Introduction to new UNISA SORS
(Secure Online Reporting System)

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Logon to SORS

1. Access the SORS portal at: https://sors.unisainc.com

2.

3. Enter your Username and Password. This Username and Password was provided to you by UNISA. If you are a user of the previous version of SORS, this Username and Password combination will still work.

For additional help: customerservice@unisainc.com or (800) 875-8910
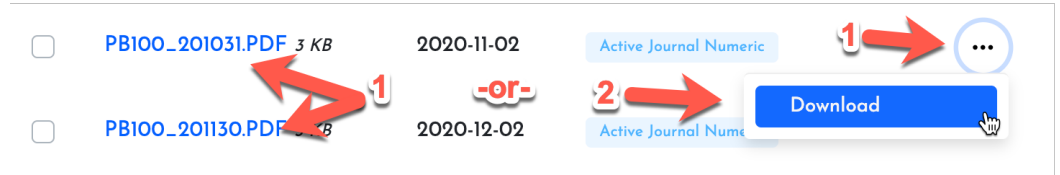
Introduction to SORS Portal

1. Login to the SORS Portal (see Logon to SORS)
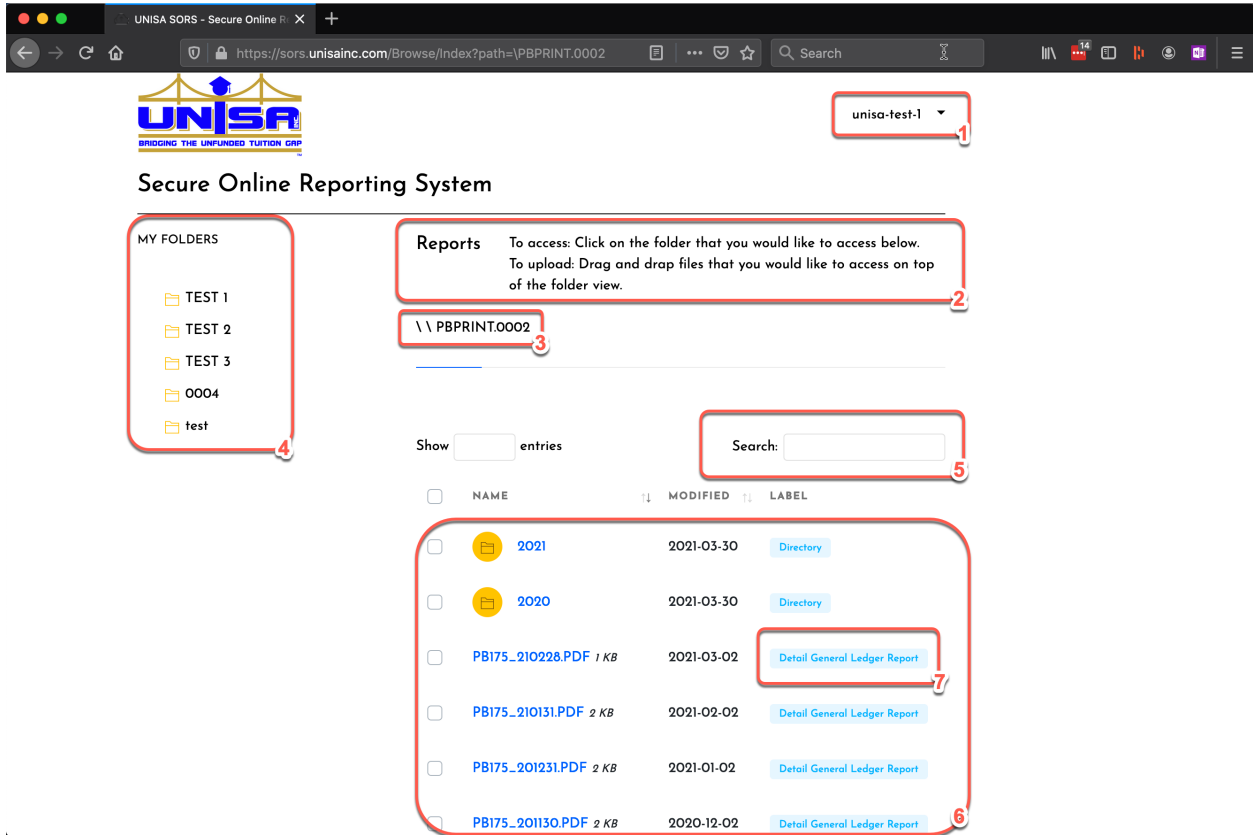
a. Logged in user: Displays the currently logged in user. Click the drop-down icon to access the logout link.
b. Reports: Helpful reminders on how to navigate and upload files in the interface.
c. Breadcrumb Navigation: Shows your current position in the hierarchy and allows you to go "back" by clicking your desired position in the tree.
d. My Folders: Listing of all top-level folders that you have access to. Click on the folder title to navigate to that folder.
e. Search: Searching is live and will filter the lower view as you type.
f. File/Folder view: Browse files and folders with visibility to the last modified data and report type. This window is searchable, scrollable and sortable.
g. Report Name: Report name for file displayed.

For additional help: customerservice@unisainc.com or (800) 875-8910

Downloading files

1. Login to the SORS Portal (see Logon to SORS)
2. Navigate to the required file and either
   a. Click on the file name to start the download or click the "…" icon and click Download.

   i.