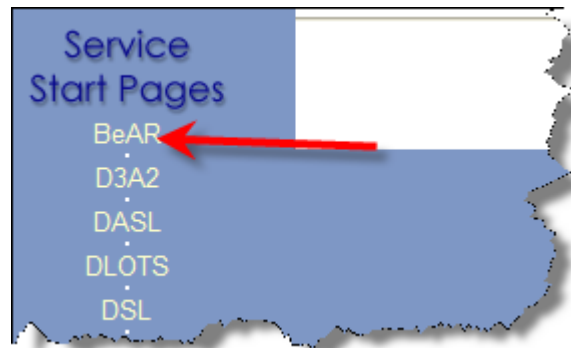


Be.A.R. User's Guide

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Getting Started

Visit <https://bear.laca.org> with your web browser, or visit <http://www.laca.org/> and click the BEAR link on the left under "Service Start Pages".



Enter your LACA Email/Progress Book/SSEM/DASL username and password in the BEAR login box, then click the LOGIN button.

A screenshot of the Be.A.R. Login form. The form has a blue background and a dark blue header with the text "Be.A.R. Login" in a white, stylized font. Below the header, there are two input fields: "Username:" and "Password:". At the bottom of the form, there is a "Login" button.

NOTE: Your district BEAR administrator (usually the Treasurer or Treasurer's assistant) must give you access to reports in BEAR before you can view any information. If you log in, but see the following message in BEAR, this means the district administrator has not yet granted you access. Please contact your treasurer's office to get this resolved.

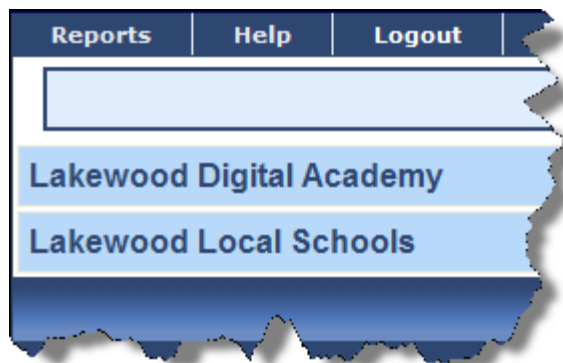



Viewing Reports

Viewing reports in BEAR is very easy, however, there are a few pre-requisites you must do before you can view reports:

1. You must have Adobe Reader or Adobe Acrobat installed on your computer to view the PDF reports. You can download and install the free Adobe Reader software from <http://www.adobe.com/>
2. You must have Microsoft Excel installed on your computer to view the XLS (spreadsheet) reports. This must be installed by you district technology coordinator.
3. You must disable pop-up blockers for <https://bear.laca.org/> in your browser.

When you first log into BEAR, if you have access to see reports in multiple districts, you will see a list of these districts. Select the district by clicking the district name.



After you have selected a district you will be taken to the report folders for that district (if you only have access to one district, you will immediately be taken to the reports for that district upon login). Click a folder name to view reports or other sub-folders contained in that folder (folders are indicated by the  icon).



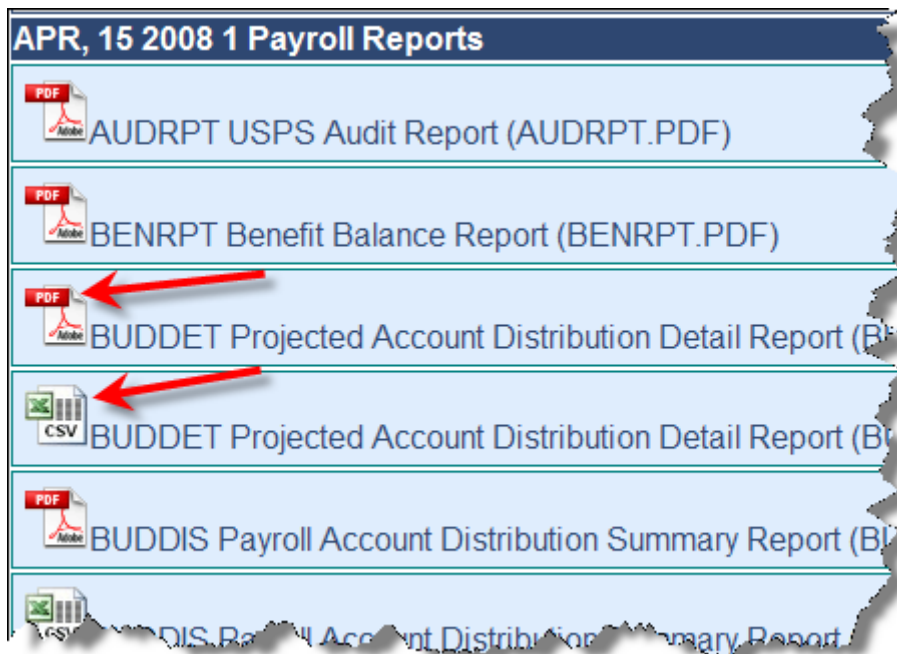
As you navigate through folders, a “bread crumb” trail will appear directly below the menu. This indicates the folder path you have taken so far. Clicking a link in the bread crumb trail will take you directly back to that folder. **DO NOT USE YOUR BROWSER BACK BUTTON TO NAVIGATE IN BEAR....IT WILL NOT WORK.**



The heading directly below the bread crumb trail tells you what folder you are CURRENTLY in.



Reports are indicated by either PDF or XLS icons. Click the report name to open in another window. Again, be sure your pop-up blocker is disabled for <https://bear.laca.org/> or you will not be able to view reports.



Exiting the Program

To exit the program, simply click the "Logout" button.

