

SAP Certification Report

(Only those conversion charter schools that have access to SAP can generate this report)

- 1) Log into SAP
- 2) Click PCSB Menu
- 3) Click Human Resources
- 4) Click Human Resources Reports
- 5) Double Click Charter School Teacher Multiple Certifications
- 6) Click second icon (next to execute clock icon)
- 7) Double Click Charter School EE's
- 8) Click in Personnel Area box
- 9) Click icon next to box for list of all schools (your school would probably already be in here since you sign in under your school number)
- 10) Click on Personnel Area Text to get alphabetical listing of schools
- 11) Find appropriate school and double click on school name
- 12) Click first icon to execute (clock icon)
- 13) Save Excel Spreadsheet and format as needed