

BEAR TRAX Quick Help Guide

Step 1.

Before you call or email, have you visited the BEAR TRAX Training materials webpage to view our detailed Job Aids which guide you step by step on completing tasks in BEAR TRAX?

Clicking the link below will take you to the BEAR TRAX training materials page. Once there, click on your employee type for Job Aids that will assist you.

<http://www.shawnee.edu/BearTrax/Training/materials.aspx>

Step 2.

Have you contacted your Department Coordinator to see if they can help you with your questions or concerns? Click the link below to view the list of Department Coordinators who are available to assist you.

<http://www.shawnee.edu/BearTrax/Training/coordinators.aspx>

Step 3.

As a BEAR TRAX user, when you have questions or issues, you may need help even after you have followed steps 1 and 2 from above. Below is a quick reference guide to help direct you to the correct person who can provide that initial support. Just email or phone the person in the functional support area with your issue or concern and they will assist you.

Help/Support Topic	SME	Email address	Phone
How to Log in / Reset Password	BEAR TRAX Team	beartrax@shawnee.edu	740.351.3612
Payroll/Time Entry	Angel Tackett	atackett@shawnee.edu	740.351.3104
Human Resources/Benefits	Megan Ketter	mketter@shawnee.edu	740.351.3167
Procurement/Receiving	Debbie Schwamberger	dschwamberger@shawnee.edu	740.351.3314
Travel/Expense	Jenny Carver	jcarver@shawnee.edu	740.351.3173
Budget	Jonica Burke	jburke@shawnee.edu	740.351.3039
Accounts Payable	DeAnn Merritt	dmerritt@shawnee.edu	740.351.3457
Accounts Receivable	Chelsea Johnson	cjohnson@shawnee.edu	740.351.3279