

## BEARTRAX QUICK REFERENCE – ADJUNCT FACULTY

### FOR FREQUENTLY ASKED QUESTIONS

1. See <http://shawnee.edu/BearTrax/faq.aspx>.

### WHO/WHERE CAN I GO TO FOR HELP?

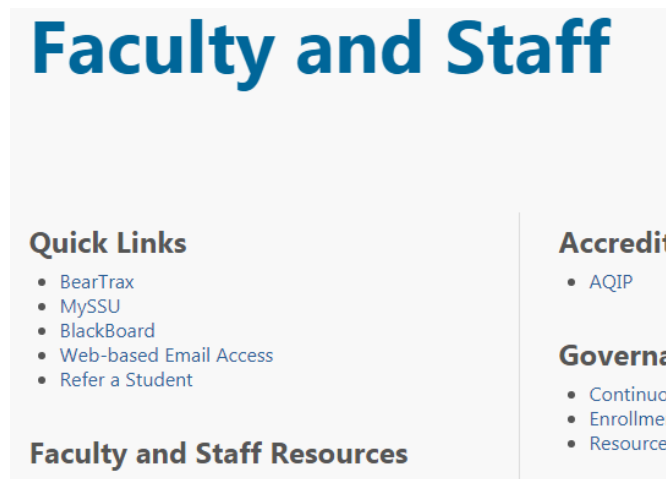
1. List of **BearTrax Coordinators and Leaders:**
  - a. <http://shawnee.edu/BearTrax/Training/coordinators.aspx>
2. **Email** [beartrax@shawnee.edu](mailto:beartrax@shawnee.edu) for support questions, *including password reset*.
3. View the **Training Materials** page of our project website at <http://shawnee.edu/BearTrax/Training/materials.aspx> for more links to all related comprehensive job aids and other training information.
  - a. Job aids *most relevant* to you will be under the **Faculty - Adjunct** category.

### HOW DO I GET TO BEARTRAX?

1. Go to <http://shawnee.edu/>
2. Click “For Faculty and Staff”

The screenshot shows the Shawnee State University website. At the top, the navigation menu includes: About, Admission & Financial Aid, Academics, Campus Life, Athletics, Support SSU, and Career Resources. The main banner features the text "SHAWNEE SHOWCASE DAY" in large, stylized letters, with a mascot bear holding a pennant that says "Go Bears! SHAWNEE STATE BEARS". Below the banner are three main navigation buttons: "Find a Degree" (with a graduation cap icon), "Schedule a Visit" (with a location pin icon), and "Apply Now" (with a star icon). At the bottom, there is a dark blue navigation bar with six links: "For Future Students", "For Faculty & Staff" (highlighted with a red box), "For Graduate Students", "For Parents", "For Current Students", and "For Friends & Alumni".

3. Under **Quick Links**, click BearTrax.



**Faculty and Staff**

**Quick Links**

- BearTrax
- MySSU
- BlackBoard
- Web-based Email Access
- Refer a Student

**Faculty and Staff Resources**

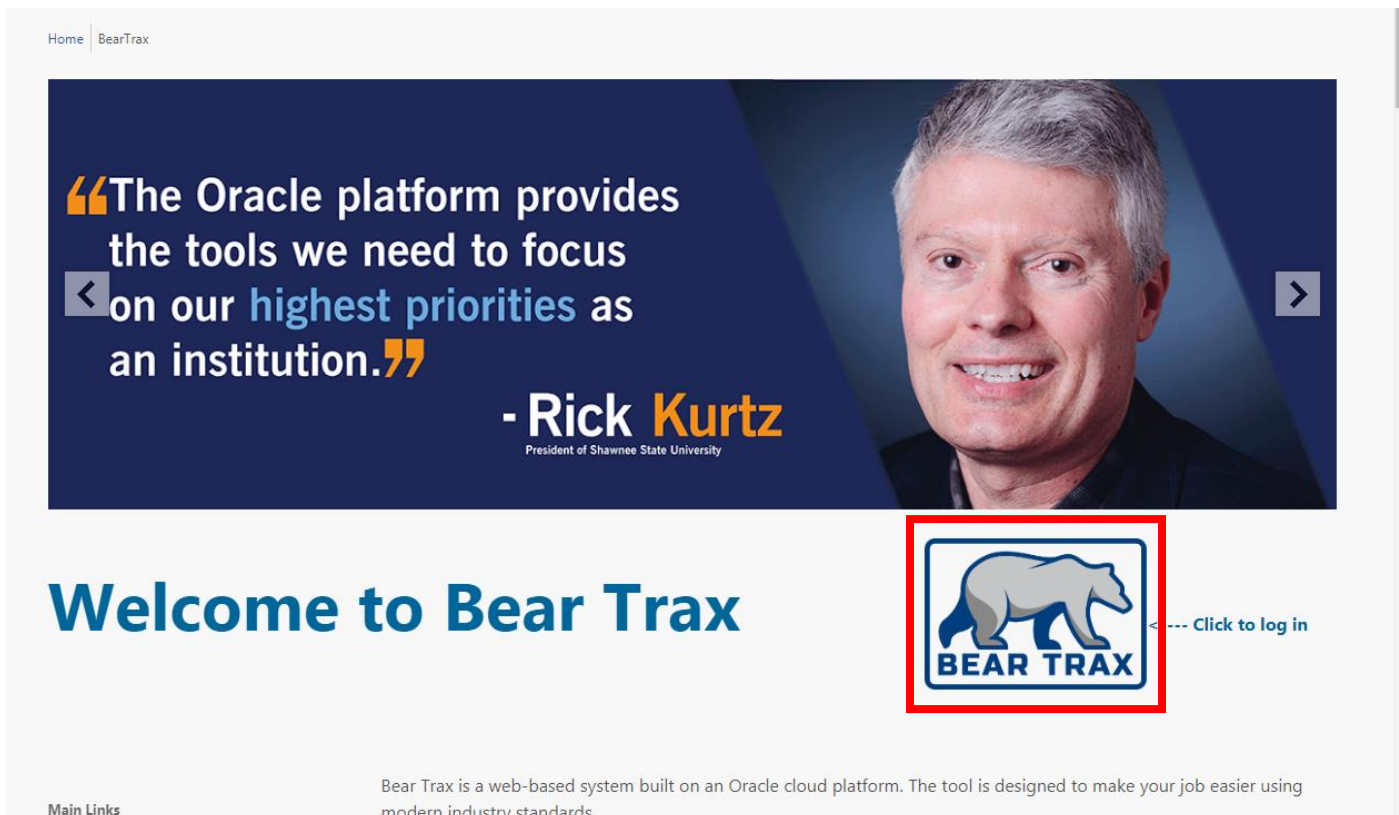
**Accreditation**

- AQIP

**Governance**

- Continuo
- Enrollme
- Resource

4. Click the button to be taken to the login screen for BearTrax.




Home | BearTrax

“The Oracle platform provides the tools we need to focus on our highest priorities as an institution.”

- Rick Kurtz  
President of Shawnee State University

**Welcome to Bear Trax**

 <--- Click to log in

Main Links

Bear Trax is a web-based system built on an Oracle cloud platform. The tool is designed to make your job easier using modern industry standards.

**Note:** To shorten the process of getting to BearTrax and **create a shortcut**, follow these steps:  
[http://shawnee.edu/BearTrax/Getting-Started/media/HINTS\\_CreateAShortcutToBearTrax\\_JA\\_FINAL.pdf](http://shawnee.edu/BearTrax/Getting-Started/media/HINTS_CreateAShortcutToBearTrax_JA_FINAL.pdf)

## HOW DO I NAVIGATE THE BEARTRAX APPLICATION?

1. This comprehensive job aid located on the Shawnee BearTrax section shows you basic navigation for BearTrax:  
[http://shawnee.edu/BearTrax/Training/media/presentations/NAV\\_BasicNavigation\\_JA\\_FINAL.pdf](http://shawnee.edu/BearTrax/Training/media/presentations/NAV_BasicNavigation_JA_FINAL.pdf)
2. Note how within BearTrax, you can now:
  - a. view your payslip (paystub),
  - b. change your address or other personal information
  - c. manage your W4 and other tax withholding information

## HOW DO I VIEW MY PAYSLEIPS? (OR PAYSTUBS)

1. This job aid shows how to **view payroll-related information**, including your **pay slips**:  
[http://shawnee.edu/BearTrax/Training/media/presentations/Pay\\_Info\\_View\\_Payroll\\_Information\\_JA\\_FINAL.pdf](http://shawnee.edu/BearTrax/Training/media/presentations/Pay_Info_View_Payroll_Information_JA_FINAL.pdf)

## I NEED TO BE REIMBURSED FOR MILEAGE - WHAT DO I DO?

1. **Provost:** Bear Trax protocols for mileage are still being developed for adjunct faculty. Maintain a log of actual miles and more information will be coming from the Provost's office.

## I HAVE TO CHANGE MY ADDRESS/NAME/CONTACT INFORMATION. WHERE DO I GO?

1. See  
[http://shawnee.edu/BearTrax/Training/media/presentations/Personal\\_Info\\_MyDetails\\_JA\\_FINAL.pdf](http://shawnee.edu/BearTrax/Training/media/presentations/Personal_Info_MyDetails_JA_FINAL.pdf)  
for in-depth information.

## WILL THERE BE HANDS ON QUESTION AND ANSWER SESSIONS?

1. See <https://calendar.google.com/calendar/embed?src=beartrax%40shawnee.edu> for the most up-to-date calendar regarding training events.
2. **Keep an eye out for emails!** Much information related to BearTrax is being communicated via email. Don't miss out on valuable opportunities to gain hands-on experience and training!