

# Step by Step Guide

## Finding Out-of-Field Courses by Content or Service

### Step 1: Access [www.gapsc.org](http://www.gapsc.org)

Username:

Password:

[Forgot username or password?](#)

**Sign In**

Type in your Username and Password to sign in

### Step 2: Select In-field.net

**In-field**      **In-field.NET** ★

**Old Equity Data**      **Equity Data**

### Step 3: Select Out-of-field for Content and ALL for Service and then Search OR Select ALL for Content and Out-of-field for Service

Search by following filter criteria:

School Buildings  
-- All Schools --

Content Status: All      Service Status: Out-of-field ←

**Search**   **Clear**   **Print/Export**

### Step 4: Click on the SSN of the teacher to review the teacher's information

SSN	Cert ID	Primary Teacher	In Field Course	Grade Range	Students	Content Status	Service Status	EIP	ESOL	Gifted	AP	IB	SPED	GA
		↑	Social Studies/Grade 4 - (45.00500)	4	7	In-Field	Out-of-Field							7
			Language Arts/Grade 4 - (23.00500)	4	7	In-Field	Out-of-Field							7