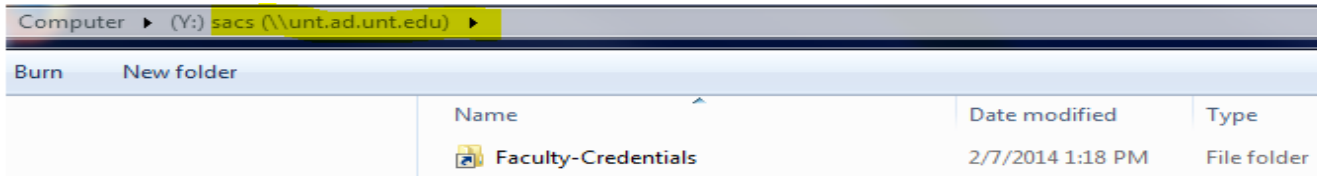


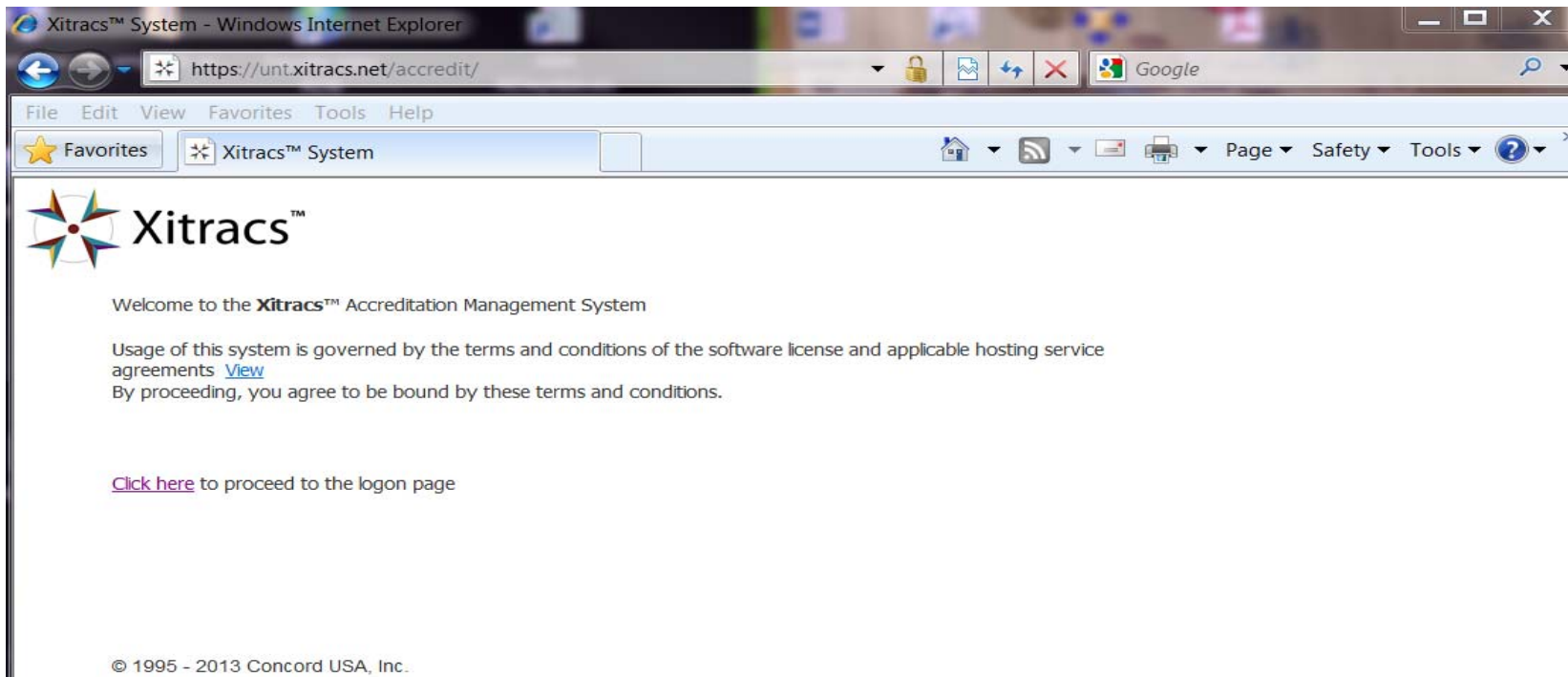
Xitracs User Guide

Reminder: To access a transcript or vita for a faculty member, access your shared drive:

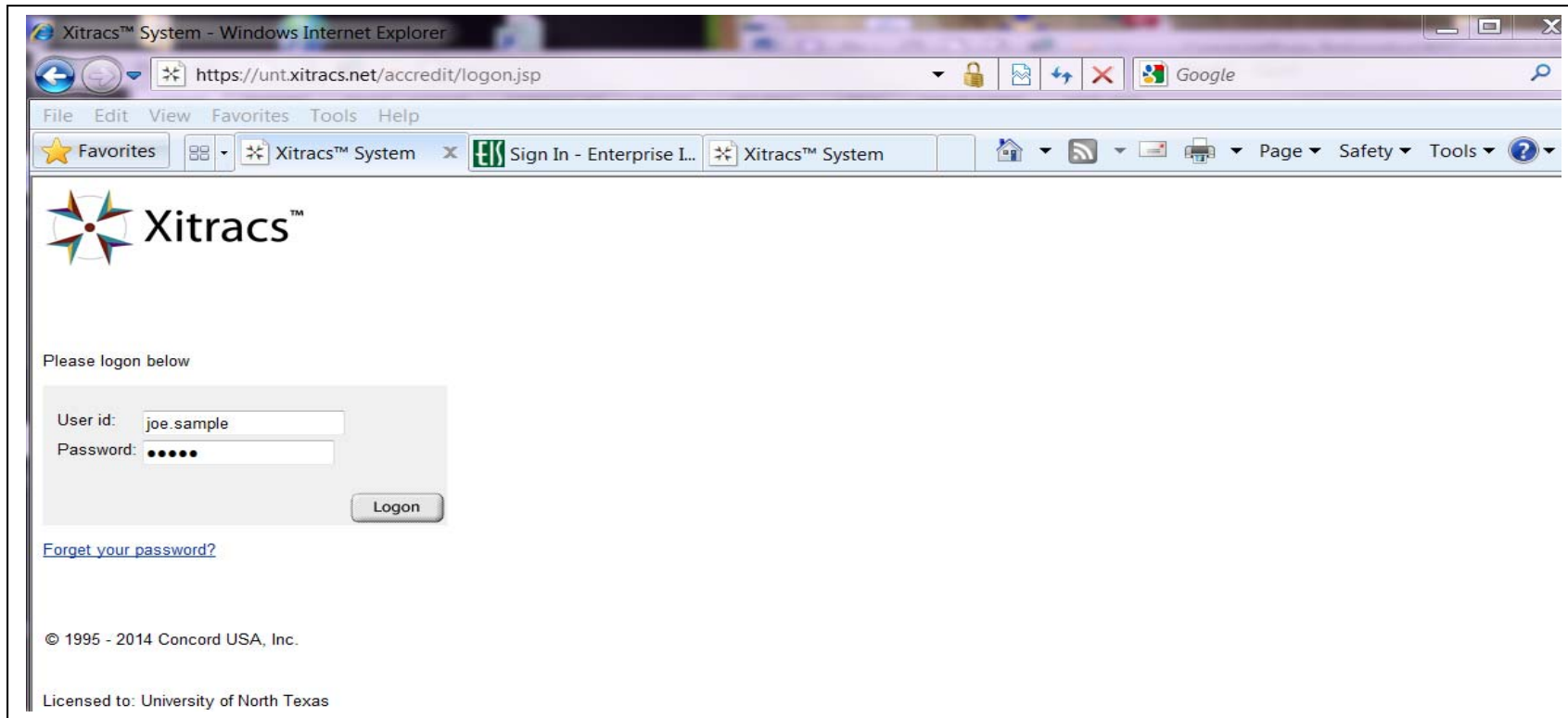


Login Instructions

Login URL: <https://unt.xitracs.net>



Click on the 'Click here' link to login



Enter your User id for this system: firstname.lastname (*Note: do not enter your UNT euid*)

Enter your Password: temp (*this is your temporary password*)

You will need to change your temporary password once you login

Xitracs™ System - Windows Internet Explorer


https://unt.xitracs.net/survey/xicredentialset04-home.jsp?sessionId=538FBE5B6C62470F


File Edit View Favorites Tools Help

Favorites | HRPD | UNT-ticket syst | Faculty Jobs | LSPD | VPAA | HEAT Service Management | UNT CITC HELPDESK

Xitracs™ System Xitracs™ System

Page Safety Tools


 A green light to greatness.

 Joe Sample [Logout](#) [User Details](#)


[HOME](#)
[FACULTY](#)
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Announcements



No announcements currently available

Calendar

Tuesday, 16 December 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

My Notes

Notes  

Xitracs News [Client Portal](#)

[Xitracs 4.2...more](#)

[4/14 Ticket system update...more](#)

My Recent Activity

[Melinda Lilly](#)

To change your password click on the 'User Details'

Xitracs™ System - Windows Internet Explorer

https://unt.xitracs.net/survey/xicredentialset04-home.jsp?sessionId=5107F63

File Edit View Favorites Tools Help

Home Xitracs™ System

HOME FACULTY LIBRARY DEPARTMENTS SCHOOLS CIP CODES CREDENTIALS

User Details

[My Details](#) [Change details](#) [Change password](#)

User ID:	JOE.SAMPLE
Last name:	Sample
First name:	Joe
Email:	Joe.Sample@unt.edu

[My Calendar Email Alerts](#) [Change alert settings](#)

Enabled: No
Frequency: Weekly
*Add the email address **alerts@xitracs.net** to your local address book or contact list to ensure your mail server accepts the alert messages.*

Click on 'Change password'

The screenshot shows a Windows Internet Explorer browser window displaying the Xitracs™ System interface. The address bar shows the URL: <https://unt.xitracs.net/survey/xicredentialset04-home.jsp?sessionId=5107F63>. The page header includes the UNT University of North Texas logo with the tagline "A green light to greatness." and the user name "Joe Sample" with links for "Logout" and "User Details". A navigation menu contains "HOME", "FACULTY", "LIBRARY", "DEPARTMENTS", "SCHOOLS", and "CIP CODES". A "CREDENTIALS" dropdown menu is visible. The main content area is titled "Change Password" and includes a warning: "Make a note of your new password before making any change. Your new password will not be displayed after you click the Submit button." Below this are two input fields: "New password:" and "Confirm new password:". At the bottom are "Submit" and "Cancel" buttons.

No special parameters are required to change/generate your password. Your password will only need to be changed at the time you initially access the system.

To change the password:

- a. Enter 'New password': (your new password)
- b. Enter 'Confirm new password': (your new password)
- c. Click on the 'Submit' button

The screenshot shows a Windows Internet Explorer browser window titled "Xitracs™ System". The address bar contains the URL: <https://unt.xitracs.net/survey/xicredentialset04-home.jsp?sessionId=5107F63>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows "Xitracs™ System". The page header features the UNT University of North Texas logo with the tagline "A green light to greatness:", the user name "Joe Sample" with links for "Logout" and "User Details", and the Xitracs™ logo. A navigation menu includes "HOME", "FACULTY", "LIBRARY", "DEPARTMENTS", "SCHOOLS", and "CIP CODES", along with a "CREDENTIALS" dropdown menu. The main content area is titled "Change Password" and displays a green checkmark icon followed by the text "Action Successful". Below this, it says "Your password has been changed" and provides a link to "Return to user details".

The confirmation screen will appear

Click on the 'FACULTY' tab above to access your instructors

XitracS™ System - Windows Internet Explorer

https://unt.xitracS.net/survey/xicredentialset04-faculty.jsp?sessionId=511472

File Edit View Favorites Tools Help

Favorites XitracS™ System

HOME FACULTY LIBRARY DEPARTMENTS SCHOOLS CIP CODES CREDENTIALS

UNT UNIVERSITY OF NORTH TEXAS A green light to greatness.

Joe Sample Logout User Details

XitracS™

Faculty

Search for a faculty member

Last Name First Name Id Email

[List all](#)

[List by department](#)

[List by school](#)

This is the starting page for viewing or editing information about the faculty.
Use the search frame on the left to find a faculty member

This page will be used to view and edit information regarding the faculty you have access to

Click on 'List all' to view a list of all the instructors that you have access to

If you have access to multiple departments, you can use the 'List by department' link

Xitracs™ System - Windows Internet Explorer

https://unt.xitracs.net/survey/xicredentialset04-faculty.jsp?sessionId=511472!

File Edit View Favorites Tools Help

★ Favorites Xitracs™ System

HOME FACULTY LIBRARY DEPARTMENTS SCHOOLS CIP CODES CREDENTIALS

Faculty

This is the starting page for viewing or editing information about the faculty.
Use the search frame on the left to find a faculty member

Return to [Search](#)

All Faculty Listing

Lilly, Melinda	Details
----------------	-------------------------

Click on the 'Details' link to view that instructor's information

Credentialing Process

Base data tab

The screenshot shows a web browser window with the URL <https://unt.xitracs.net/survey/xicredentialset04-faculty.jsp?sessionId=5114721>. The page header includes the UNT logo, the text "A green light to greatness.", the user name "Joe Sample", and a "Logout" link. The navigation menu includes "HOME", "FACULTY", "LIBRARY", "DEPARTMENTS", "SCHOOLS", "CIP CODES", and a "CREDENTIALS" dropdown menu. The main content area is titled "Faculty" and displays details for Professor Melinda Gayle Lilly. The details include her name, email address, department, and school. There are tabs for "Base data", "Qualifications", "Courses", "AACSB", "Activities", and "Documents". The "Base Data" section contains a table with columns for "Base Data" and "Function". The "Tasks" section shows "No tasks found".

Name: Professor Melinda Gayle Lilly
(melinda.lilly@unt.edu) [Printer friendly](#)

Department: Sample Department **School:** Sample College

[Base data](#) [Qualifications](#) [Courses](#) [AACSB](#) [Activities](#) [Documents](#) [Information status: Not specified](#)

Base Data		Function
Faculty Rank	Professor	Edit
Employment Status	Full time	Edit
Tenure Status	Tenured	Edit
Highest Degree Earned	Doctorate	Edit

Tasks			Function
Priority	Date Created	Detail	Add new
<i>No tasks found</i>			

Verify data in the Base Data section:

- a. If corrections are needed, *please do not edit or correct here*
- b. Send an email to Faculty.Credentialing@unt.edu with the following information
 - i. Employee Name
 - ii. Employment Department
 - iii. Specific data to be corrected

Qualifications tab

The screenshot shows a web browser window displaying the Xitrac System interface. The browser address bar shows the URL: <https://unt.xitrac.net/survey/xicredentialset04-faculty.jsp?sessionId=515807809A85BA6A>. The page header includes the UNT logo, the user name 'Joe Sample', and navigation links like 'Logout' and 'User Details'. The main navigation bar contains 'HOME', 'FACULTY', 'LIBRARY', 'DEPARTMENTS', 'SCHOOLS', and 'CIP CODES'. The 'FACULTY' section is active, and the 'Qualifications' tab is selected for the profile of Professor Melinda Gayle Lilly.

Name: Professor Melinda Gayle Lilly
 (melinda.lilly@unt.edu) [Printer friendly](#)

Department: Sample Department **School:** Sample College

Navigation tabs: [Base data](#) | [Qualifications](#) | [Courses](#) | [AACSB](#) | [Activities](#) | [Documents](#)

Degree Awards		Function
Type	Detail	Add new
Doctor of Philosophy	Business Management 2014 University of North Texas	Edit Delete Credits CIP
Master of Business Admin	MBA 2000 University of North Texas	Edit Delete Credits CIP

Certifications & Licensures		Function
Certification	Detail	Add new
<i>No certification information found</i>		
Licensure	Detail	Add new
<i>No licensure information found</i>		

Experience and Other Qualifications		Function
Type	Detail	Add new
<i>No experience or other qualification information found</i>		

Verify the data in the 'Degree Awards' section

To Add a Degree

The screenshot shows the Xitracs System web interface for a faculty profile. The browser address bar shows the URL: <https://unt.xitracs.net/survey/xicredentialset04-faculty.jsp?sessionId=552875693DE5962>. The page header includes the UNT logo and the text "A green light to greatness." The user is logged in as "Joe Sample". The navigation menu includes "HOME", "FACULTY", "LIBRARY", "DEPARTMENTS", "SCHOOLS", "CIP CODES", "REPORTS", and "CREDENTIALS".

The main content area is titled "Faculty" and displays the profile for Professor Melinda Gayle Lilly. The profile includes the following information:

- Name:** Professor Melinda Gayle Lilly (melinda.lilly@unt.edu)
- Department:** Sample Department
- School:** Sample College

The profile is divided into several sections, each with a "Function" column containing an "Add new" button:

- Degree Awards:**

Type	Detail	Function
Doctor of Philosophy	Business Management 2014 University of North Texas	Add new Edit Delete Credits CIP
Master of Business Admin	MBA 2000 University of North Texas	Add new Edit Delete Credits CIP
- Certifications & Licensures:**

Certification	Detail	Function
<i>No certification information found</i>		Add new
Licensure	Detail	Add new
<i>No licensure information found</i>		
- Experience and Other Qualifications:**

Type	Detail	Function
<i>No experience or other qualification information found</i>		Add new

Click on 'Add new' to add a new degree

Xitracs™ System - Windows Internet Explorer

https://unt.xitracs.net/survey/xicredentialset04-faculty.jsp?sessionId=552875693DE5962

File Edit View Favorites Tools Help

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Xitracs™ System Xitracs™ System

Page Safety Tools

A green light to greatness.
 Joe Sample [Logout](#) [User Details](#)

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[FACULTY](#)
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[DEPARTMENTS](#)
[SCHOOLS](#)
[CIP CODES](#)
[REPORTS](#)
CREDENTIALS ▾

Faculty

Return to [Search](#)

All Faculty Listing

Lilly, Melinda [Details](#)

Name: [Professor Melinda Gayle Lilly](#) [Printer friendly](#)
(melinda.lilly@unt.edu)

Department: Sample Department **School:** Sample College

[Base data](#)
[Qualifications](#)
[Courses](#)
[AACSB](#)
[Activities](#)
[Documents](#)

Degree Awards		Function
Type	Detail	Add new
Doctor of Philosophy	Business Management 2014 University of North Texas	Add New Qualification
Master of Business Admin	MBA 2000 University of North Texas	18 Hour Certification
Certifications & Licensures		
Certification	<i>No certification information found</i>	
Licensure	<i>No licensure information found</i>	
Experience and Other Qualifications		
Type	<i>No experience or other qualification information found</i>	

Select the degree

The screenshot shows the Xitracs™ System web interface. The browser address bar displays the URL: <https://unt.xitracs.net/survey/xicredentialset04-faculty.jsp?sessionId=552875693DE5962>. The page header includes the UNT logo and the text "A green light to greatness:". The user is logged in as "Joe Sample" with options for "Logout" and "User Details". The navigation menu includes "HOME", "FACULTY", "LIBRARY", "DEPARTMENTS", "SCHOOLS", "CIP CODES", and "REPORTS". The "FACULTY" section is active, and the "CREDENTIALS" dropdown is visible.

The main content area displays the profile for "Professor Melinda Gayle Lilly" (melinda.lilly@unt.edu). The profile includes the following information:

- Name:** Professor Melinda Gayle Lilly (melinda.lilly@unt.edu)
- Department:** Sample Department
- School:** Sample College

The profile is divided into several sections:

- Base data** (selected): Includes "Degree Awards" and "Certifications & Licensures".
- Qualifications:** Includes "Experience and Other Qualifications".
- Courses**
- AACSB**
- Activities**
- Documents**

The "Degree Awards" section contains the following table:

Type	Detail	Function
Doctor of Philosophy	Business Management 2014 University of North Texas	ts CIP
Master of Business Admin	MBA 2000 University of North Texas	ts CIP

The "Certifications & Licensures" section contains the following table:

Certification	Licensure
No certification information found	No licensure information found

The "Experience and Other Qualifications" section contains the following table:

Type
No experience or other qualification information found

The "Add New Qualification" modal window is open, showing the following fields:

- Master of Arts** (selected in dropdown)
- Name...** (input field)
- Institution...** (input field)
- Field...** (input field)
- Year:** (input field)
- Transcript on file:**
- Submit** and **Cancel** buttons

To add the degree in this example, Master of Arts:

- Name: enter the major
- Institution: name of the institution
- Field: disregard this field
- Year: enter the year acquired
- Transcript on file: disregard this check box
- Click on Submit button to save
- Send an email to Faculty.Credentialing@unt.edu that includes the name of individual who was updated

To Edit a Degree

The screenshot shows the Xitracs System web interface in a Windows Internet Explorer browser. The page displays the profile of Professor Melinda Gayle Lilly. The 'Degree Awards' section contains the following table:

Degree Awards		Function
Type	Detail	
Doctor of Philosophy	Business Management 2014 University of North Texas	Edit Delete Credits CIP
Master of Business Admin	MBA 2000 University of North Texas	Edit Delete Credits CIP
Master of Arts	English 1997 University of North Texas	Edit Delete Credits CIP

The 'Edit' link for the Master of Arts degree is highlighted in yellow. Below this table are sections for 'Certifications & Licensures' and 'Experience and Other Qualifications', both of which show 'No information found'.

To make corrections to the degree:

- Click on 'Edit'
- Make corrections to the fields in the pop-up window
- Click on the 'Submit' button to save

Note: If a degree needs to be added an official transcript needs to be uploaded to the shared drive and email the employee name to the above email address.

Adding Credits

The screenshot shows the Xitrac System web interface for a faculty member's profile. The user is logged in as Joe Sample. The profile is for Professor Melinda Gayle Lilly (melinda.lilly@unt.edu) in the Sample Department at Sample College. The 'Degree Awards' section contains the following data:

Degree Awards		Function
Type	Detail	
Doctor of Philosophy	Business Management 2014 University of North Texas	Edit Delete Credits CIP
Master of Business Admin	MBA 2000 University of North Texas	Edit Delete Credits CIP
Master of Arts	English 1997 University of North Texas	Edit Delete Credits CIP

The 'Credits' link in the second row of the 'Degree Awards' table is highlighted in yellow. Below this table are sections for 'Certifications & Licensures' and 'Experience and Other Qualifications', both of which currently show 'No information found'.

Credits will need to be added to a degree if the documentation of specific coursework is needed to verify the qualifications of the instructor of record

Click on the 'Credits' link in the 'Function' column.

Xitracs™ System - Windows Internet Explorer

https://unt.xitracs.net/survey/xicredentialset04-faculty.jsp?sessionId=552875693DE5962

File Edit View Favorites Tools Help

Favorites HRPD UNT-ticket syst Faculty Jobs LSPD VPAA HEAT Service Management UNT CITC HELPDESK

Xitracs™ System Xitracs™ System

Page Safety Tools

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HOME FACULTY LIBRARY DEPARTMENTS SCHOOLS CIP CODES REPORTS CREDENTIALS

Faculty

Return to Search

All Faculty Listing

Lilly, Melinda Details

Name: **Professor Melinda Gayle Lilly** (melinda.lilly@unt.edu) [Printer friendly](#)

Department: Sample Department School: Sample College

Base data Qualifications Courses AACSB Activities Documents

Degree Awards		Function
Type	Detail	Add new
Doctor of Philosophy	Business Management 2014 University of North Texas	Edit Delete Credits CIP
Master of Business Admin	MBA 2000 University of North Texas	CIP
Master of Arts	English 1997 University of North Texas	CIP
Certifications & Licensures		
Certification	<i>No certification information found</i>	
Licensure	<i>No licensure information found</i>	
Experience and Other Qualifications		
Type	<i>No experience or other qualification information found</i>	

Add Course Credits

Course credits for MBA

Course Name...

Year: Credits:

To add course credits for a degree (in this example, Business Management):

- a. Course Name: click on the field to enter the name of the course (course prefix/number)
- b. Enter a description of credits in the blank box, if known
- c. Year: enter the year acquired
- d. Credits: number of credits
- e. Click on Submit button to save

Xitracs™ System - Windows Internet Explorer

https://unt.xitracs.net/survey/xicredentialset04-faculty.jsp?sessionId=542C371EB1FD79F

File Edit View Favorites Tools Help

Favorites | HRPD | UNT-ticket syst | Faculty Jobs | LSPD | VPAA | HEAT Service Management | UNT CIRC HELPDESK

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Page Safety Tools

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Joe Sample Logout User Details

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HOME FACULTY LIBRARY DEPARTMENTS SCHOOLS CIP CODES CREDENTIALS

Faculty

Return to [Search](#)

All Faculty Listing

Lilly, Melinda [Details](#)

Name: **Professor Melinda Gayle Lilly** (melinda.lilly@unt.edu) [Printer friendly](#)

Department: Sample Department School: Sample College

Base data Qualifications Courses AACSB Activities Documents

Degree Awards		Function
Type	Detail	
Doctor of Philosophy	Business Management 2014 University of North Texas	Add new Edit Delete Credits CIP
	52.0201 Business Administration and Management, General.	Remove CIP
Master of Business Admin	MBA 2000 University of North Texas	Edit Delete Credits CIP
Total credits: 9	Accounting 101 2014 (3 credits) Principles of Accounting	Edit Delete
	Accounting 2010 2014 (3 credits) Accounting Principles I (Financial Accounting)	Edit Delete
	Accounting 3110 2014 (3 credits) Intermediate Accounting I	Edit Delete
Master of Arts	English 1997 University of North Texas	Edit Delete Credits CIP
Certifications & Licensures		Function
Certification	Detail	Add new
<i>No certification information found</i>		
Licensure	Detail	Add new
<i>No licensure information found</i>		
Experience and Other Qualifications		Function
Type	Detail	Add new
<i>No experience or other qualification information found</i>		

This results in the course credits being displayed with the appropriate degree as shown above.

Additional notes:

To make corrections to the course credits, click on 'Edit'
 Make corrections to the fields in the pop-up window and click on the 'Submit' button to save
 To delete course credits, click on 'Delete'. You will be asked to confirm the deletion.

Assigning CIP Codes to Degrees

The screenshot shows the Xitracs System web interface in a Windows Internet Explorer browser. The page displays the profile of Professor Melinda Gayle Lilly, including her name, email, department, and school. The 'Degree Awards' section is expanded, showing a table of degrees with associated CIP codes. The 'CIP' link for the Business Management degree is highlighted in yellow.

Name: Professor Melinda Gayle Lilly (melinda.lilly@unt.edu) [Printer friendly](#)

Department: Sample Department **School:** Sample College

[Base data](#) [Qualifications](#) [Courses](#) [AACSB](#) [Activities](#) [Documents](#)

Degree Awards		Function
Type	Detail	Add new
Doctor of Philosophy	Business Management 2014 University of North Texas	Edit Delete Credits CIP
Master of Business Admin	MBA 2000 University of North Texas	Edit Delete Credits CIP
Total credits: 9	Accounting 101 2014 (3 credits) Principles of Accounting	Edit Delete
	Accounting 2010 2014 (3 credits) Accounting Principles I (Financial Accounting)	Edit Delete
	Accounting 3010 2014 (3 credits) Intermediate Accounting I	Edit Delete
Master of Arts	English 1997 University of North Texas	Edit Delete Credits CIP
Certifications & Licensures		Function
Certification	Detail	Add new
<i>No certification information found</i>		
Licensure	Detail	Add new
<i>No licensure information found</i>		
Experience and Other Qualifications		Function
Type	Detail	Add new
<i>No experience or other qualification information found</i>		

Click on 'CIP'

Xitracs™ System - Windows Internet Explorer

https://unt.xitracs.net/survey/xicredentialset04-faculty.jsp?sessionId=554728D935A2AF

File Edit View Favorites Tools Help

Favorites HRPD UNT-ticket syst Faculty Jobs LSPD VPAA HEAT Service Management UNT CITC HELPDESK

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Joe Sample Logout User Details

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HOME FACULTY LIBRARY DEPARTMENTS SCHOOLS CIP CODES REPORTS CREDENTIALS

Faculty

Return to Search

All Faculty Listing

Lilly, Melinda Details

Name: Professor Melinda Gayle Lilly (melinda.lilly@unt.edu) [Printer friendly](#)

Department: Sample Department **School:** Sample College

Base data Qualifications Courses AACSB Activities Documents

Degree Awards		Function
Type	Detail	Add new
Doctor of Philosophy	Business Management 20	<input type="text" value="Find a code"/>
Master of Business Admin	MBA 2000 University of Nort	52
Total credits: 9	Accounting 101 2014 (3 c	52.0101: Business/Commerce, General.
	Accounting 2010 2014 (3 c	52.0201: Business Administration and Management, General.
	Accounting 3010 2014 (3 c	52.0202: Purchasing, Procurement/Acquisitions and Contracts Management.
Master of Arts	English 1997 University of No	52.0203: Logistics, Materials, and Supply Chain Management.
Certifications & Licensures		52.0204: Office Management and Supervision.
Certification		52.0205: Operations Management and Supervision.
No certification information found		52.0206: Non-Profit/Public/Organizational Management.
Licensure		52.0207: Customer Service Management.
No licensure information found		52.0208: E-Commerce/Electronic Commerce.
Experience and Other Qualifications		52.0209: Transportation/Mobility Management.
Type		
No experience or other qualification information found		

To add the appropriate CIP Code:

- Reference the provided list of CIP Codes to determine the appropriate code
- Click in the 'Find a code' box and begin typing. A list of codes will display
- Select the appropriate CIP Code, **USING THE GENERAL CATEGORY**
- Click on the 'OK' button

Note: A CIP Code is required for highest degree earned by the instructor

Adding Certifications & Licensures

Xitracs™ System - Windows Internet Explorer

https://unt.xitracs.net/survey/xicredentialset04-faculty.jsp?sessionId=554728D935A2AF, Google

File Edit View Favorites Tools Help

Favorites HRPD UNT-ticket syst Faculty Jobs LSPD VPAA HEAT Service Management UNT CITC HELPDESK

Xitracs™ System

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HOME FACULTY LIBRARY DEPARTMENTS SCHOOLS CIP CODES REPORTS CREDENTIALS

Faculty

Return to Search

All Faculty Listing

Lilly, Melinda Details

Name: **Professor Melinda Gayle Lilly** (melinda.lilly@unt.edu) [Printer friendly](#)

Department: Sample Department School: Sample College

Base data Qualifications Courses AACSB Activities Documents

Degree Awards		Function
Type	Detail	Add new
Doctor of Philosophy	Business Management 2014 University of North Texas	Edit Delete Credits CIP
	52.0201 Business Administration and Management, General.	Remove CIP
Master of Business Admin	MBA 2000 University of North Texas	Edit Delete Credits CIP
	52.0201 Business Administration and Management, General.	Remove CIP
Total credits: 9	Accounting 101 2014 (3 credits) Principles of Accounting	Edit Delete
	Accounting 2010 2014 (3 credits) Accounting Principles I (Financial Accounting)	Edit Delete
	Accounting 3010 2014 (3 credits) Intermediate Accounting I	Edit Delete
Master of Arts	English 1997 University of North Texas	Edit Delete Credits CIP
	23.0101 English Language and Literature, General.	Remove CIP
Certifications & Licensures		Function
Certification	Detail	Add new
<i>No certification information found</i>		
Licensure	Detail	Add new
<i>No licensure information found</i>		
Experience and Other Qualifications		Function
Type	Detail	Add new
<i>No experience or other qualification information found</i>		

Click on 'Add new' in the Certification line

The screenshot shows the Xitracs™ System web interface for a faculty member's profile. The user is logged in as Joe Sample. The profile is for Professor Melinda Gayle Lilly (melinda.lilly@unt.edu) in the Sample Department at Sample College. The profile includes sections for Degree Awards, Certifications & Licensures, and Experience and Other Qualifications. An 'Add Certificate' modal form is open, showing fields for Name, Institution, Field, and dates.

Degree Awards		Function
Type	Detail	Add new
Doctor of Philosophy	Business Management 2014 University of North Texas 52.0201 Business Administration and Management, General.	Edit Delete Credits CIP Remove CIP
Master of Business Admin	MBA 2000 University of North Texas 52.0201 Business Administration and Management, General.	Edit Delete Credits CIP Remove CIP
Total credits: 9	Accounting 101 2014 (3 credits) Principles of Accounting Accounting 2010 2014 (3 credits) Accounting Principles I (Financial Accounting) Accounting 3010 2014 (3 credits) Intermediate Accounting I	Edit Delete Edit Delete Edit Delete
Master of Arts	English 1997 University of North Texas 23.0101 English Language and Literature, General.	Edit Delete Credits CIP Remove CIP

Certifications & Licensures		Function
Certification	Detail	Add new
No certification information found		
No licensure information found		

Experience and Other Qualifications	
Type	Detail
No experience or other qualification information found	

Add Certificate

Name...

Institution...

Field...

17 Dec 2014 to 17 Dec 2014

Year: _____

Transcript on file:

[Submit](#) [Cancel](#)

To enter Certificate information:

- Name: type of certificate ex. SPHR
- Institution: credentialing agency
- Enter description information in the blank box
- Field: disregard this field
- Select the radio button to enter **either** the dates that the certificate is valid, entering the Issue Date and Expiration Date using the pull down menus
- Or** Select the radio button 'Year' and enter the year acquired
- Transcript on file: disregard this field
- Click on 'Submit' button to save

Xitracs™ System - Windows Internet Explorer

https://unt.xitracs.net/survey/xicredentialset04-faculty.jsp?sessionId=554728D935A2AFA

File Edit View Favorites Tools Help

Favorites HRPD UNT-ticket syst Faculty Jobs LSPD VPAA HEAT Service Management UNT UNT CITC HELPDESK Suggested Sites

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Joe Sample Logout User Details

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HOME FACULTY LIBRARY DEPARTMENTS SCHOOLS CIP CODES REPORTS CREDENTIALS

Faculty

Return to [Search](#)

All Faculty Listing

Lilly, Melinda [Details](#)

Name: Professor Melinda Gayle Lilly (melinda.lilly@unt.edu) [Printer friendly](#)

Department: Sample Department **School:** Sample College

Base data Qualifications Courses AACSB Activities Documents

Degree Awards		Function
Type	Detail	Add new
Doctor of Philosophy	Business Management 2014 University of North Texas	Edit Delete Credits CIP
	52.0201 Business Administration and Management, General.	Remove CIP
Master of Business Admin	MBA 2000 University of North Texas	Edit Delete Credits CIP
	52.0201 Business Administration and Management, General.	Remove CIP
Total credits: 9	Accounting 101 2014 (3 credits) Principles of Accounting	Edit Delete
	Accounting 2010 2014 (3 credits) Accounting Principles I (Financial Accounting)	Edit Delete
	Accounting 3010 2014 (3 credits) Intermediate Accounting I	Edit Delete
Master of Arts	English 1997 University of North Texas	Edit Delete Credits CIP
	23.0101 English Language and Literature, General.	Remove CIP
Certifications & Licensures		Function
Certification	Detail	Add new
SPHR	2013 University of North Texas	Edit Delete
Licensure	Detail	Add new
<i>No licensure information found</i>		
Experience and Other Qualifications		Function
Type	Detail	Add new
<i>No experience or other qualification information found</i>		

To make corrections to the certification:

- a. Click on 'Edit'
- b. Make corrections to the fields in the pop-up window
- c. Click on the 'Submit' button to save

Note: To delete certificate information, click on 'Delete'. You will be asked to confirm the deletion

Adding Licensure

Faculty

Name: [Professor Melinda Gayle Lilly](#) (melinda.lilly@unt.edu) [Printer friendly](#)

Department: Sample Department School: Sample College

Base data | **Qualifications** | Courses | AACSB | Activities | Documents

Degree Awards		Function
Type	Detail	
Doctor of Philosophy	Business Management 2014 University of North Texas	Add new Edit Delete Credits CIP
Master of Business Admin	MBA 2000 University of North Texas	Edit Delete Credits CIP
Total credits: 9	Accounting 101 2014 (3 credits) Principles of Accounting	Edit Delete
	Management 101 2014 (3 credits) Principles of Management	Edit Delete
	Marketing 101 2014 (3 credits) Principles of Marketing	Edit Delete
Certifications & Licensures		Function
Certification	Detail	
SPHR	2013 University of North Texas	Edit Delete
Licensure	Detail	
<i>No licensure information found</i>		Add new
Experience and Other Qualifications		Function
Type	Detail	
<i>No experience or other qualification information found</i>		Add new

Click on 'Add new' in the Licensure section

Xitracs™ System - Windows Internet Explorer

https://unt.xitracs.net/survey/xicredentialset04-faculty.jsp?sessionId=554728D935A2AFA

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Joe Sample Logout User Details

HOME FACULTY LIBRARY DEPARTMENTS SCHOOLS CIP CODES REPORTS CREDENTIALS

Faculty

Name: **Professor Melinda Gayle Lilly** (melinda.lilly@unt.edu) [Printer friendly](#)

Department: Sample Department School: Sample College

Base data Qualifications Courses AACSB Activities Documents

Degree Awards		Function
Type	Detail	Add new
Doctor of Philosophy	Business Management 2014 University of North Texas	Edit Delete Credits CIP
	52.0201 Business Administration and Management, General.	Remove CIP
Master of Business Admin	MBA 2000 University of North Texas	Edit Delete Credits CIP
	52.0201 Business Administration and Management, General.	Remove CIP
Total credits: 9	Accounting 101 2014 (3 credits) Principles of Accounting	Edit Delete
	Accounting 2010 2014 (3 credits) Accounting Principles I (Financial Accounting)	Edit Delete
	Accounting 3010 2014 (3 credits) Intermediate Accounting I	Edit Delete
Master of Arts	English 1997 University of North Texas	Edit Delete Credits CIP
	23.0101 English Language and Literature, General.	Remove CIP
Certifications & Licensures		Function
Certification	Detail	Add new
SPHR	2013 University of North Texas	Edit Delete
Licensure	Detail	Add new
<i>No licensure information found</i>		
Experience and Other Qualifications		
Type	<i>No experience or other qualification information found</i>	

Add License

Name...

Institution...

Field...

17 Dec 2014 to 17 Dec 2015

Check box above to include start date.

Transcript on file:

To enter License information:

- a. Name: type of license ex. CPA
- b. Institution: credentialing agency

- c. Enter description information in the blank box
- d. Field: disregard this field
- e. Select the radio button to enter **either** the dates that the certificate is valid, entering the Issue Date and Expiration Date using the pull down menus Issue Date and Expiry Date use the pull down for selection
- f. **Or** Select the radio button 'Year' and enter the year acquired
- g. Check box above to include start date
- h. Transcript on file: disregard this field
- i. Click on Submit button save

Adding Experience and Other Qualifications

Name: Professor Melinda Gayle Lilly (melinda.lilly@unt.edu) [Printer friendly](#)

Department: Sample Department **School:** Sample College

[Base data](#) [Qualifications](#) [Courses](#) [AACSB](#) [Activities](#) [Documents](#)

Degree Awards		Function
Type	Detail	
Doctor of Philosophy	Business Management 2014 University of North Texas	Add new Edit Delete Credits CIP
	52.0201 Business Administration and Management, General.	Remove CIP
Master of Business Admin	MBA 2000 University of North Texas	Edit Delete Credits CIP
	52.0201 Business Administration and Management, General.	Remove CIP
Total credits: 9	Accounting 101 2014 (3 credits) Principles of Accounting	Edit Delete
	Accounting 2010 2014 (3 credits) Accounting Principles I (Financial Accounting)	Edit Delete
	Accounting 3010 2014 (3 credits) Intermediate Accounting I	Edit Delete
Master of Arts	English 1997 University of North Texas	Edit Delete Credits CIP
	23.0101 English Language and Literature, General.	Remove CIP
Certifications & Licensures		Function
Certification	Detail	
SPHR	2013 University of North Texas	Edit Delete
Licensure	Detail	
<i>No licensure information found</i>		
Experience and Other Qualifications		Function
Type	Detail	
<i>No experience or other qualification information found</i>		

Click on 'Add new' in the Experience and Other Qualifications section

Xitracs™ System - Windows Internet Explorer

https://unt.xitracs.net/survey/xicredentialset04-faculty.jsp?sessionId=554728D935A2AFA

Joe Sample Logout User Details

HOME FACULTY LIBRARY DEPARTMENTS SCHOOLS CIP CODES REPORTS CREDENTIALS

Faculty

Name: **Professor Melinda Gayle Lilly** (melinda.lilly@unt.edu) [Printer friendly](#)

Department: Sample Department School: Sample College

Base data Qualifications Courses AACSB Activities Documents

Degree Awards		Function
Type	Detail	Add new
Doctor of Philosophy	Business Management 2014 University of North Texas 52.0201 Business Administration and Management, General.	Edit Delete Credits CIP Remove CIP
Master of Business Admin	MBA 2000 University of North Texas 52.0201 Business Administration and Management, General.	Edit Delete Credits CIP Remove CIP
Total credits: 9	Accounting 101 2014 (3 credits) Principles of Accounting Accounting 2010 2014 (3 credits) Accounting Principles I (Financial Accounting) Accounting 3010 2014 (3 credits) Intermediate Accounting I	Edit Delete Edit Delete Edit Delete
Master of Arts	English 1997 University of North Texas 23.0101 English Language and Literature, General.	Edit Delete Credits CIP Remove CIP

Certifications & Licensures		Function
Certification		Add new
SPHR	2013 University of North	Add new
Licensure	<i>No licensure information found</i>	

Experience and Other Qualifications		Function
Type		Add new
	<i>No experience or other qualification information found</i>	

Add Experience & Other Qualifications

Award Name...

Award

Experience

Member

Qualification

Research

Scholarly Activity

17 Dec 2014 to 17 Dec 2014

To enter Experience and Other Qualifications information:

- Award: select the appropriate type
- Name: title/name of experience or qualification
- Institution: credentialing agency
- Enter description information in the blank box
- Select the radio button to enter **either** the dates of the experience, entering the Issue Date and Expiration Date using the pull down menus
- Or** Select the radio button 'Year' and enter the from and to year
- Transcript on file: disregard this field
- Click on Submit button save

Courses tab

The Evaluation & Syllabus columns should be disregarded. These columns are not being used at this time.

All instructors must be credentialed for each course taught. One of the following three scenarios must be followed to document that an instructor of record possesses the qualifications required to teach a course. Please see the credentialing manual for detail regarding credentialing requirements.

1. Credentialed by terminal degree
2. Credentialed by additional course credits
3. Credentialed by comment/justification

Steps for each scenario follow. In order to view the course details, click the course-section link in the 'Courses and Qualifications' column:

Xitracs™ System - Windows Internet Explorer

https://unt.xitracs.net/survey/xicredentialset04-faculty.jsp?sessionId=511472

File Edit View Favorites Tools Help

Home Faculty Library Departments Schools CIP Codes CREDENTIALS

Faculty

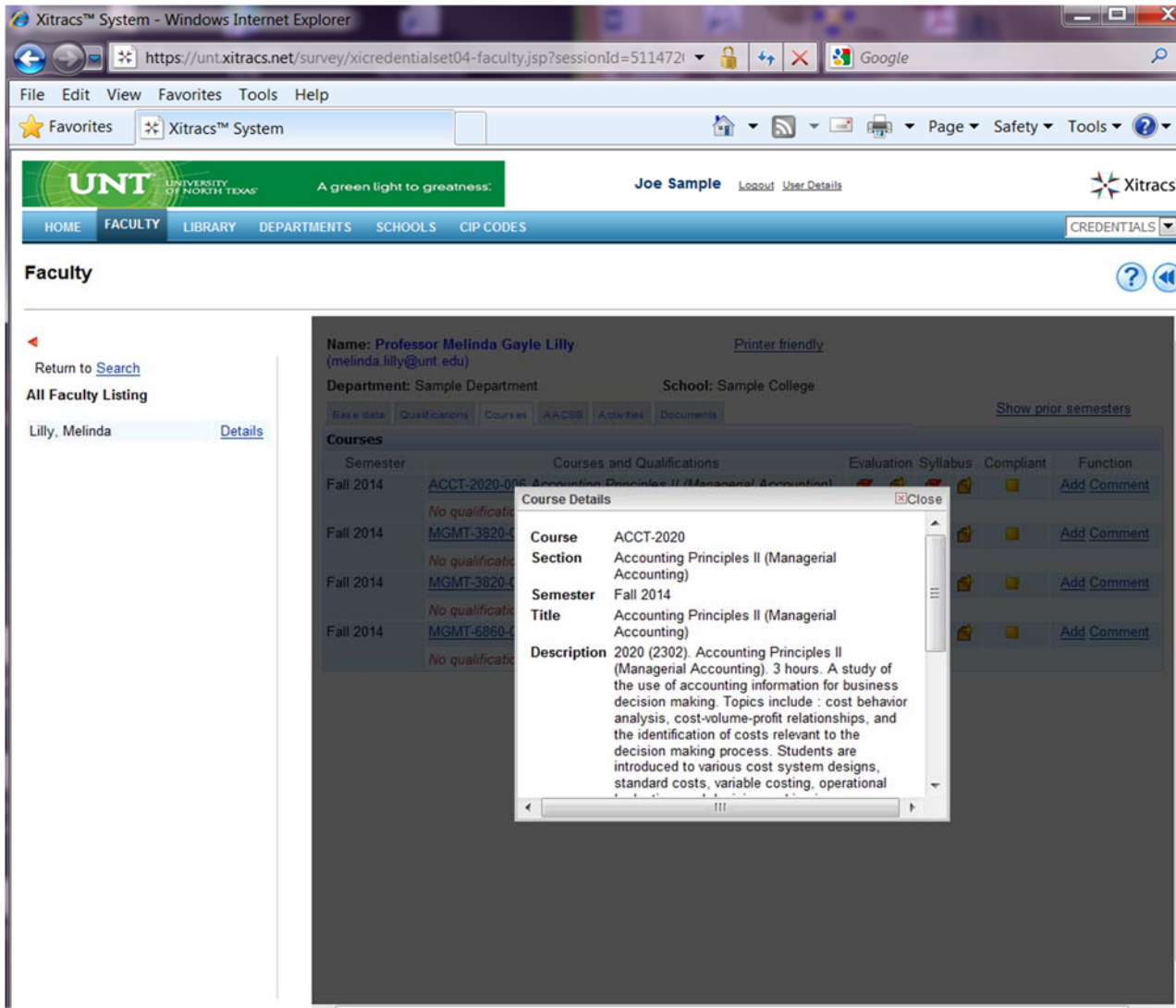
Name: Professor Melinda Gayle Lilly (melinda.lilly@unt.edu) Printer friendly

Department: Sample Department School: Sample College

Base data Qualifications Courses AACSB Activities Documents Show prior semesters

Semester	Courses and Qualifications	Evaluation	Syllabus	Compliant	Function
Fall 2014	ACCT-2020-006 Accounting Principles II (Managerial Accounting) No qualifications specified	🚫 📄 🚫 📄	📄 📄	🟡	Add Comment
Fall 2014	MGMT-3820-001 Management Concepts No qualifications specified	🚫 📄 🚫 📄	📄 📄	🟡	Add Comment
Fall 2014	MGMT-3820-002 Management Concepts No qualifications specified	🚫 📄 🚫 📄	📄 📄	🟡	Add Comment
Fall 2014	MGMT-6860-001 Seminar in Human Resource Management No qualifications specified	🚫 📄 🚫 📄	📄 📄	🟡	Add Comment

The Course Details will display in a pop up window:



Note: if course information is incorrect or missing please send an email to Faculty.Credentialing@unt.edu describing the necessary changes.

Scenario #1

To credential by terminal degree

The screenshot shows a web browser window displaying the Xitracs System interface. The browser address bar shows the URL: <https://unt.xitracs.net/survey/xicredentialset04-faculty.jsp?sessionId=536D72E194824B5>. The page header includes the UNT logo and the text "A green light to greatness." The user is logged in as "Joe Sample" with options for "Logout" and "User Details". The navigation menu includes "HOME", "FACULTY", "LIBRARY", "DEPARTMENTS", "SCHOOLS", "CIP CODES", and "CREDENTIALS".

The main content area is titled "Faculty" and displays details for Professor Melinda Gayle Lilly. The name is "Name: Professor Melinda Gayle Lilly" with the email "(melinda.lilly@unt.edu)". The department is "Department: Sample Department" and the school is "School: Sample College". There are tabs for "Base data", "Qualifications", "Courses", "AACSB", "Activities", and "Documents". A "Printer friendly" link is also present.

The "Courses" section shows a table with the following data:

Semester	Courses and Qualifications	Evaluation	Syllabus	Compliant	Function	
Fall 2014	ACCT-2020-006 Accounting Principles II (Managerial Accounting) <i>No qualifications specified</i>					Add Comment
Fall 2014	MGMT-3820-001 Management Concepts <i>No qualifications specified</i>					Add Comment
Fall 2014	MGMT-3820-002 Management Concepts <i>No qualifications specified</i>					Add Comment
Fall 2014	MGMT-6860-001 Seminar in Human Resource Management <i>No qualifications specified</i>					Add Comment

Click on the 'Add' link in the 'Function' column

Name: Professor Melinda Gayle Lilly
(melinda.lilly@unt.edu)

Department: Sample Department **School:** Sample College

Courses

Semester	Courses and Qualifications
Fall 2014	ACCT-2020-006 Accounting Principles II (Managerial Accounting) <i>No qualifications specified</i>
Fall 2014	MGMT-3820-001 Management Concepts <i>No qualifications specified</i>
Fall 2014	MGMT-3820-002 Management Concepts <i>No qualifications specified</i>
Fall 2014	MGMT-6860-001 Seminar in Human Resource Management <i>No qualifications specified</i>

Applicable Qualification for this Course

This is an additional qualification

In the 'Applicable Qualification for this Course' box enter the following:

- Qualification: select qualification from the drop down list
- The drop down list will contain all qualifications entered in the Qualifications tab
- The 'This is an additional Qualification' check box should not in use and can be disregarded
- Click on 'Submit' button to save

Xitracs™ System - Windows Internet Explorer

https://unt.xitracs.net/survey/xicredentialset04-faculty.jsp?sessionId=5398C7FDCA7C8

File Edit View Favorites Tools Help

Favorites HRPD UNT-ticket syst Faculty Jobs LSPD VPAA HEAT Service Management UNT CITC HELPDESK

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Joe Sample Logout User Details

Xitracs™

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Faculty

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All Faculty Listing

Lilly, Melinda [Details](#)

Name: **Professor Melinda Gayle Lilly** (melinda.lilly@unt.edu) [Printer friendly](#)

Department: Sample Department School: Sample College

Base data Qualifications Courses AACSB Activities Documents [Show prior semesters](#)

Semester	Courses and Qualifications	Evaluation	Syllabus	Compliant	Function		
Fall 2014	ACCT-2020-006 Accounting Principles II (Managerial Accounting) <i>No qualifications specified</i>						Add Comment
Fall 2014	MGMT-3820-001 Management Concepts Qualifications Doctor of Philosophy Business Management						Add Comment Edit Remove
Fall 2014	MGMT-3820-002 Management Concepts <i>No qualifications specified</i>						Add Comment
Fall 2014	MGMT-6860-001 Seminar in Human Resource Management <i>No qualifications specified</i>						Add Comment

This results in the terminal degree linking to the appropriate course as seen above.

Scenario #2

To credential by additional course credits

All course credits must be entered in the 'Qualifications' tab with the corresponding degree (instructions provided above).

The screenshot shows the Xitracs™ System web interface. The browser address bar displays the URL: <https://unt.xitracs.net/survey/xicredentialset04-faculty.jsp?sessionId=538FBE5B6C62470>. The page header includes the UNT logo and the text "A green light to greatness." The user is logged in as "Joe Sample" with options for "Logout" and "User Details". The navigation menu includes "HOME", "FACULTY", "LIBRARY", "DEPARTMENTS", "SCHOOLS", "CIP CODES", and "CREDENTIALS".

The main content area is titled "Faculty" and displays the profile for "Professor Melinda Gayle Lilly" (melinda.lilly@unt.edu). The profile information includes "Department: Sample Department" and "School: Sample College". There are tabs for "Base data", "Qualifications", "Courses", "AACSB", "Activities", and "Documents". A "Printer friendly" link is also present.

The "Courses" table lists the following data:

Semester	Courses and Qualifications	Evaluation	Syllabus	Compliant	Function		
Fall 2014	ACCT-2020-006 Accounting Principles II (Managerial Accounting) <i>No qualifications specified</i>						Add Comment
Fall 2014	MGMT-3820-001 Management Concepts Qualifications Doctor of Philosophy Business Management						Add Comment Edit Remove
Fall 2014	MGMT-3820-002 Management Concepts <i>No qualifications specified</i>						Add Comment
Fall 2014	MGMT-6860-001 Seminar in Human Resource Management <i>No qualifications specified</i>						Add Comment

Click on the 'Add' link in the 'Function' column

Name: Professor Melinda Gayle Lilly (melinda.lilly@unt.edu) [Printer friendly](#)

Department: Sample Department **School:** Sample College

Base data | **Qualifications** | Courses | AACSB | Activities | Documents

Semester	Courses and Qualifications	Actions
Fall 2014	ACCT-2020-006 Accounting Principles II (Managerial Accounting) <i>No qualifications specified</i>	
Fall 2014	MGMT-3820-001 Management Concepts	
Qualifications		
	Doctor of Philosophy Business Management	Edit Remove
Fall 2014	MGMT-3820-002 Management Concepts <i>No qualifications specified</i>	Add Comment
Fall 2014	MGMT-6860-001 Seminar in Human Resource Management <i>No qualifications specified</i>	Add Comment

In the 'Applicable Qualification for this Course' box enter the following:

- Qualification: select qualification from the drop down list
- The drop down list will contain all qualifications entered in the Qualifications tab
- Additional course credits that were previously assigned to a degree should be linked to the course by selecting the appropriate degree. Notice the word 'Qualifications' will appear in blue when the degree is linked to the course
- The 'This is an additional Qualification' check box should not in use and can be disregarded
- Click on 'Submit' button to save

Xitracs™ System - Windows Internet Explorer

https://unt.xitracs.net/survey/xicredentialset04-faculty.jsp?sessionId=5398C7FDCAC7C8

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Joe Sample Logout User Details

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Faculty

Return to Search

All Faculty Listing

Lilly, Melinda Details

Name: **Professor Melinda Gayle Lilly** (melinda.lilly@unt.edu) [Printer friendly](#)

Department: Sample Department School: Sample College

Base data Qualifications Courses AACSB Activities Documents [Show prior semesters](#)

Courses

Semester	Courses and Qualifications	Evaluation	Syllabus	Compliant	Function
Fall 2014	ACCT-2020-006 Accounting Principles II (Managerial Accounting)				Add Comment
	Qualifications Master of Business Admin MBA				Edit Remove
Fall 2014	MGMT-3820-001 Management Concepts				Add Comment
	Qualifications Doctor of Philosophy Business Management				Edit Remove
Fall 2014	MGMT-3820-002 Management Concepts				Add Comment
	<i>No qualifications specified</i>				
Fall 2014	MGMT-6860-001 Seminar in Human Resource Management				Add Comment
	<i>No qualifications specified</i>				

This results in the coursework from the appropriate degree linking to the appropriate course as seen above.

Note: Though individual course credits are not visible on this screen, course credits linked to the degree on the qualifications tab will display on the SACS report.

Scenario #3

To Credentialed by Comment/Justification

Adding Comments/Justification to Course

The screenshot shows the Xitracs™ System web interface. The browser address bar displays the URL: <https://unt.xitracs.net/survey/xicredentialset04-faculty.jsp?sessionId=538FBE5B6C62470>. The page header includes the UNT logo and the text "A green light to greatness." The user is logged in as "Joe Sample" with links for "Logout" and "User Details". The navigation menu includes "HOME", "FACULTY", "LIBRARY", "DEPARTMENTS", "SCHOOLS", "CIP CODES", and "CREDENTIALS".

The main content area is titled "Faculty" and displays the profile for Professor Melinda Gayle Lilly (melinda.lilly@unt.edu). The profile includes the department "Sample Department" and school "Sample College". There are tabs for "Base data", "Qualifications", "Courses", "AACSB", "Activities", and "Documents". A "Show prior semesters" link is also present.

The "Courses" table is as follows:

Semester	Courses and Qualifications	Evaluation	Syllabus	Compliant	Function	
Fall 2014	ACCT-2020-006 Accounting Principles II (Managerial Accounting)					Add Comment
Qualifications						
Master of Business Admin MBA						
Edit Remove						
Fall 2014	MGMT-3820-001 Management Concepts					Add Comment
Qualifications						
Doctor of Philosophy Business Management						
Edit Remove						
Fall 2014	MGMT-3820-002 Management Concepts					Add Comment
<i>No qualifications specified</i>						
Fall 2014	MGMT-6860-001 Seminar in Human Resource Management					Add Comment
<i>No qualifications specified</i>						

Click on 'Comment'

Xitracs™ System - Windows Internet Explorer

https://unt.xitracs.net/survey/xicredentialset04-faculty.jsp?sessionId=5398C7FDCAC7C8

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Joe Sample Logout User Details

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Faculty

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All Faculty Listing

Lilly, Melinda [Details](#)

Name: **Professor Melinda Gayle Lilly** (melinda.lilly@unt.edu) [Printer friendly](#)

Department: Sample Department School: Sample College

Base data Qualifications Courses AACSB Activities Documents [Show prior semesters](#)

Semester	Courses and Qualifications	Evaluation	Syllabus	Compliant	Function		
Fall 2014	ACCT-2020-006 Accounting Principles II (Managerial Accounting)						Add Comment
	Qualifications Master of Business Admin MBA						Edit Remove
Fall 2014	MGMT-3820-001 Management Concepts						Add Comment
	Qualifications Doctor of Philosophy Business Management						Edit Remove
Fall 2014	MGMT-3820-002 Management Concepts						Add Comment
	<i>No qualifications specified</i>						
Fall 2014	MGMT-6860-001 Seminar in Human Resource Management						Add Comment
	<i>No qualifications specified</i>						

Comment

The information added to this box should provide appropriate documentation justifying the qualifications of the instructor of record.

- a. Enter the Comment/Justification (copy/paste) into the box. See credentialing manual for information relating to credentialing by comment/justification.
- b. Click on 'Submit' button to save

AACSB, Activities & Documents tabs

Are not used at this time, please disregard

Note: Access to the Reports tab is provided if you wish to view additional information by department or college (see below):

The screenshot shows the Xitracs System web interface. The browser is Windows Internet Explorer, displaying the URL <https://unt.xitracs.net/survey/xicredentialset04-home.jsp?sessionId=5670CF2C4E307A362FDB98A3DEE3C6F4613AC018786>. The page features the UNT University of North Texas logo and the slogan "A green light to greatness." The user is logged in as "Joe Sample" with options for "Logout" and "User Details". The navigation menu includes: HOME, FACULTY, LIBRARY, DEPARTMENTS, SCHOOLS, CIP CODES, **REPORTS**, and CREDENTIALS. The main content area is divided into several sections:

- Announcements:** No announcements currently available.
- Calendar:** Thursday, 18 December 2014. A calendar grid shows the current date (18) highlighted in red.
- My Notes:** A yellow sticky note titled "Notes" with a pencil icon and a checkmark icon.
- Xitracs News:** Includes links for "Xitracs 4.2...more" and "4/14 Ticket system update...more".
- My Recent Activity:** Lists "Melinda Lilly" as a recent activity.

The status bar at the bottom indicates "Done" and "Internet | Protected Mode: Off".

For questions or comments regarding the use of the Xitracs system, please contact:

Tami Patterson, tami.patterson@unt.edu (940) 565-3953

Ernest Lerma, ernest.lerma@unt.edu (940) 565-3026

Melinda Lilly, melinda.lilly@unt.edu (940) 565-3951