Instructions for Accessing Xitracs

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

2. Click on Click here

3. Click on here to register
4. Enter your OHSU email address and hit “Submit”

5. This screen should show up. After waiting a few minutes, check your OHSU email.

6. The email address in your inbox should look like the picture below. Click on the link provided in the email.
7. Enter a password and click “Submit”

8. Once your password is entered, you will see the screen below. Click on Logon

9. Enter your OHSU email address and the password you setup and click on “Logon”
10. Once you logon you will see this page. Click on programs

11. Click on the program box you would like to edit
12. Click on the field you would like to edit and click on **Edit**

13. **DO NOT USE CONTROL “V” AND PASTE YOUR DOCUMENT HERE.** Click on the icon with the clipboard and the blue “W” on it
14. 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.

15. Click on OK

16. 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 kenedsao@ohsu.edu ext. 4-4030 or Keleigh Glisson at glisson@ohsu.edu ext. 4-2308.