

## Instructions for Accessing Xitracs

1. Go to <https://ohsu.xitracs.net/portal.htm>
2. Click on [Click here](#)



Welcome to the **Xitracs™ Portal**

Usage of this system is governed by the terms and conditions of the software license and applicable hosting service agreements. [View](#)  
By proceeding, you agree to be bound by these terms and conditions.

[Click here](#) to proceed to the logon page



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3. Click on [here](#) to register



The screenshot shows the Xitracs™ Portal login page. At the top left is the Oregon Health & Science University logo, and at the top right is the text "Xitracs™ Portal". Below the header, it says "Welcome to the institution's Xitracs™ Portal" and "If you have a logon and password, enter them below". There are two input fields: "Email:" and "Password:". Below the fields are two buttons: "Logon" (with a green checkmark icon) and "Cancel" (with a red X icon). At the bottom, there are two links: "Click [here](#) if you need to register." and "Click [here](#) if you have forgotten your password". A red arrow points up to the "here" link in the second sentence. At the bottom right, it says "Powered by Xitracs™" with the Xitracs logo.

4. Enter your OHSU email address and hit "Submit"

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Xitracs Portal

Enter your email address and click submit.  
You will be sent an email message with instructions on how to register.

If you do not receive an email message within 15 minutes you will need to contact your system administrator to verify your access to the portal.

Email:

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

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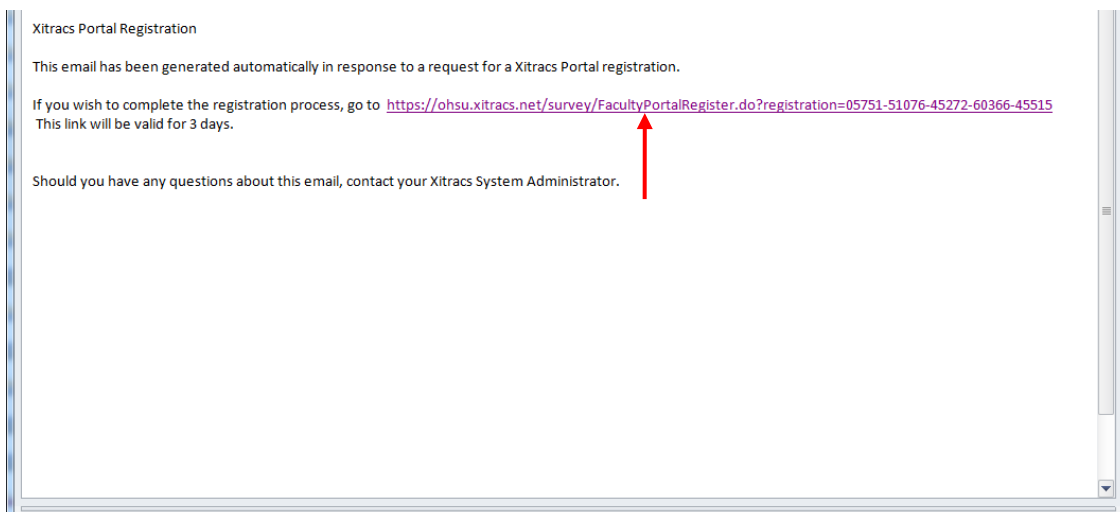
Xitracs Portal

Thank you for submitting your registration.  
Once your request has been validated, you will receive an email with instructions on how to complete the registration process.

If you do not receive an email message within 15 minutes you will need to contact your system administrator to verify your access to the portal.

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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"

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To complete your registration, please enter a new password below and click the Submit button.

Password:

Confirm password:

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8. Once your password is entered, you will see the screen below. Click on [Logon](#)

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Your password has been stored. You may now logon with your email address and the password you just created.

Go to the [Logon](#) page

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9. Enter your OHSU email address and the password you setup and click on "Logon"

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Welcome to the institution's Xitrac™ Portal  
If you have a logon and password, enter them below

Email:

Password:

Click [here](#) if you need to register.

Click [here](#) if you have forgotten your password

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10. Once you logon you will see this page. Click on [programs](#)

Welcome **Keleigh Glisson** to your Xitracs Portal™.

You are reviewing 2 [programs](#)

Welcome to your Xitracs Portal!

At the top of this message you will notice five tabs: Home, CREDENTIALS, COURSES, PLANS, PROGRAMS.

If you were directed to validate your faculty profile information, please click on the **CREDENTIALS** tab. For course validation, please click on the **COURSES** tab. Even if all of your credentials and courses look in order and there is nothing to correct, please send a Feedback message in Base Data via the **CREDENTIALS** tab. In the Field section select Faculty Rank and in the message section indicate the profile is valid and enter the date. We need this for tracking purposes. Please refer to the emailed instructions for details on how to use the Feedback function.

If you are here to enter or update your program's Assessment Plan, please click on the **PROGRAMS** tab and proceed to edit your Assessment Plan.

For questions regarding **CREDENTIALS** or **COURSES**, contact Mindy Proski at [proskim@ohsu.edu](mailto:proskim@ohsu.edu).

For questions regarding Assessment and the **PROGRAMS** tab, please contact Tanya Ostrogorsky, [ostrogor@ohsu.edu](mailto:ostrogor@ohsu.edu), or Sarah Kennedy, [kennedsa@ohsu.edu](mailto:kennedsa@ohsu.edu).

Thank you!

11. Click on the program box you would like to edit

Clinical Laboratory Science			Click on a progress bar to view or edit
Sep 1, 2012 - Aug 31, 2013 (Prior)	Sep 1, 2013 - Aug 31, 2014 (Current)	Sep 1, 2014 - Aug 31, 2015 (Next)	

Training			Click on a progress bar to view or edit
Sep 1, 2012 - Aug 31, 2013 (Prior)	Sep 1, 2013 - Aug 31, 2014 (Current)	Sep 1, 2014 - Aug 31, 2015 (Next)	

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

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HOME PLANS SUMMARY SURVEYS LIBRARY CALENDAR DISCUSSIONS REPORTS CONTROL PANEL

### Plan Input

Plan Name: Assessment & State of the Program Cycle: Cycle 2 (2012-2015)  
Description: Program Details; Program Purpose Statement; SLOs; SLO Outcome Assessments; Standards, Criteria & Rubrics; SLO Assessment Findings; and State of the Program Summary  
Program Name: Endodontics Graduate Certificate

Return to [Plan](#)

Plan Fields and Responses	
1 Program Details	Complete
2 Program Purpose Statement	Complete
3 Student Learning Outcomes (SLO) Statements	Complete
4 Student Learning Outcomes Assessments	Complete
5 Standards, Criteria and Rubrics	Complete
6 Student Learning Outcomes & Assessment Findings	Incomplete
Response	<a href="#">Add a file</a> <a href="#">Edit</a> <a href="#">Comment</a>
No response	
7 State of the Program Report: Answer the following 5 questions	Incomplete
7.1 State of the Program Report Question 1	Incomplete
What three criteria are regarded by program faculty as relevant for determining the overall effectiveness of the program?	
Response	<a href="#">Edit</a> <a href="#">Comment</a>
No response	
7.2 State of the Program Report Question 2	Incomplete
7.3 State of the Program Report Question 3	Incomplete
7.4 State of the Program Report Question 4	Incomplete
7.5 State of the Program Report Question 5	Incomplete

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

Favorites Suggested Sites Web Slice Gallery PB My PBworks Emails

Google Xbracs™ System

OREGON HEALTH & SCIENCE UNIVERSITY keleigh glisson Logout User Details

HOME PLANS SUMMARY SURVEYS LIBRARY CALENDAR DISCUSSIONS REPORTS CONTROL PANEL

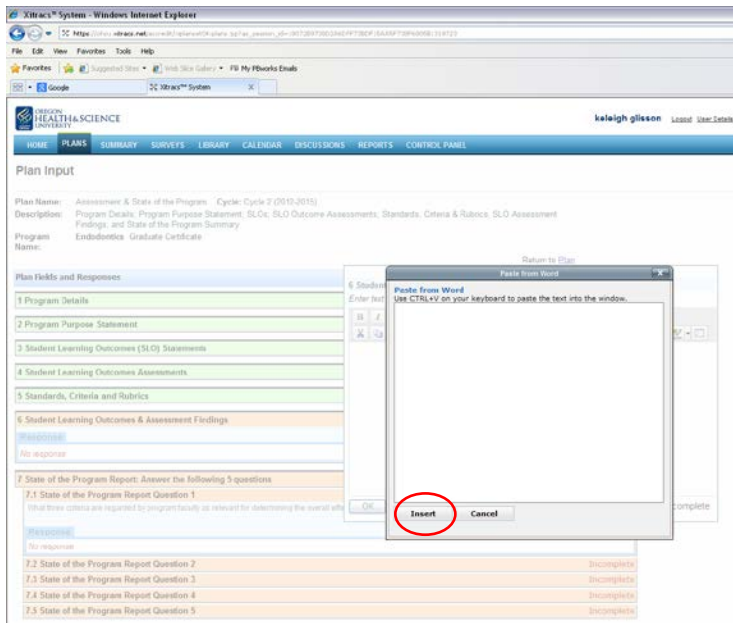
### Plan Input

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Program Name: Endodontics Graduate Certificate

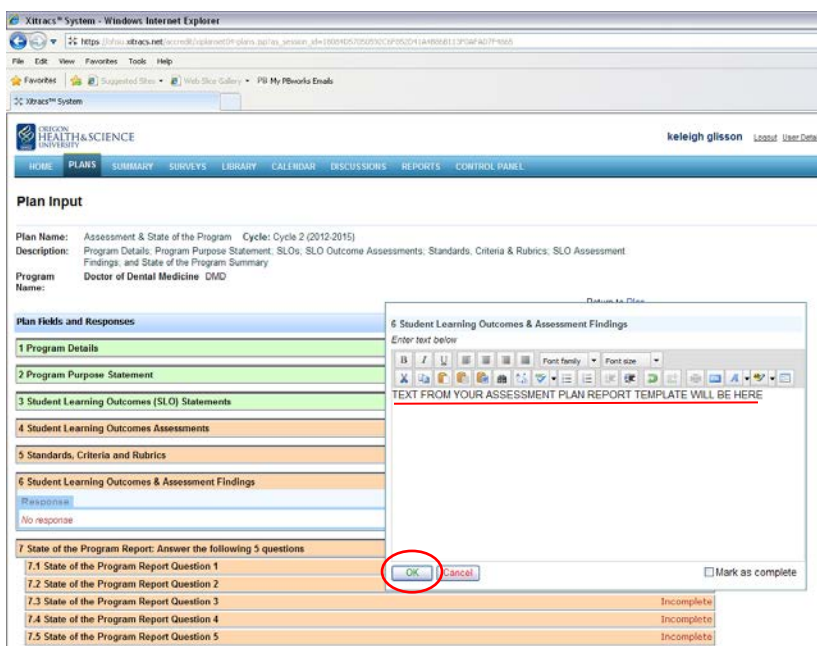
Return to [Plan](#)

Plan Fields and Responses	
1 Program Details	
2 Program Purpose Statement	
3 Student Learning Outcomes (SLO) Statements	
4 Student Learning Outcomes Assessments	
5 Standards, Criteria and Rubrics	
6 Student Learning Outcomes & Assessment Findings	
Response	
No response	
7 State of the Program Report: Answer the following 5 questions	
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No response	
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7.5 State of the Program Report Question 5	Incomplete

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 [kennedsa@ohsu.edu](mailto:kennedsa@ohsu.edu) ext. 4-4030 or Keleigh Glisson at [glisson@ohsu.edu](mailto:glisson@ohsu.edu) ext. 4-2308.