## In-Field Report Step by Step Guide

### Step 1: Access [www.gapsc.org](http://www.gapsc.org)
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 Reports at the Top of the Page

### Step 4: Select a Report

<table>
<thead>
<tr>
<th>Report: --Select Report--</th>
<th>Submit</th>
<th>Clear</th>
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### Step 5: Select System Level Report
Download the report and open the report to review the out-of-field courses (content and service) for all schools in the LEA.

### Step 6: Select Building Level Report, Select School, Select Submit
Download the report to review the percentage of out-of-field courses for content and service for a specific school.