1. Access SOEsars website
   a. Open a Browser
   b. Goto: [http://education.wm.edu](http://education.wm.edu)
   c. Move cursor over PLEASE SELECT located in the upper left hand corner
   d. Click on FACULTY/STAFF
   e. Locate the Technology area of the Faculty & Staff page
   f. Click on link: Student Assessment & Reporting System (SOEsars)
   g. Click on link: Access Reporting System

2. Enter your W&M network username and password