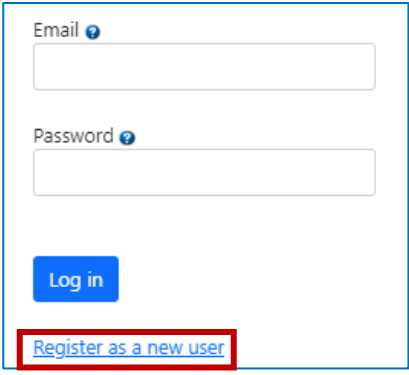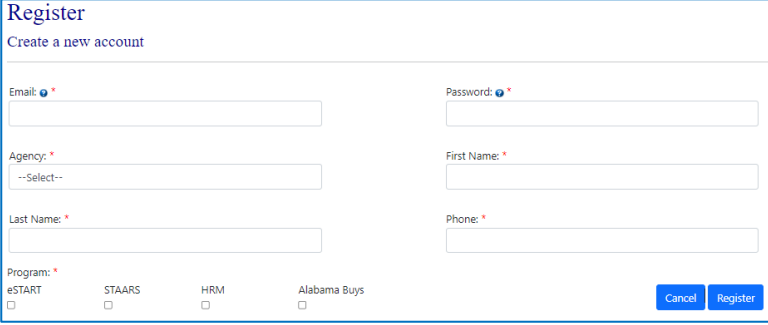# SBS Training Registration

The SBS Training Registration page is used to access training programs available through State Business Systems (SBS). These programs include STAARS Financial, and eSTART, as well as the Alabama Buys training.

First time users (or if you change agencies) are required to create your User ID and Password. Accounts must be created using your state credentials. Once your registration has been approved, sign in and select the program(s) you access to view and register for upcoming training.

1. Access the SBS Training Registration page.	https://sbsapptraining.alabama.gov/Account/Login
SBS Training Registration Skip step 2-10 if you are already created your account with your current agency. 2. Click **Register as a new user**.	Email Password Log in Register as a new user
3. Enter your State **Email**. (i.e., firstname.lastname@agency.gov) 4. Enter your Network **Password**. (The one you sign in to the network/email, LDAP) 5. Enter your **Agency** name (you may type in the field and/or scroll.) 6. Enter your **First Name**. 7. Enter you **Last Name**. 8. Enter your **Phone** number. 9. Select the **Program** check box(es) (click all that apply). 10. Click **Register**.	Register Create a new account Email: * Password: * Agency: * --Select-- First Name: * Last Name: * Phone: * Program: * eSTART STAARS HRM Alabama Buys Cancel Register

Class Registration

Once your registration has been approved, you may sign in to view and register for upcoming training.

11. Enter your State Email. (i.e., firstname.lastname@agency.gov)

12. Enter your Network Password. (The one you sign into the network/email, LDAP)

13. Click **Log in**.

Email ❓

Password ❓

Log in

Register as a new user

Only the programs you selected during registration will be available.

14. Click **See Training** to view available classes.

Note: Send an email to SBSTraining@Finance.Alabama.Gov if you need additional programs added to your profile.

The State Business Systems Division (SBS) provides training for all agencies on the statewide business programs listed here.

Alabama Buys - eProcurement	See Training
eSTART - Time and Attendance	See Training
STAARS - Accounting and Budgeting	See Training
HRM - Payroll and Personnel	See Training

You may see the class details by selecting the **View** link.

15. Click **Register** to sign up for the class. You will receive an email confirmation with calendar invite.

Note: Certificate link is available after class.

STAARS Financials Training

View Job Aids   View Training Material

Show 10 entries   Search:

Program Name	Location	Start Date/Time	End Date/Time	
STAARS 2000 Journal Vouchers	Finance Training Room	12/02/2021 08:30 AM	12/02/2021 12:30 PM	View | Certificate
STAARS 3010 Payment Processing	Finance Training Room	03/29/2022 08:30 AM	03/29/2022 03:30 PM	View | Certificate
STAARS 7010 infoAdvantage Basics	Finance Training Room	08/10/2022 08:30 AM	08/10/2022 11:30 AM	View
STAARS 2020 Internal Transactions	Finance Training Room	02/16/2023 08:30 AM	02/16/2023 12:30 PM	View | Register

Showing 1 to 4 of 4 entries   Previous 1 Next

If a course is not available please send a request to sbstraining@finance.alabama.gov.

Before the date of class, you may click the **Unregister** link if unable to attend.

View

View | Certificate

View | Unregister

Print Certificate Once the class has been attended and you have been marked Present the Register link will change to Certificate. 16. Click **Certificate**. **Note**: If you were marked Absent the field will be blank.	View | Certificate View | Certificate View View | Register
17. Enter the **Code** that was given at the end of the training event. 18. Click **Submit**. Your Certificate will display in a new window. You may save and/or print the certificate.	**Print Certificate** Code: * _____ Please enter the code that was given at the end of the training event. If you have not received the code, please contact sbstraining@finance.alabama.gov. Cancel Submit