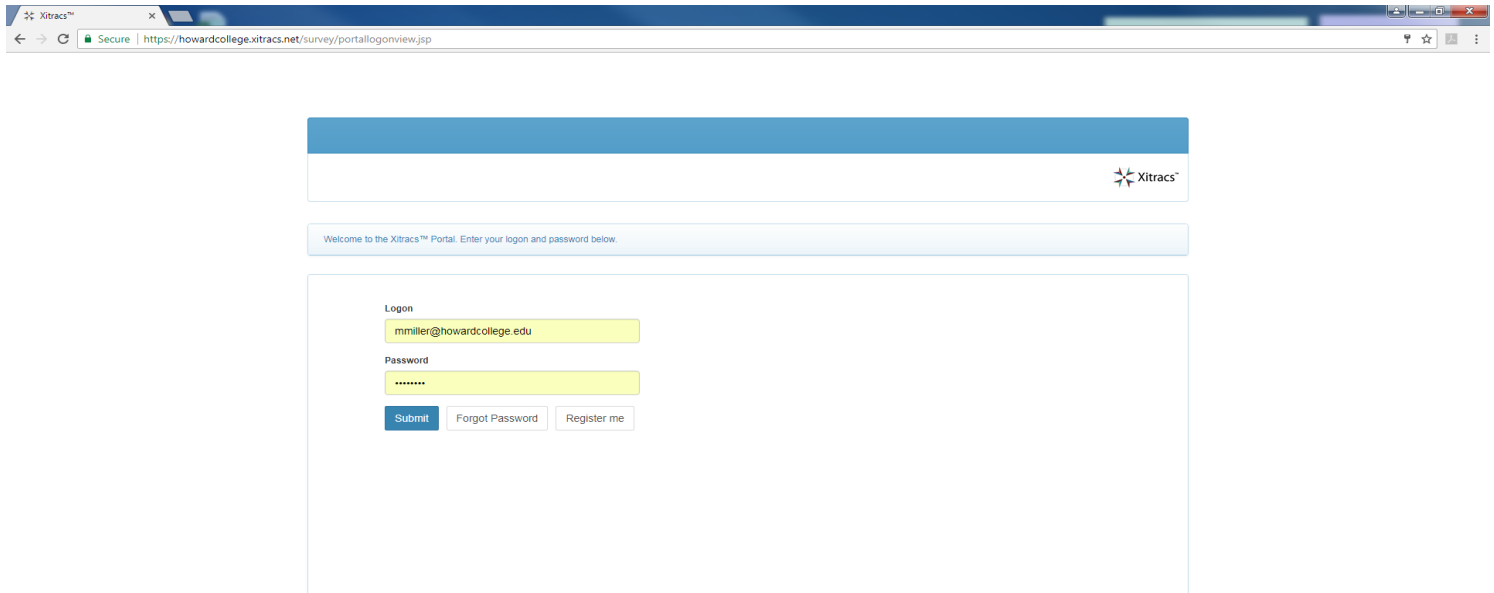


Xitracs

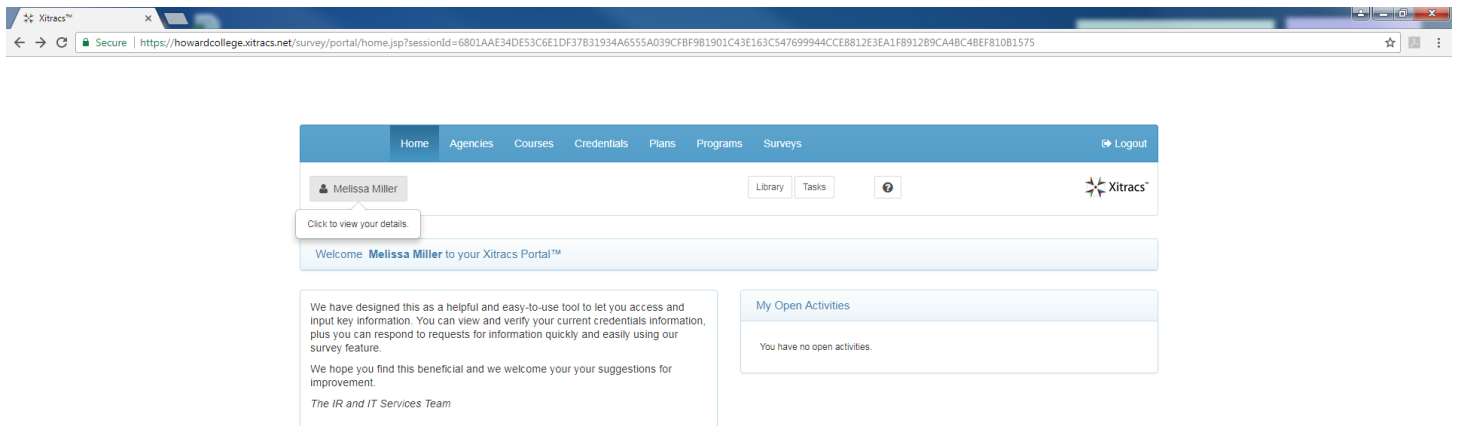
Log on for user portal:

<https://howardcollege.xitracs.net/survey/portallogoutview.jsp>



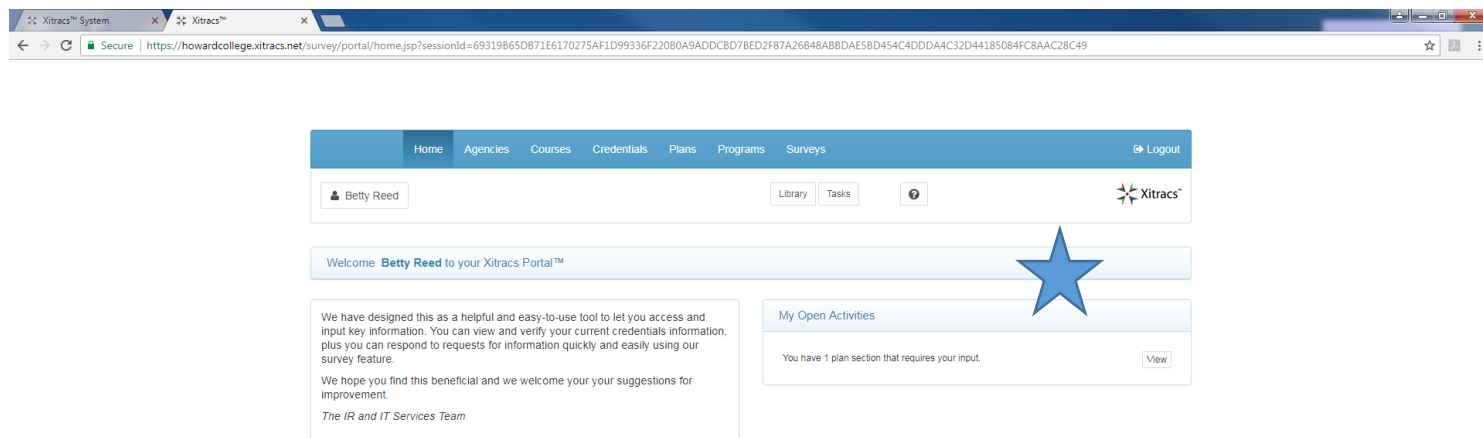
A screenshot of a web browser displaying the Xitracs login portal. The browser's address bar shows the URL <https://howardcollege.xitracs.net/survey/portallogoutview.jsp>. The page has a blue header with the Xitracs logo. Below the header, a light blue box contains the text: "Welcome to the Xitracs™ Portal. Enter your login and password below." The main content area is a white box with a "Ligon" label. It contains two input fields: "Ligon" with the text "mmiller@howardcollege.edu" and "Password" with masked characters "*****". Below these fields are three buttons: "Submit" (blue), "Forgot Password" (white), and "Register me" (white).

Change your password:

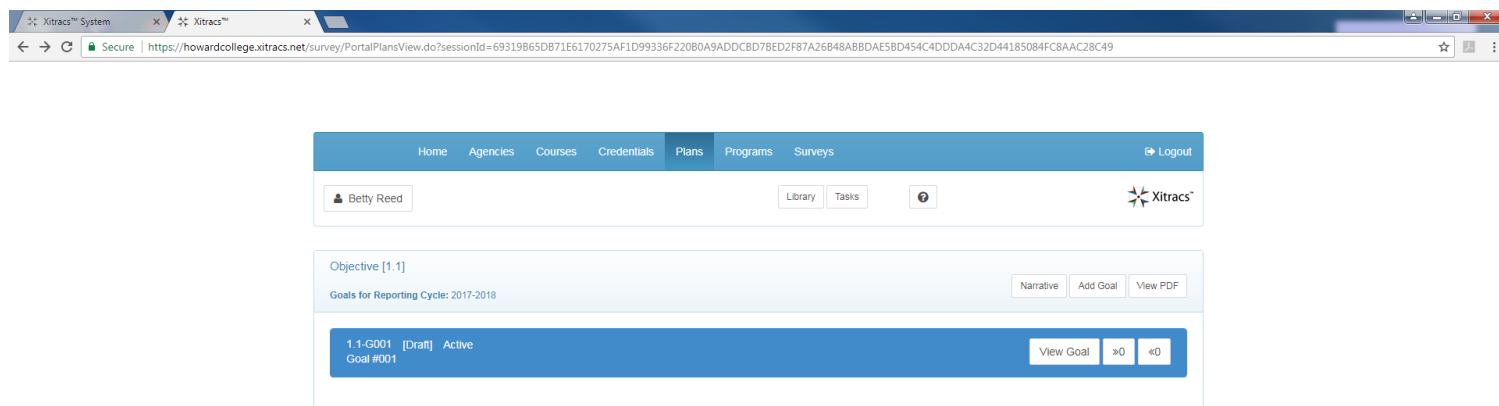


A screenshot of the Xitracs user portal after a successful login. The browser's address bar shows a long session ID URL. The page features a blue navigation bar with links: "Home", "Agencies", "Courses", "Credentials", "Plans", "Programs", "Surveys", and a "Logout" button. Below the navigation bar, the user's name "Melissa Miller" is displayed with a profile icon and a "Click to view your details." tooltip. To the right are "Library" and "Tasks" buttons. A "Welcome Melissa Miller to your Xitracs Portal™" message is shown. The main content area is divided into two sections. The left section contains a message from "The IR and IT Services Team" about the portal's purpose and a request for feedback. The right section, titled "My Open Activities", states "You have no open activities."

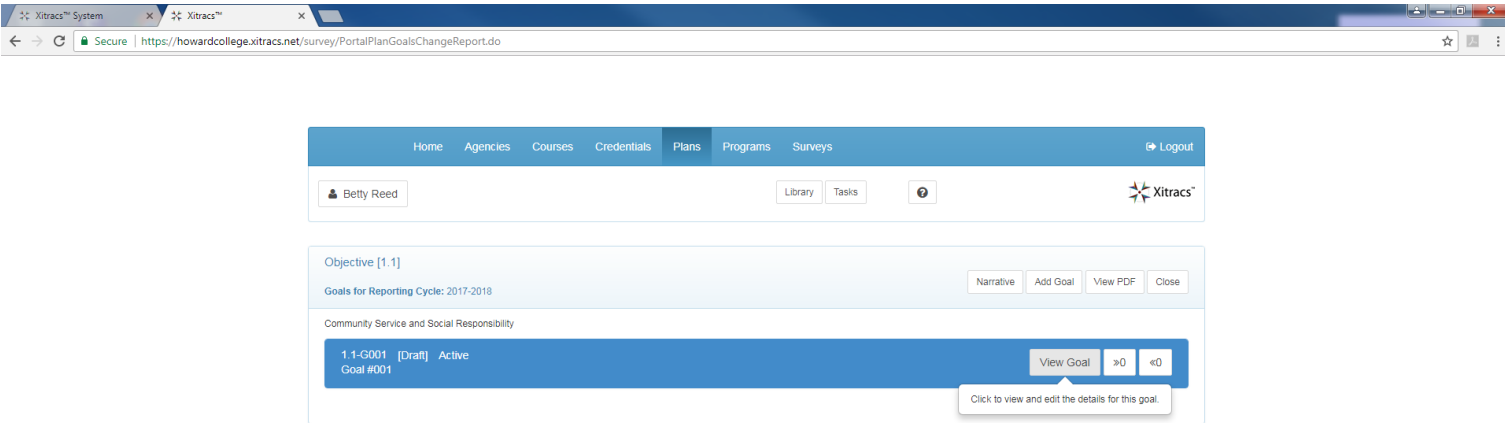
Planning Group – when your plan has been opened up, you will see a list of activities that you need to complete. Click on view.



The following screen will come up and you will first click on Narrative. Do not enter the objective, but a short description to identify the objective.

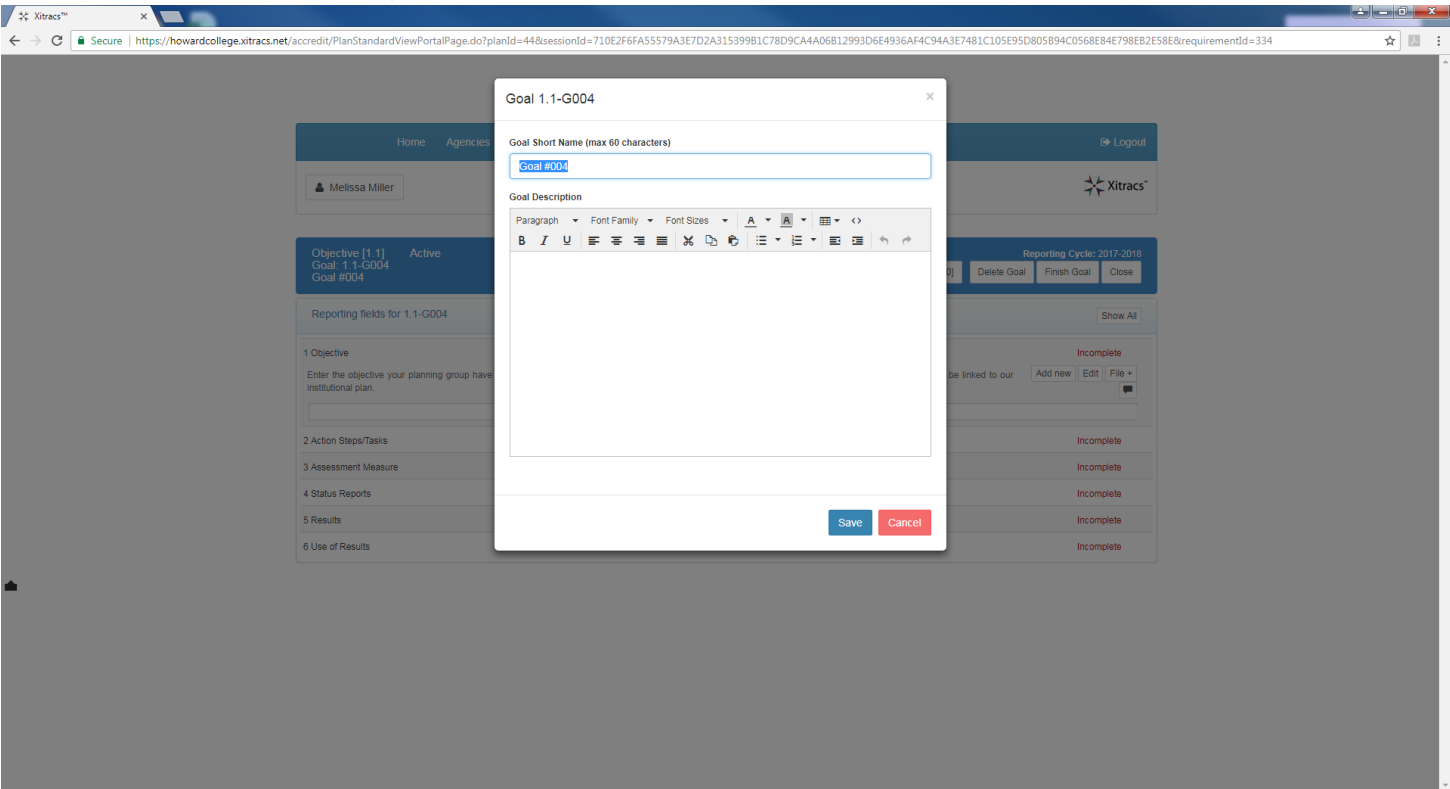


Now, click on the “view goal”



https://howardcollege.xitrac.net/accredit/PlanStandardViewPortalPage.do?sessionId=693196650871E6170275AF1D99336F22080A9ADDC8D78ED2F87A26848A88DAE58D454C4DDDA4C32D44185084FCBAAC28C498&planId=19&requirementId=284&requestType=

To enter a short name for the objective, click on “Edit Goal”



Now, you are ready to input your objectives! For each action step, you may click on “add new” to enter a new task. The same will be true for Assessment Measure and Status Results. Make sure to mark it complete.

The screenshot shows the Xitrac System interface. The top navigation bar includes Home, Agencies, Courses, Credentials, Plans, Programs, and Surveys. The user is logged in as Betty Reed. The main content area displays the 'Plans' tab for Objective [1.1] Goal: 1.1-G001. The reporting cycle is 2017-2018. The workflow steps are: 1 Objective, 2 Action Steps/Tasks, 3 Assessment Measure, 4 Status Reports, 5 Results, and 6 Use of Results. All steps are marked as 'Incomplete'.

Once all plans have been input, you may go back and link your objective to other plans, such as the Strategic Plan or 60x30TX or Success Points.

The screenshot shows the Xitrac System interface. The top navigation bar includes Home, Agencies, Courses, Credentials, Plans, Programs, and Surveys. The user is logged in as Melissa Miller. The main content area displays the 'Plans' tab for Objective [1.1] Goal: 1.1-G001. The reporting cycle is 2017-2018. The workflow steps are: 1 Objective, 2 Action Steps/Tasks, 3 Assessment Measure, 4 Status Reports, 5 Results, and 6 Use of Results. All steps are marked as 'Incomplete'. A tooltip is visible over the 'Link Goal [0]' button, stating: 'Click to link this goal to another goal or to manage existing links. There are currently no existing links.'

To add another objective:

The screenshot shows the Xitracss portal interface. The top navigation bar includes links for Home, Agencies, Courses, Credentials, Plans, Programs, and Surveys, along with a Logout button. The user is logged in as Melissa Miller. The main content area displays 'Objective [1.1]' for the 'Goals for Reporting Cycle: 2017-2018'. A tooltip over the 'Add Goal' button indicates 'Click to add a new goal.' Below the objective, two active goals are listed: '1.1-G001 Goal #001' and '1.1-G002 Goal #002', each with a 'View Goal' button and navigation arrows.

<https://howardcollege.xitracss.net/accredit/PlanFormAddGoalRow.do?sessionId=710E2F6FA55579A3E7D2A315399B1C...>

If you would like to upload documents for any area, you just click on the File+ box – things that you might want to upload are: copies of surveys, planning group minutes, survey results, etc.

The screenshot shows the Xitracss portal interface. The top navigation bar includes links for Home, Agencies, Courses, Credentials, Plans, Programs, and Surveys, along with a Logout button. The user is logged in as Melissa Miller. The main content area displays 'Objective [1.1]' for the 'Goals for Reporting Cycle: 2017-2018'. A tooltip over the 'Add Goal' button indicates 'Click to add a file to this field.' Below the objective, two active goals are listed: '1.1-G001 Goal #001' and '1.1-G002 Goal #002', each with a 'View Goal' button and navigation arrows.

<https://howardcollege.xitracss.net/accredit/PlanQuestionFileShowUpload.do?sessionId=75989EA238815880CE04E557D437B01D9F676EA93055688EF89920B4540B6459136822C98EE3B2ACCF2F5C746068CF97CCF&requestType=8&planId=44&attemptId=18&headerId=0&requirementId=331&questionId=2098&instanceId=0&questionLabel=4>