



How to Access CalATERS Global Reports

Step 1

To sign in to the CalATERS Reporting System, from the CalATERS web site at http://www.sco.ca.gov/calaters_global.html select **Reporting**.

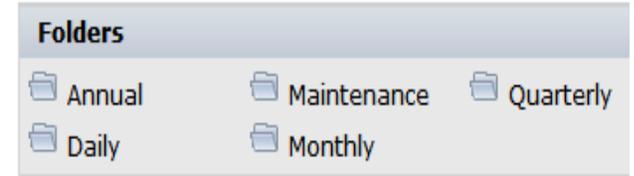


Step 2

Key your User ID in the User name field and then key your Password. Password is case sensitive.

Step 3

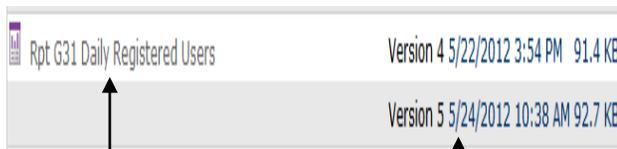
Select a report frequency.



Click **Log In**.

Step 4

Click on the report title for the latest version, or click on a specific version of the report.



Report title

Versions

Step 5

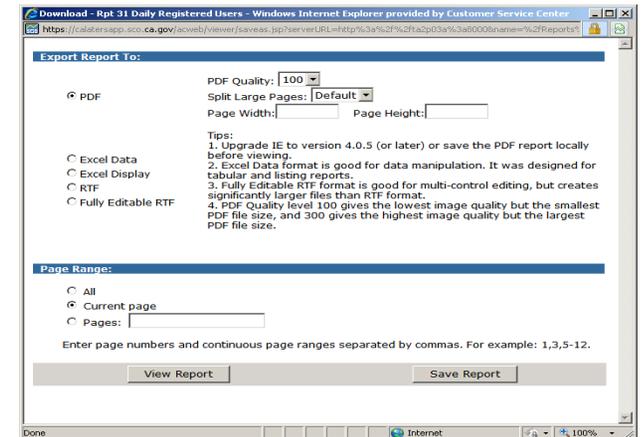
Use the First, Prev, Next, Last and Goto Page options to view pages of the report.



To print a report click Download.

Step 6

Select print options and click View Report.



You may choose to **View Report** or **Save Report**.



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Step 7

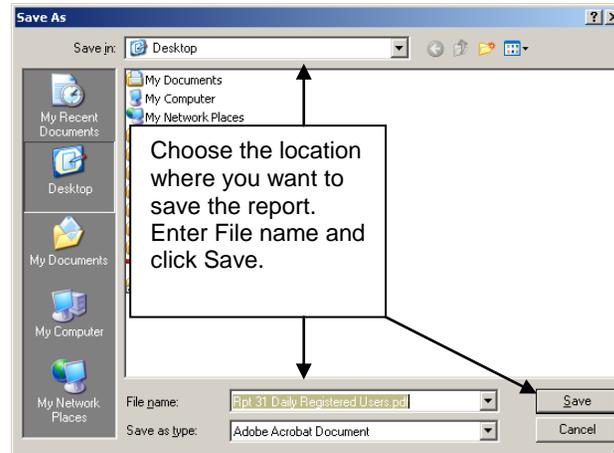
Save Report

will allow you to Open or Save the report.



To Save the report...

Step 8



Step 9



Click **Close** or **X** to exit the report. Click **X** to close each window.