

PA FORWARD STAR PROGRAM

STAR ACCOUNT HELP SHEET

Registering with the PA Forward Star Library Program:

Step 1: Open a web browser and navigate to the PA Forward Star Library Program website (www.pafowardstarlibraries.org).

From the homepage, click on the Register link, located to the right of the main text area.

Fill out each of the Account and Profile fields. Remember that this account is for the library you are representing, not an individual account.

Account Details:

Username—Enter a unique username. This can be anything, even your email address.

Email Address—Enter the email address you prefer to use with the Star Program and where you wish to be notified when your actions are accepted.

Password—Enter a password. Passwords should be around eight characters and comprise at least 1 upper-case letter, 1 lower-case letter, and 1 number.

Profile Details:

Name—Enter your name so we know who we are contacting if we should need to email you.

Position—Enter your position at the library.

Library—Enter the name of your library. Any stars you earn will be awarded to the library name you enter here.

Library Type—Enter the type of library you are representing: Public, Academic, School, or Other.

County—Enter the county where your library is located.

Submissions Statement: Enter either Yes—you agree to allow the PA Forward Training Committee to potentially use your submissions as examples during future PA Forward trainings; or No—you do not agree.

Step 2: Click Complete Sign Up. You are now ready to begin shooting for the Stars! Be sure to check out the Getting Started tab for additional resources, including a handy Where To Start page.



PA Forward Star Libraries

Welcome to the PA Forward Star Libraries submissions page!

If you already have an account, please log in to the right! (If you've forgotten your password, leave that field blank and click Log In—you will be taken to the Forgot Password page.)

If you have not already created an account with us, please use the Register option to the right to begin! Remember, the account you create here will be for the library you are representing. (Please note: while libraries within a district can partner together on a project, each



Create an Account

Registering for this site is easy. Just fill in the fields below, and we'll get a new account set up for you in no time.

Account Details

Username (required)

Email Address (required)

Choose a Password (required)

Confirm Password (required)

Profile Details

Name (required)

This field can be seen by: Everyone
[Change](#)

Position (required)

This field can be seen by: Everyone

Library (required)

This field can be seen by: Everyone

Library Type (required)

This field can be seen by: Everyone

County (required)

This field can be seen by: Everyone

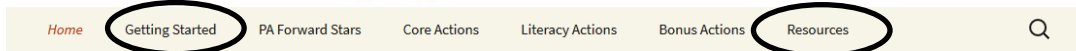
Submissions Statement (required)

This field can be seen by: Only Me
[Change](#)

This project is made possible in part by Library Services and Technology Act (LSTA) funds from the U.S. Institute of Museum and Library Services as administered by the Pennsylvania Department of Education through the Office of Commonwealth Libraries, and the Commonwealth of Pennsylvania, Tom Wolf Governor.

Resources Available through the PA Forward Star Library website:

There are two main resource sections on the PA Forward Star Library website, both located in the menu bar directly below the PA Forward Star Library logo.



The **Getting Started** tab contains:

- **Program Video**—A quick video overview of the Star Library program.
- **Where to Start**—A more detailed overview of the Star Library program.
- **How It Works**—An explanation of each of the PA Forward Stars and how they are earned.
- **Action List**—A handy list of all the actions you can take to support PA Forward, including descriptions
- **Resources & Templates**—A link to the resources and program templates available on the PA Library Association website.
- **Program Ideas**—A link to the PA Forward Commons website, where libraries can post information about new programs they've used which support each of the 5 Literacies.

The **Resources** tab contains:

- **Why do It?**—An detailed description of what PA Forward is and why it's so important to Pennsylvania libraries.
- **How It Works**—An explanation of each of the PA Forward Stars and how they are earned.
- **FAQ**—Answers to commonly asked questions
- **Training Opportunities**—Submit a request for PA Forward to conduct a training session in your library or system.
- **PA Forward Partners**—A complete list of all of our Partnering Organizations across the state.
- **Resources & Templates**—A link to the resources and program templates available on the PA Library Association website.
- **Program Ideas**—A link to the PA Forward Commons website.

Lost Password:

Step 1: To reset your password, open a web browser and navigate to the PA Forward Star Library Program website (www.pafowardstarlibraries.org).

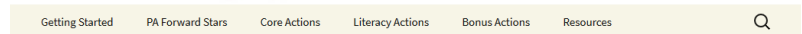
From the homepage, locate the Log In box, found to the right of the main text area. Enter your username or email address into the Username box. Leave the Password box empty and click Log In.

Step 2: On the next screen, you will see an option for Lost Your Password? Click that link and enter your email address, followed by Get New Password.

Step 3: Check your email. You should receive an email from WordPress containing your username and a link to reset your password.

Follow the link and reset your account password.

Remember to write down your username and password for future reference!

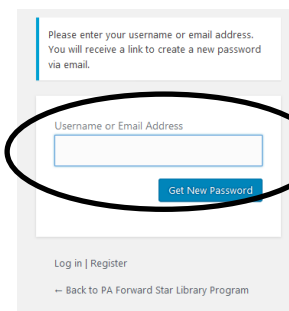
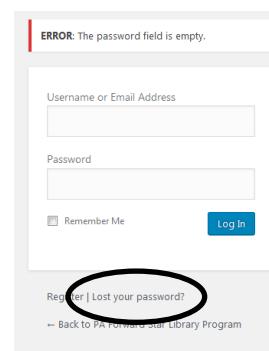
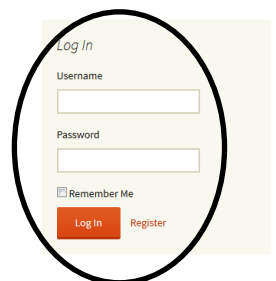


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