

Quick Glance User Guide

Step 1: Visit www.modeshiftstars.org - Click Login

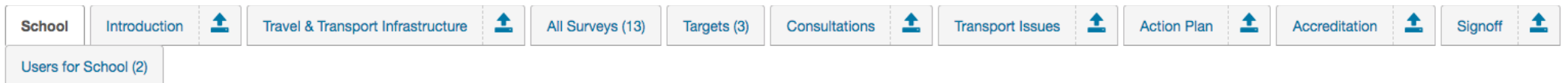
- Select this from the top bar or the Login Button



Step 2: Login using the credentials provided in the “Welcome to Modeshift STARS” email.

Step 3: Your user account is associated to your school. Once logged in you will be viewing your school’s Travel Plan.

Step 4: Use the navigation tabs to access the different sections of your travel plan.



Step 5: Edit you plan using the Pencil icon in the “TOOLBOX”




Step 6: Save your changes using the “Save” button at the bottom of the page.



Modeshift STARS - Layout Example

System Overview
 This is the typical layout for Modeshift STARS. You can navigate the sections of your plan using the navigation toolbar, make edits to your plan by using the tools in the TOOLBOX and review existing information in each section of your plan in the current section information

Edit your Travel Plan
 Navigate to the section you want i.e. Introduction. Click on the Pencil in the TOOLBOX. Edit that section of the plan and then scroll to the **bottom** of the page and click "Save".



Current Section Information
 This area shows the information relating to the current section you are in. This section is **READ ONLY** by default and can be edited by clicking the pencil in the TOOLBOX.

Click to add a new target, survey or register a new user

Click to edit the information of the travel plan section you are in

Lock your plan so it can't be edited until you unlock it

Hover this icon for information about your travel plan

TOOLBOX
 This is your TOOLBOX for editing and managing your plan.

