System Reference Sheet

State Regulatory

Logging in

To get started you will need to sign up for a CAS log-in account. To do so you will need to go to https://alstar.ceris.purdue.edu click on log-in then choose "*Forgot your password*" when prompted enter the email address in which you used to sign up for your account and a recovery code will be sent to your email address. Follow the prompts in the email to set up your account password. Once the password is set up go the fore mentioned web address and sign in to your ALSTAR account.

My Profile tile: This tile houses the user account information and should be verified/updated upon initial log-in.

State Profile tile: This tile provides the states information for the ALSTAR system. To verify and update this information, you will need to click on each individual tab located on the left side of the page. This necessary information includes: General Information, Billing/AP Information (if applicable), Company Numbers, Users, User Preferences, and Profile options. This information should be reviewed and verified by the account admin.

To add additional Users, the account Admin will want to go to the "Users" tab. From this tab they will then want to add the individuals email information and click continue. Once the new user's email is added to the system and recognized as not having an active account you will have the option to continue registering the user yourself or to email them a link to complete the user registration themselves.

Once all the users are signed up you will be able to categorize their access capabilities and notifications that they are to receive. In the ALSTAR system there are three types of access: Basic, Advanced, and Admin.

Basic- User can view organization contact information and billing/ap contacts
Advanced- User can do same as basic but can edit the contact information and billing/ap contacts
Admin- User can do same as advanced but also add/removes users, adjust user email settings, and edit organization profile.

Lastly in your State Profile you will want to verify the Profile Options by completing the State Registration Requirement questions. By completing these registration questions, it identifies your registration guidelines and makes sure that the system collects the required documents and adds them to your state profile for review and action.

Package Management tile: This tile allows the user to search and view pesticide packages that have been uploaded into the ALSTAR system. A package is identified as all documents and reversions that have been uploaded into the ALSTAR system. Once the package has been identified in this tile the user can view the package. While viewing the package version the state can do any of the following: make a decision by editing/correcting/approving the product name, entering state product number, and making a decision on the package/revision.

Reports tile: Options within this tile allows you to perform label searches, see ALSTAR product analytics, view state contacts, and organization contacts.

Action tiles- Pending, Accepted, State Held, Deferred, and Returned: Searchable tiles that allow you to view specific revisions as well as viewing the package history. They are identified in the following categories:
- Pending- Product packages that are awaiting state action. From the View this Revision icon you can review and take action on packages submitted to the state for approval.
- Accepted- Product packages that have been approved
- State Held- Product packages that have been held by the state for action to be taken a later date
- Deferred- Product packages that have been deferred
- Returned- Product packages that have been returned to the company