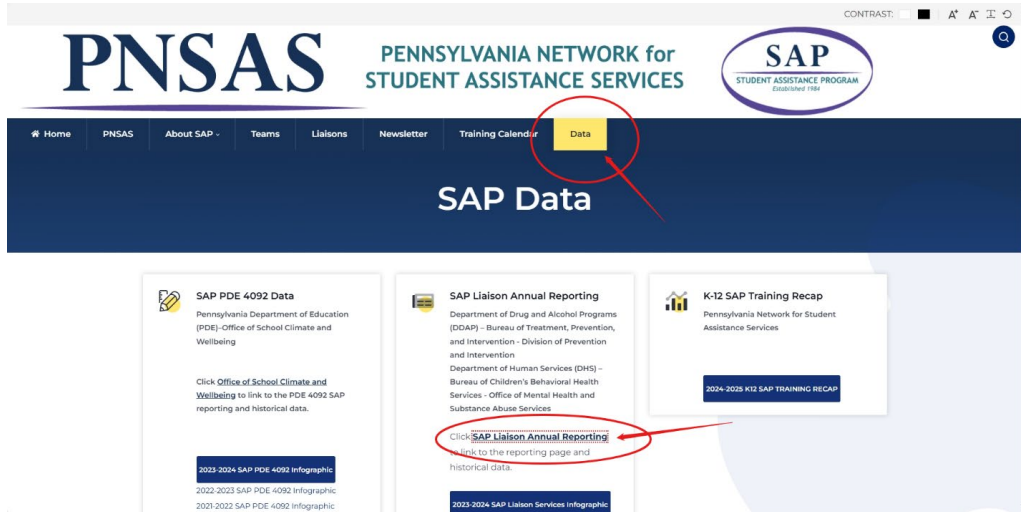


PNSAS SLAR System Access- Walk through

Accessing the SAP Liaison Annual Reporting System

- Go to [Home](http://www.pnsas.org) (www.pnsas.org)
- Click on the data button
- Click on the SAP Liaison Annual Reporting link or go directly to SAP Liaison Annual Reporting System (www.pnsas-sapliaisonreport.org/default.aspx)



- Enter your username and password
- If you forget your password, click “Help” below the “Enter Password” box and then click “I forgot my password”
- If you do not have a password or need to update or change your username and/ or password, please contact Gene Breault at 814-262-9695 or genebreault@integrativeweb.net



To build a report

- Click on Reports
- Click on the report builder for the year that you want
- Select report type
- Click on Generate Report



- Once the report has been generated it will pop up in downloads as a PDF file for use