Password in the **Password** field and then press the ENTER key.

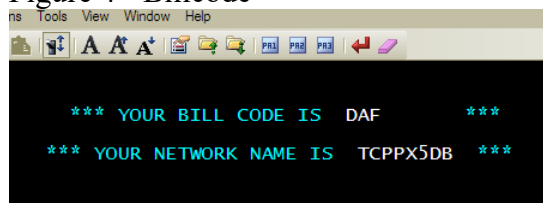
Figure 3 - CESN Userid and password



If you need help with the logon, call or email the SCO Computer Service Center Help Desk:
Phone: (208) 334-4808, Email: scohelpdesk@sco.idaho.gov

7. After you type your CICS Userid and Password, the **Bill Code Screen** should appear.
8. Leave the **XA01 BILL CODE** field blank and the bill code will default to one of your agency's bill codes.
9. If you have a specific **Bill Code**, enter it at the **XA01 BILL CODE** field and then press the ENTER key. Your agency may have more than one bill code, but you can only enter one bill code per session.

Figure 4 - Billcode



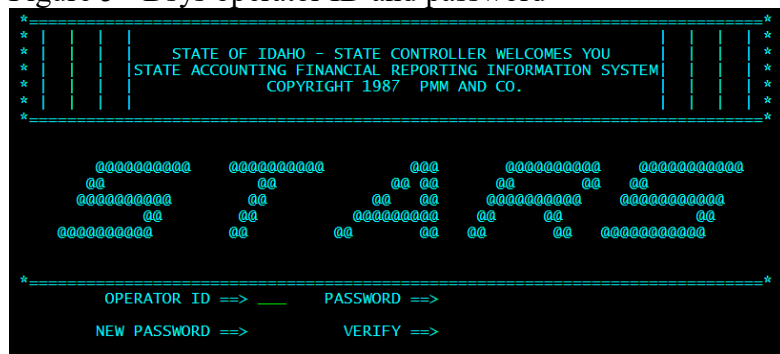
10. Press PAUSE to clear the screen. A blank screen should be displayed and you can log on to STARS (see below).

If your logon fails three consecutive times, your operator ID will be suspended and you will not be able to sign on. Call or email the SCO Computer Service Center Help Desk:
Phone: (208) 334-4808 Email: scohelpdesk@sco.idaho.gov

LOG ON TO STARS (DSYS)

1. At the blank screen, type **dsys**, and then press ENTER. On some keyboards you may need to press the Function key (**Fn**) and **Pause** simultaneously.
2. At the **STARS** banner screen, type your **OPERATOR ID** (usually three characters) that was chosen by you or your security administrator. (If your Operator ID is less than three characters, the cursor does not advance to the password field and you will have to press TAB.)

Figure 5 - Dsys operator ID and password



3. Type your **PASSWORD** (three characters).

If you need help with the DSYS or STARS logon, contact the SCO Computer Service Center Help Desk: Phone: (208) 334-4808, Email: scohelpdesk@sco.idaho.gov

4. Review the STARS News Display for important information.

Figure 6 - STARS News

```
VERSION 3.1                STARS--NEWS DISPLAY                S002

***** WELCOME TO STARS *****
APRIL CLOSES MAY 5 WITH REPORTS AVAILABLE MAY 6
1/9 - DAFR'S 0218 AND 0219 DUE BACK TO SCO
1/15 - 2ND ROUND OF GRT/PRJ REPORTS AND 2ND IAB CLEANUP LETTER TO AGENCIES
1/16 - BUDGET UNIT, PCA AND INDEX STRUCTURE REPORTS ARE DUE TO DFM ANALYSTS
1/1 - AGENCIES SHOULD CLEAN UP OLD ITEMS IN FAS HOLD FILE
1/6 - 6/30/10 END DATES SHOULD BE ON ALL PCA'S AND INDEXES NOT BEING USED IN
FY11. TABLE ROLL AND PURGE HAPPENS THIS NIGHT.
-----
TRAINING: ALL CLASSES HELD JRW BLDG 4TH FLOOR TRAINING ROOM
-----
STARS FYE TRAINING MARCH 18, 2010 9 A.M. - 11 A.M.
CALL PATTI TO SIGN UP 332-8799
-----
SCO SYSTEMS MANUALS: HTTP://WWW.SCO.IDAHO.GOV UNDER ACCOUNTING
ACCOUNTING HELPLINE = CALL 332-8827 OR E-MAIL: DSAHELPLINE@SCO.IDAHO.GOV
STATEWIDE ACCTG: 334-3150 STARS SECURITY: STARS_SECURITY@SCO.IDAHO.GOV

PRESS (ENTER) TO CONTINUE
```

5. After reviewing the News Display, press the ENTER key to go to the STARS Main Menu.

Figure 7 - STARS menu

```
VERSION 3.1                STARS--MAIN MENU

FUNCTION:

D      DATA ENTRY
F      FIXED ASSET ACCOUNTING
I      ONLINE FILE INQUIRY
R      REPORTING
S      SYSTEM MANAGEMENT
T      TABLE MAINTENANCE
W      WARRANTS
Z      SIGN OFF
```

If you accidentally exit STARS, clear your screen (press PAUSE) and type **DSYS**, then press ENTER. On some keyboards you may need to press the Function key (**F_n**) and **Pause** simultaneously. This will initiate the STARS banner screen and you can continue to sign on.

KEYBOARD DIFFERENCES THAT AFFECT LOGGING ON

Some keyboards (such as a Microsoft Natural Multimedia keyboard) have a Function Lock key that must be "on" in order to use the function keys.

In addition, some keyboards may use a different key other than PAUSE to clear the screen. On some keyboards (e.g., laptop keyboards) you may need to press the Function key (**F_n**) and **Pause** simultaneously.

If you cannot clear your screen, you may have a special keyboard-mapping configuration. See your local computer support person to identify the correct key to use when you want to clear the screen.

AGENCY LOGON SCRIPTS

Some agencies may implement a login script whereby once a user logs onto their computer, they can be automatically logged on to CICS or STARS. If your agency uses this type of system and the logon to CICS or STARS fails, you must contact your local IT or computer support person for assistance.