

# Congratulations

**Your subscription application has been received and your new ALSTAR account is ready for you to complete the Organization set-up.**

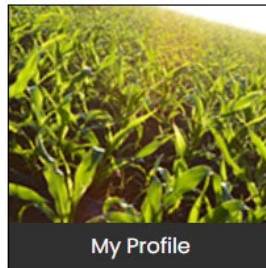
Thank you for subscribing to the Accepted Label State Tracking and Repository (ALSTAR) program operating under the Center for Environmental and Regulatory Information Systems (CERIS) at Purdue University in West Lafayette Indiana. There are a few more steps for you to complete for you to use the system. Please feel free to save this document for future reference.

## 1. Logging in

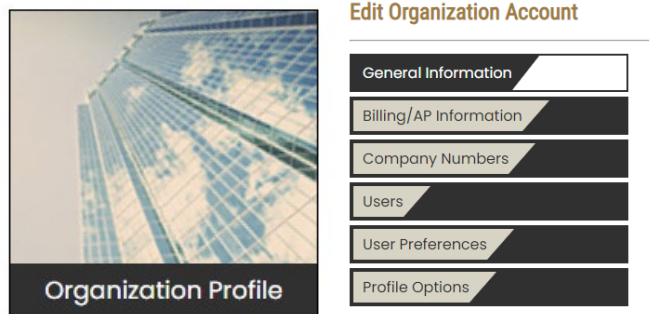
To get started you will need to sign up for a CAS log-in account. To do so you will need to go to <https://alstar.ceris.purdue.edu> click on log-in then choose “*Forgot your password*” when prompted enter the email address in which you used to sign up for your account and a recovery code will be sent 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.

## 2. Setting up and verifying your Account information in the ALSTAR system

Once you have logged into the ALSTAR system with your CAS log-in you will want to verify and complete your profile by going to the “My Profile” tile and verify and/or change your User Account Information.



After making sure your account information is correct your next step will be to verify and/or change your Organization Profile by viewing the individual tabs with in the ALSTAR system. To do so 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, Company Numbers, Users, User Preferences, and Profile options.



To add additional Users, you will want to go to the "Users" tab; add the individuals email information and click continue. Once added you will have the option to continue registering the user yourself or to email them a link to complete the user registration themselves.

### Edit Organization Account

- General Information
- Billing/AP Information
- Company Numbers
- Users**
- User Preferences
- Profile Options

#### Add New User

Type email

No person with the email address currently has an account.

To register user yourself:

To email link to user for them to register themselves:

#### Current Users

#### Name Access Options

After all the users are signed up you will be able to identify their access capabilities and notifications that they are to receive. In the ALSTAR system there are three types of access: Basic, Advanced, and Admin. Below are the levels of access that each user has to the system.

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.

#### Change Access

Basic  Advanced  Admin

ALSTAR Mailing List   
Email Notifications from states for accepted labels

#### Accepted Label Notifications

No checkboxes selected means no reports will be delivered.

Section 3 - Regular	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
Section 25(b)s - Minimum Risk Pesticide	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
Adjuvant	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
Device	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
State EUP	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
Section 5 - Experimental Use Product	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
Section 18 - Directions for Use	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
Section 24(c) - Special Local Need	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
Co-Pack, Multi-Pack, Kit	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly

Lastly in the Organization Profile you will want to set up the Profile Options by selecting the types of State Registrations you will be registering.

### State Registrations

1. Will you be **uploading** product labels and supporting documents for any of the following state registrations?
- Section 3 - Regular
  - Section 5 - EUPs
  - Section 18 - Emergency Exemption
  - Section 24(c) - SLNs
  - Section 25(b) - Minimum Risk Pesticide
  - Adjuvants
  - Devices
  - State EUPs
  - Co-Packs, Multi-Packs, or Kits

Save Profile Option Changes

### Good Job!!!

Now that you have completed the above described steps your company and user accounts have been set up. You are now welcome to start uploading and sending product documents to the ALSTAR participating states. *Please remember as the ALSTAR Admin contact for your organization, it is important that you review your organization and user profiles occasionally and update them as changes occur.*

*Tim*

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