Instructions for Accessing Xitracs

1. Go to https://ohsu.xitracs.net/

2. Click on Click here
3. Enter your user id and Password (Need assistance locating your User ID? Contact Sarah Kennedy at kennedsa@ohsu.edu or 503 494-4030)

4. In the dropdown menu on the right hand side of the screen click on **PLANNING**

Your name should appear here
5. On the “Plans” page, click on **Edit**

6. Click on your program/school
7. Click on the **pencil and paper icon** under “Fields”, next to the program you would like to edit.

8. Click on the line that you would like to edit.
9. **Click on Edit**

10. **DO NOT USE CONTROL “V” AND PASTE YOUR DOCUMENT HERE.** Click on the icon with the clipboard and the blue “W” on it.
11. After you click on the icon with the clipboard and blue “W” on it, this box will open up. Now you can use control “V” (paste) to paste the text from your Assessment Plan Report Template into the box. After you paste your text, click on **Insert**.

12. Click on **OK**
13. Repeat the steps above for all of the lines that you would like to edit.

If you have questions or need assistance, please contact Sarah Kennedy at kennedsa@ohsu.edu ext. 4-4030 or Keleigh Glisson at glisson@ohsu.edu ext. 4-2308.