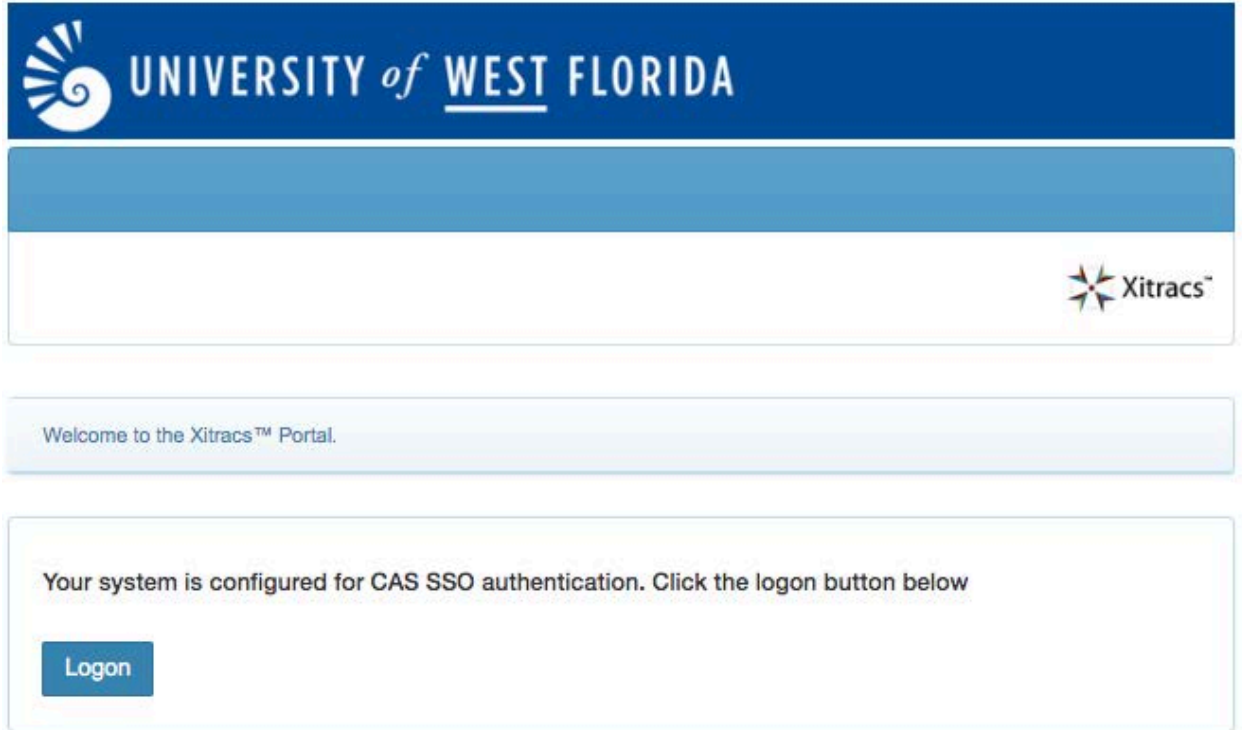


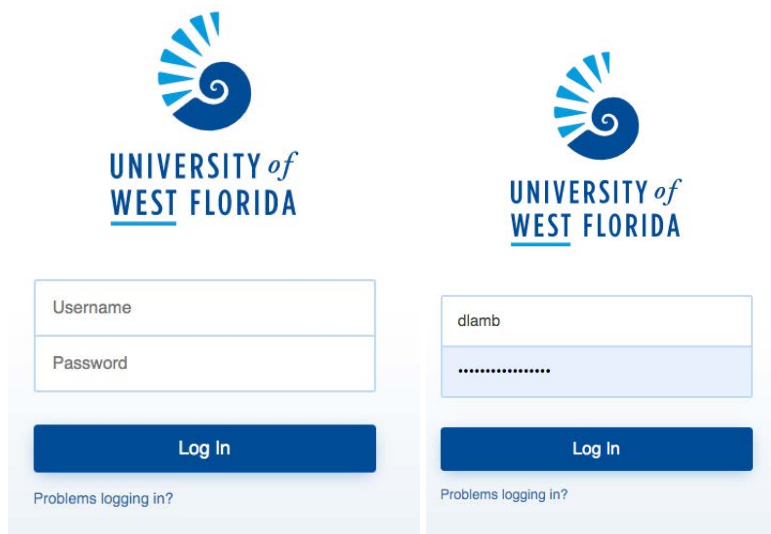
Xitracs Portal: Verifying and Updating Your Credentials, and Uploading your CV

1. Navigate to the Xitracs Portal Link on the IE Website.
2. Logon to the Xitracs Portal by clicking the Logon button.



The screenshot shows the Xitracs Portal interface. At the top is a dark blue header with the University of West Florida logo and name. Below this is a light blue banner with the Xitracs logo. A white box contains the text "Welcome to the Xitracs™ Portal." Below that, another white box contains the text "Your system is configured for CAS SSO authentication. Click the logon button below" and a blue "Logon" button.

3. Enter your UWF SSO Credentials, and click Log In.



The screenshot shows two login forms side-by-side, both featuring the University of West Florida logo. The left form has input fields for "Username" and "Password", a blue "Log In" button, and a link "Problems logging in?". The right form has a "diamb" field, a password field with masked characters, a blue "Log In" button, and a link "Problems logging in?".

4. Click on the Credentials on the Menu Bar.

UNIVERSITY of WEST FLORIDA

Home Agencies Courses **Credentials** Plans Programs Surveys Logout

Mr. Graham Lamb Library Tasks ? Xitracs™

Welcome Mr. Graham Lamb to your Xitracs Portal™

Welcome to Xitracs!

My Open Activities

You have no open activities.

- Use the Dropdown arrow to expand each section and review the information.

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Mr. Graham Lamb Library Tasks ? Xitracs™

Base Data Click to open or close the Base Data section.

		Feedback
Department	History	
School	Col of Arts, Soc Sci and Human	
Faculty Rank	Instructor	
Employment Status	Active	
Tenure Status	Tenured	
Graduate Faculty	Yes	
Highest Degree Earned	Masters	
CV On file	No	
Transcript Online	Yes View	
Evaluation Online	No	

Position Details

Degrees and Awards

Certifications & Licensures

Experience & Other Qualifications

- If anything needs to be changed or updated, click the Feedback button in the top right corner of each section.

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Home Agencies Courses **Credentials** Plans Programs Surveys Logout

Mr. Graham Lamb Library Tasks ? XitracSM

Base Data

Department	History	Feedback
School	Col of Arts, Soc Sci and Human	
Faculty Rank	Instructor	
Employment Status	Active	
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Graduate Faculty	Yes	
Highest Degree Earned	Masters	
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Transcript Online	Yes	View
Evaluation Online	No	

Position Details

Degrees and Awards

Certifications & Licensures

Experience & Other Qualifications

7. First you will select the appropriate field. When uploading your CV, select "CV On file"

Base Data Feedback

Select Field

- Faculty Rank
- Employment Status
- Tenure Status
- Graduate Faculty
- Highest Degree Earned
- CV On file
- Transcript online

File (optional)

Choose File No file chosen

Save Cancel

8. Enter in all of the necessary information into the Comment section. Attach any supporting documentation using the Choose File button.

Base Data Feedback

Select Field

Comment

Enter in all of the necessary information into the Comment section. Attach any supporting documentation using the Choose File button

File (optional)

No file chosen

9. When Attaching a file to your feedback, Click the Choose File button at the bottom left of the popup window above the Save button.

Base Data Feedback

Select Field

Comment

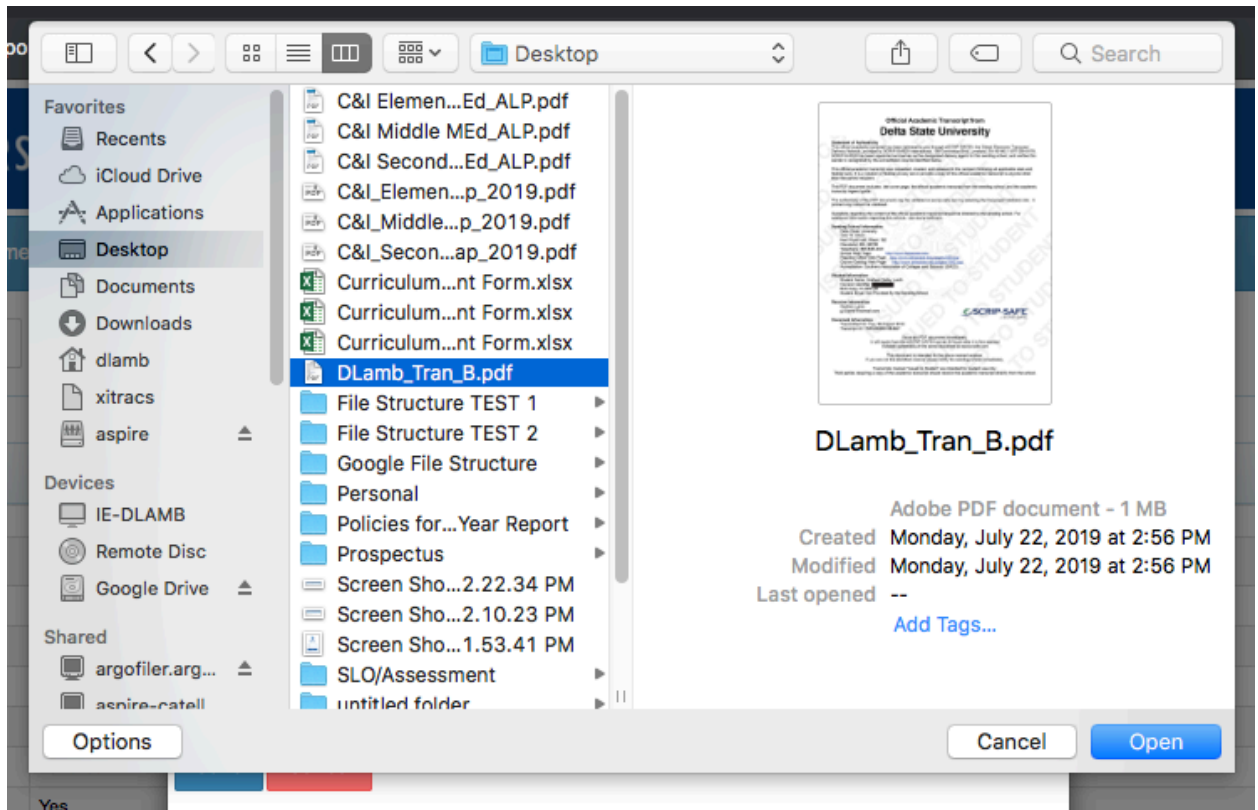
Enter in all of the necessary information into the Comment section. Attach any supporting documentation using the Choose File button

File (optional)

Choose File No file chosen

Save Cancel

10. Navigate to the folder where you have saved your properly formatted PDF and select the appropriate file. Then Click the Open button to Attach it to your Feedback.



11. Once you ensure all of the necessary information is in the Comment box and the correctly named PDF is listed next to Choose File, then you can click the Save button. Your Feedback will be sent to the Office of Institutional Effectiveness for review.

Base Data Feedback

Select Field

Comment

Enter in all of the necessary information into the Comment section. Attach any supporting documentation using the Choose File button

File (optional)

Choose File DLamb_Trان_B.pdf

12.