SPARS Quick Reference Guide

Getting Started

You should have received an email with your SPARS username and a temporary password, which is good for 72 hours. If you did not receive the email, please email the SPARS Help Desk at SPARS-Support@rti.org or call toll-free 855-322-2746 (available Monday through Friday 8:00 AM to 7:00 PM EST).

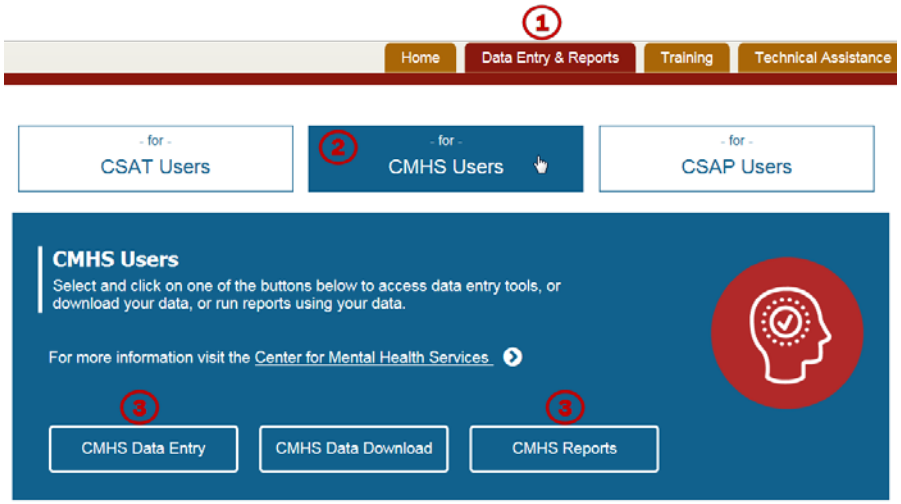
Username = The username typically will be "FirstName.LastName"
Password = The password must be reset when first accessing SPARS

One account in SPARS will grant you the same access as with previous systems, even across multiple grants and Centers. SPARS includes the same functionality as the previous systems, plus improved usability and new features. The table below lists the previous systems/Centers and how you can access them now in SPARS.

Previous System Name	SPARS Location
SAIS/CSAT	Data Entry & Reports tab > CSAT Users
TRAC/CMHS	Data Entry & Reports tab > CMHS Users
PMRTS/CSAP	Data Entry & Reports tab > CSAP Users
GDTA GET TA	Technical Assistance tab > Technical Assistance Request
GDTA Performance Learning Library	Technical Assistance tab > Resource Library
GDTA Online Learning Center	Training tab

Entering Data and Running Reports

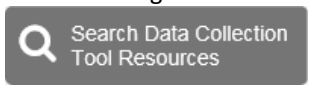
1. Click the **Data Entry & Reports** tab.
2. Hover over the Center for which you want to enter data.
3. Click the **Data Entry** button in the lower-left, log in, and enter your data. To run a report, click the **Reports** button in the lower-right, log in, and run your report.



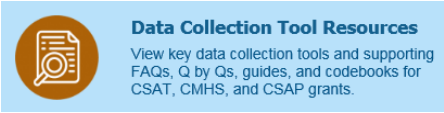
Searching for Documentation and Resources

Public Documents – Search for data collection tools and supporting FAQs, Q by Qs, guides, and codebooks for CSAT, CMHS, and CSAP grants on the Data Collection Tool Resources page. To access:

On the **Data Entry & Reports** tab, click the **Search Data Collection Tool Resources** button in the lower-right.



Click **Data Collection Tool Resources** under the Need Help? section of the Home page.



Restricted Documents – Search for resource materials and archived trainings to support your data collection, management, and utilization needs in the Resource Library. To access:

On the **Technical Assistance** tab, log in and click the **Resource Library** button.

Click **Data Collection Tool Resources** under the Need Help? section of the Home page.

Requesting Help

You can request help from the SPARS Help Desk or submit a technical assistance (TA) request using the SPARS Technical Assistance Request System.

Help Desk

Contact the Help Desk for SPARS website issues or questions. Examples include:

- Requesting a new login account
- Resetting a password
- Informing the Help Desk that a button/link/page does not work
- Asking any questions about how to use SPARS

Technical Assistance Request System

Use the SPARS Technical Assistance Request System to request TA on the collection, management, and utilization of SAMHSA discretionary grant data. Examples include requests for:

- Resource materials
- Trainings and courses
- Learning communities
- Phone consultation
- Conferences