



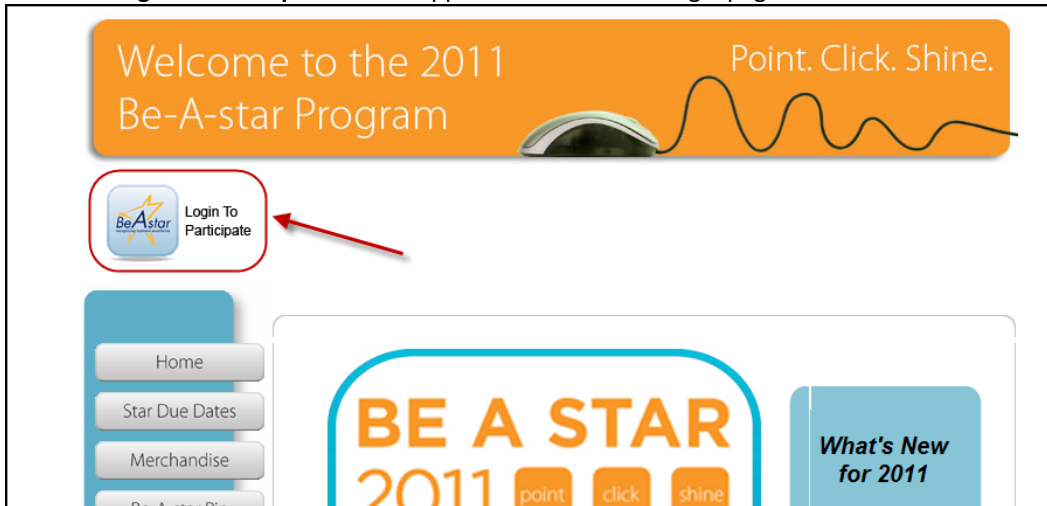
## Be-A-star Website Tutorial

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# 1. For Units

## 1.1. How to Log In for the First Time

1. Go to the Be-A-star website at <http://beastar.compass-usa.com/>. You will see a public-facing landing page.
2. Click on “Login To Participate” in the upper left to reach the login page.



3. Enter your Operation Number (also known as Cost Center). *If you are an Outtakes operation, enter your Cost Center number followed by the letter 'O' for Outtakes. If you are a Corporate or Foodbuy team, enter the Team Number issued to you at Program Rollout.*
4. The first time you log in, you don't yet have a password, so leave that blank.
  - a. If you receive the message “Invalid password for this operation” and you are new to this account, then send an email to [beastar@compass-usa.com](mailto:beastar@compass-usa.com) requesting that your password be reset.
  - b. If you receive the message “Operation number not found”, then go to Section 1.2 **How to Register a New Account.**
5. Click the “GO!” button.



6. You will be prompted to enter a password of your choice.

**You are about to set a password for**  
**Operation Number: 8675309**  
**Operation Name: Awesome Account**  
**Verify that this is the correct Operation before continuing.**

Please provide a password of at least 6 characters,  
and press the Update and Continue button.

Password:

Re-Type Password:

7. You will be prompted to review all the Operational Data that currently exists for your Operation, and you'll be required to enter any missing data.
8. You must enter an email address to be associated with the operation. Multiple email addresses may be entered for each operation, but only one password can be assigned, and will have to be shared among those responsible.
9. All email addresses registered to this Operation will automatically receive a confirmation email with the new password.

**Either required information was missing from your account or the administrator has requested that you validate this information for correctness. Please verify the below information is correct and complete, and then press the Update button to continue.**

**Contact Information**

Sector: Compass Group Corporate  
Region: Indirect G&A  
District: Ashcroft Total  
Operation Number: 8675309  
Operation Name:   
Contact Title:   
Contact First Name:   
Contact Last Name:   
Phone Number:   
Number of Associates:

**Address Information**

Address Line 1:   
Address Line 2:   
City:   
State:    
Postal Code:

**Email Addresses**

Enter New Email:

Existing Email Addresses:

## 1.2. How to Register a New Account

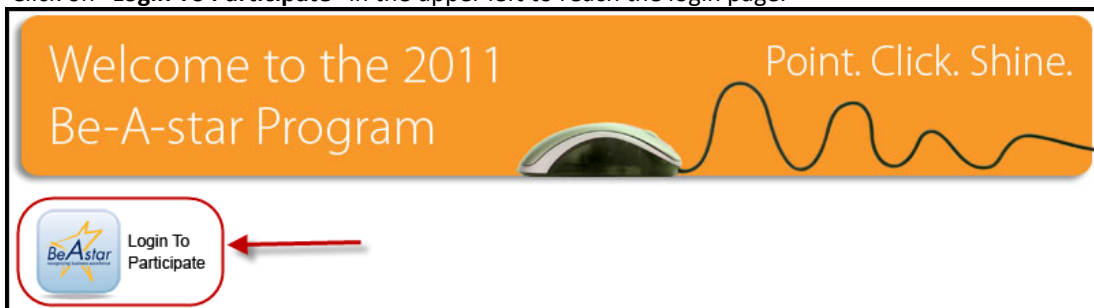
1. Go to the Be-A-star website at <http://beastar.compass-usa.com/>.

- If you try to log in with your correct Operation Number, and you receive the message “Operation number not found,” you will see a link to register a new account. Click the link, “**New Operation? Register here.**”

- Select which kind of account you need:
  - Be-A-star Participant** – to participate in the Be-A-star program, and be included in Star Tracking Reports.
  - Guest** – if you only want to view Be-A-star information and reports (for RVPs, DMs, and guests).
- Fill in the fields (shown below) and click “Register”.
  - Multiple email addresses may be entered for each operation, but only one password can be assigned, and will have to be shared among those responsible. All email addresses registered to this Operation will automatically receive a confirmation email with the new password.

### 1.3. How to Retrieve a Forgotten Password or Operation Number

- Go to the Be-A-star website at <http://beastar.compass-usa.com/>. You will see a public-facing landing page.
- Click on “**Login To Participate**” in the upper left to reach the login page.



3. Click the link "**Forget your Operation Number or Password? Click Here.**"

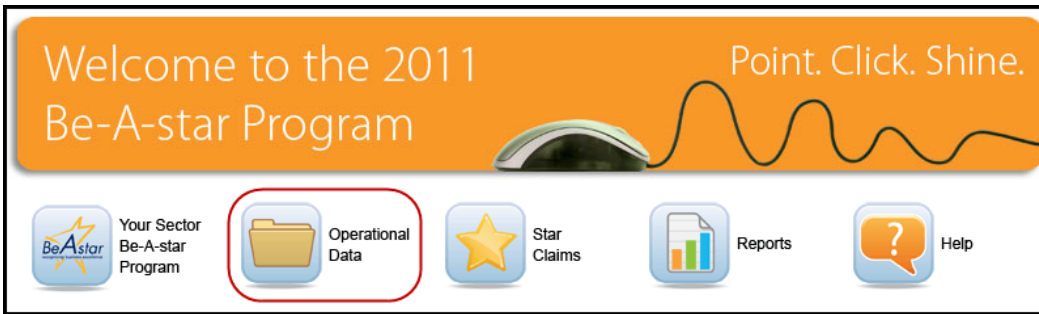
- a. To retrieve a lost password, enter your Operation Number and click "Send." The password will immediately be emailed to all email accounts identified for that Operation Number.

- b. If you receive the message "A password has not been set for this operation", then go to Section **1.2 How to Register a New Account**.
- c. If you do not receive the password by email, then your email address is not associated with the operation, or the email may have been blocked by security features on your computer. Send an email to [beastar@compass-usa.com](mailto:beastar@compass-usa.com) requesting that your password be reset.
- d. To retrieve a lost Operation Number, enter your email address and click "Search."

- e. All operations associated with your email address will be displayed.

#### 1.4. How to Review or Change Your Operational Data

1. Click the button labeled "Operational Data".



2. You'll see your data displayed.
3. To edit your data, click the "Edit Operation" button at the bottom of the page.

**Operation: Awesome Account**  
**Program Year: 2011**

Contact Information

Sector: Compass Group Corporate	Contact Title: DDS
Region: Indirect G&A	Contact First Name: Joe
District: Ashcroft Total	Contact Last Name: Cool
Operation Number: 8675309	Phone Number: 704-123-4567
Operation Name: Awesome Account	Number of Associates: 0

Address Information

Address Line 1: 2400 Yorkmont Rd	City: Charlotte
Address Line 2:	State: NC North Carolina
	Postal Code: 28217

Account Information

Email Addresses:

Joe.Cool@compass-usa.com

- Star Tracking Participant
- Account Active
- Password Assigned

Date Account Created: 7/7/2010 10:36:13 AM      Date Account Last Accessed: 7/7/2010 12:32:00 PM

Permissions

<input checked="" type="checkbox"/> Allow Claiming Star 1 - 3	<input type="checkbox"/> Allow Claiming Star 4
<input type="checkbox"/> Allow Maintaining Operational Data	<input type="checkbox"/> Allow De-Claim and Back Date Claims
<input type="checkbox"/> Sector Administrator	<input type="checkbox"/> System Administrator

Star Tracking

Star 1: Star Due : 1/14/2011  
 Star 2: Star Due : 4/15/2011  
 Star 3: Star Due : 7/15/2011  
 Star 4: Star Due : 7/29/2011

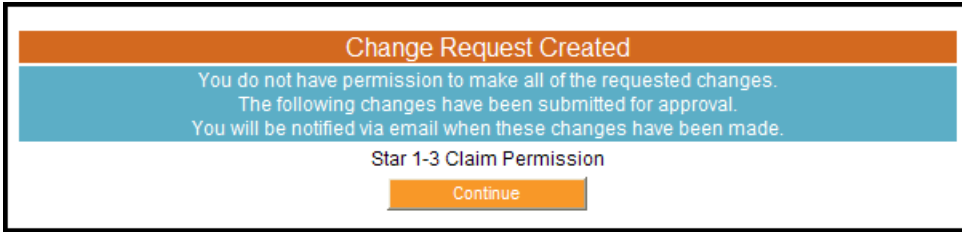
Upload file for Star

Star Number: 1 v

Star	Date Loaded	Document Name

4. Change the data as needed, and click the "Submit Changes" button at the bottom of the page.

- In some cases, you might not have permission to make all the changes you are requesting. In that case, the request must be approved by your Sector Administrator, and you'll see the following page:



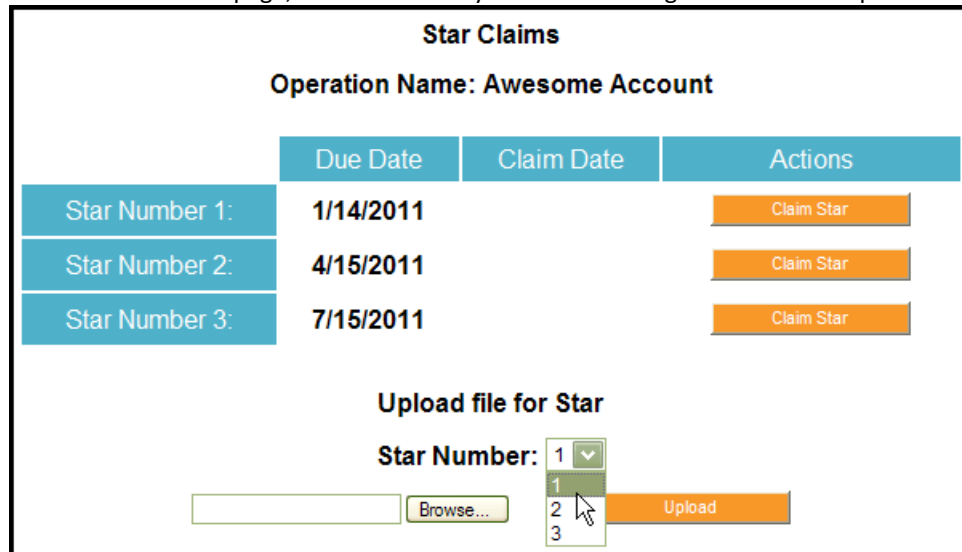
- You'll be notified by email when your request is approved (or denied).

### 1.5. How to Upload a Form or Other Supporting Materials

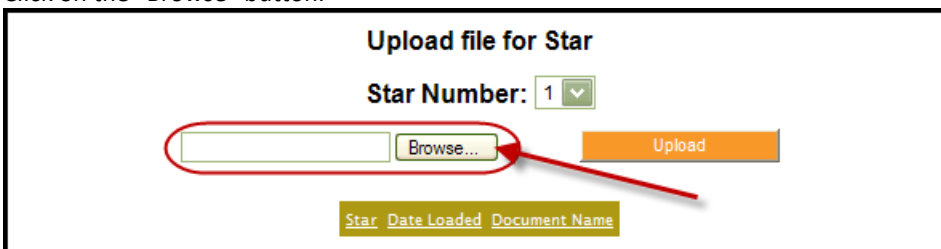
- First, complete and save the form on your desktop, or in the file of your preference on your computer.
- Click on the button labeled "Star Claims."



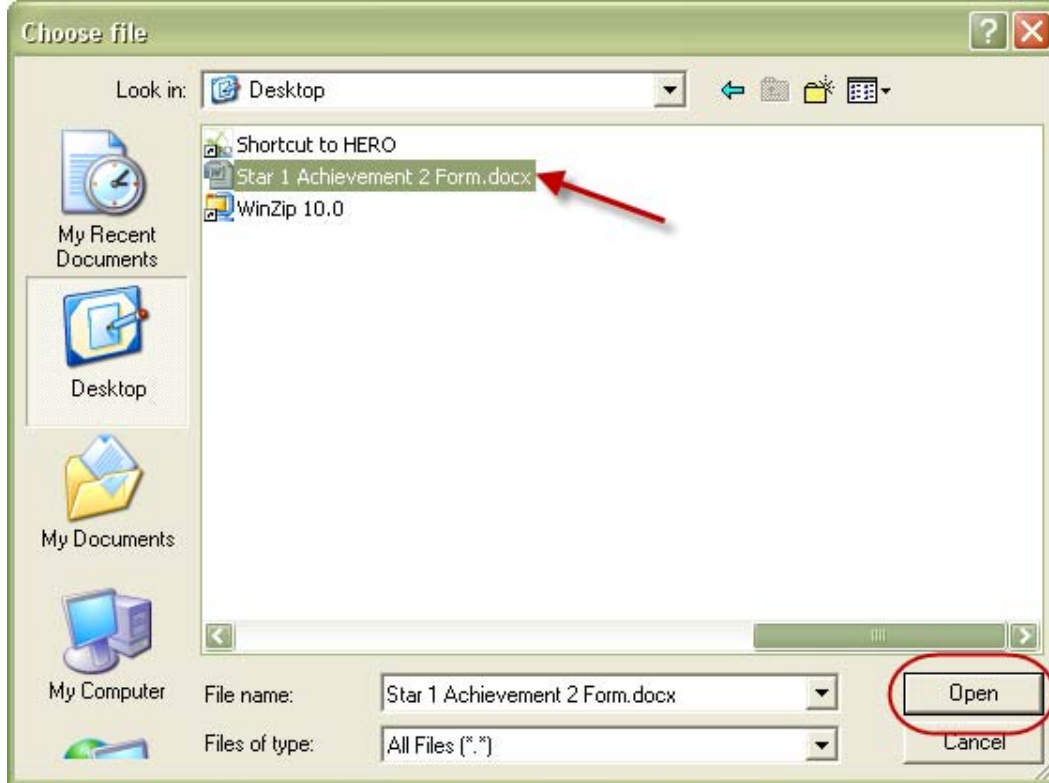
- At the bottom of the page, choose the Star you are submitting for from the drop-down menu.



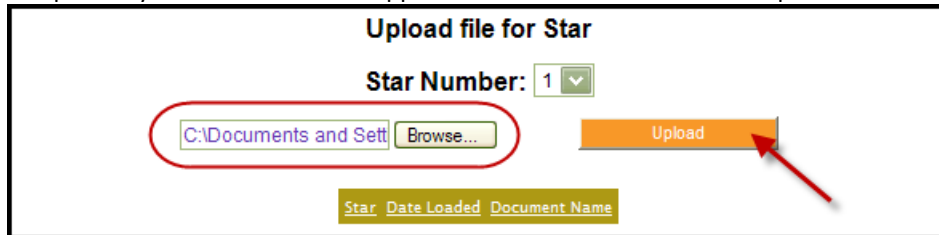
- Click on the "Browse" button.



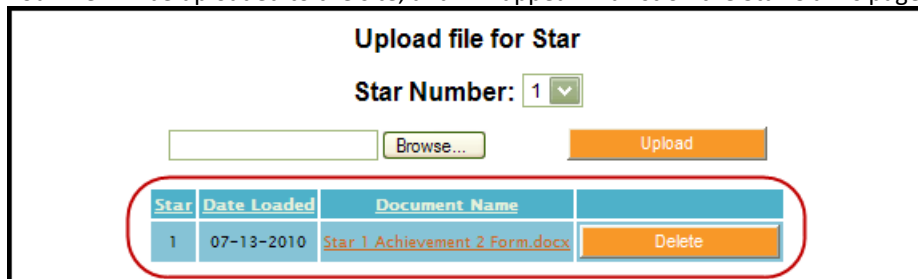
5. Select your form or other supporting file using the browse dialog box, and click the “Open” button.



6. The path to your selected file will appear next to 'Browse'. Click the “Upload” button.



7. Your file will be uploaded to the site, and will appear in a list on the Star Claims page.



8. You may upload most file types (.docx, .xlsx, .jpg, .pdf and more), and you may load up to ten files per Star. If you upload a file in error, you may remove it by clicking the “Delete” button next to the file.

## 1.6. How to Claim a Star

**NOTE:** Do not claim Stars on the website unless your Be-A-star program instructs you to. In some cases, regional or sector Be-A-star administrators will determine eligibility and claim Stars on your behalf.

1. Click the button labeled "Star Claims".



2. If the Star Due Date has not yet passed, click the button "Claim Star".
3. Stars do not have to be claimed in order, but they will be counted late after their due date has passed.
4. In the example below, the Star 1 Due Date has passed. If the Star Due Date has passed, you can
  - a. Claim the Star on the current date by clicking "Claim Star Late", or
  - b. Request a backdated Star Claim by clicking "Request Back Date". This will result in a request for approval by your Sector Administrator.

Star Claims			
Operation Name: Awesome Account			
	Due Date	Claim Date	Actions
Star Number 1:	1/14/2010		<a href="#">Claim Star Late</a> <a href="#">Request Back Date</a>
Star Number 2:	4/15/2011		<a href="#">Claim Star</a>
Star Number 3:	7/15/2011		<a href="#">Claim Star</a>

- c. You'll be notified by email when your request is approved (or denied).