



State Technology Annual Report Register (STARR) Agency Head - Questionnaire Process

Step 1: Receipt of STARR Email Notice:

You will receive an email notice from the **State Technology Annual Report Registry (STARR)** mailbox with the email subject line displaying: **STARR Questionnaire**.

Click on the link found in the email notice. This will launch the **Agency Summary Verification – Agency Head** questionnaire.

Step 2: Completing the Agency Head Approval Questionnaire:

Step 1 will take you to the **Profile** page of the **Agency Summary Verification – Agency Head** questionnaire.

Click on the **Attachments** tab located on the left border of the page. This action will take you to the **Attachments** page.

Step 3: The Attachments Page:

Information provided on the Attachments Page reflects the agency's critical business procedures and information technology (IT) costs for the past fiscal year.

On the **Attachments** page, review IT Spend, Business Continuity and Security to view and/or validate the content of the documents if applicable. Once completed, click on the **Profile** tab to return to the **Profile** page.

Step 4: The Profile Page:

Once back to the "Profile" Page you will be able to begin the process for finishing the questionnaire.

Click on the **Edit** button located on the right side of the page. Edit mode will allow you to update the three STARR questions displayed on the page.

Please answer all questions on the page using the dropdown responses, starting with question one; "I reviewed the IT Spend Attachment"; question two: "I reviewed the Business Continuity Attachment"; and finally, question three: "I reviewed the Security Attachment".

Once you have answered all three of the STARR questions on the **Profile** page, click on the **Save** button to save updates. This button is located on the right top and bottom of the **Profile** page.

Step 5: Completing the STARR Questionnaire Process:

Once the STARR updates are saved, click on the **Approved & Finished!** button located in the top right corner of the webpage to complete the questionnaire. You may now close the browser to end the STARR Questionnaire response session.