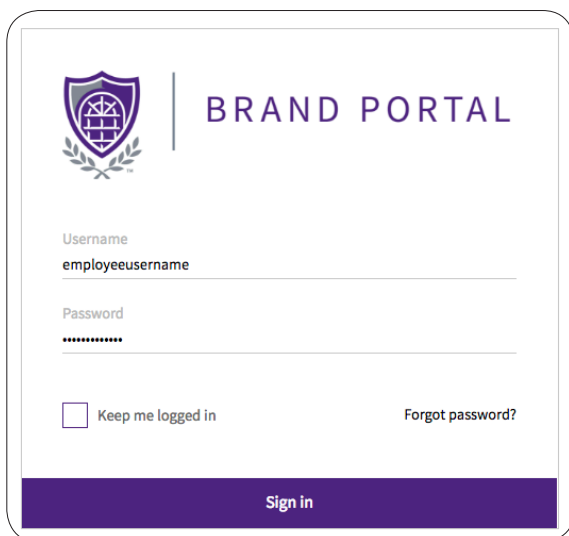
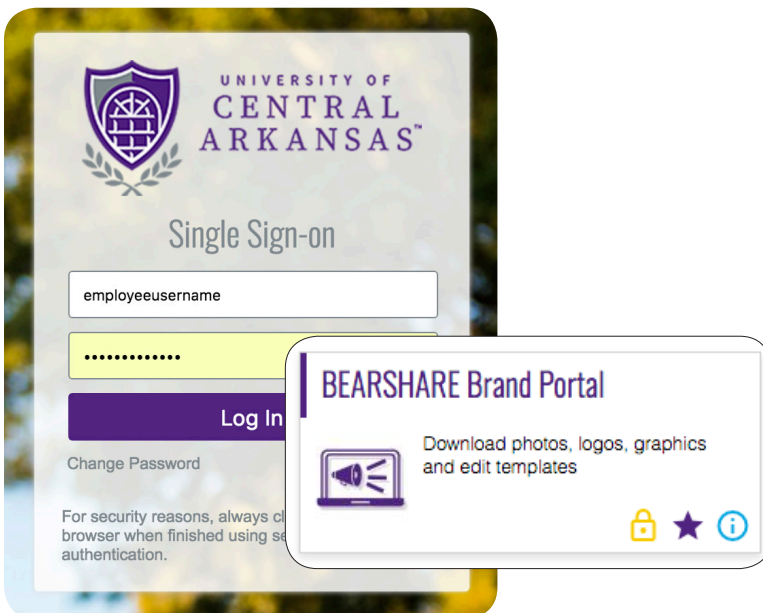


ACCESS TO THE BEARSHARE PORTAL & HOW TO LOG IN



Logging in to the portal is an easy process that you already use for a variety of online services at UCA - myUCA. You can access the BEARSHARE portal service 24/7, from anywhere.

Who has access to the portal? All university employees have access to the portal. University employees can access the portal with their myUCA credentials. To get added to another usergroup or if you have questions about logging in, contact Kimberly Klotz in University Relations and Creative Services at kklotz@uca.edu.



HOW TO LOG IN TO THE BEARSHARE BRAND PORTAL

STEP 1: Log in to myUCA

STEP 2: Find the BEARSHARE Brand Portal widget. The widget is located under the following navigation headings:
Essentials > Faculty
Essentials > Staff
Collections > Web Apps

STEP 3: Once you located the BEARSHARE Brand Portal widget, click the star in the lower right corner, this will ensure it remains in your favorites.

STEP 4: Click the BEARSHARE Brand Portal widget

STEP 5: Log in to the portal with your myUCA name and password

STEP 6: Once you log in, you will be at the homescreen of the BEARSHARE Brand Portal

Having trouble logging in?

Make sure you are using your current myUCA login and password. Still having issues? Contact Kimberly Klotz in University Relations and Creative Services at kklotz@uca.edu