

## Instructions on Using Xitracs Portal Planning Module

Xitracs is a web-based Accreditation Management System used by the Texas Tech University Health Sciences Center El Paso. This online portal provides a workspace where users can develop, edit, and review responses to Institution Effectiveness (IE) Plans.

To access the Xitracs portal click on the following URL:

<https://el Paso-ttuhsC.xitracs.net/survey>

This will redirect the user to the TTUHSC El Paso logon page:



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™

You are entering a Secure Service - please log in!

Enter your Username and Password

**Username:**

**Password:**

[Forgot your password?](#)  
[Forgot username?](#)

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

Use of TTUHSC Information resources is subject to University O.P.'s and other applicable laws. As a state higher education institution, TTUHSC is required by the State of Texas to notify you of the following: "A) Unauthorized use is prohibited, B) Usage may be subject to security testing and monitoring, C) Misuse is subject to criminal prosecution, and D) No expectation of privacy except as otherwise provided by applicable privacy laws" (Texas Administrative Code, 202.75).

Enter you eRaider and password (same username/password used to logon to Windows).

## Planning Module

To view your Department's Unit please click on the Plans option in the Tab menu or the View button under "My Open Activities".

TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER  
EL PASO

Home **Plans** Programs Logout

Welcome [redacted] to your Xitracs Portal™

We have designed this as a helpful and easy-to-use tool to let you access and input key information. You can view and verify your current credentials information, plus you can respond to requests for information quickly and easily using our survey feature.

We hope you find this beneficial and we welcome your your suggestions for improvement.

*The IR and IT Services Team*

**My Open Activities**

You have 3 plan sections that require your input.

You have 7 program reports that require your input.

On the following page click on the Administrative Support Units bar.

Administrative Support Units - Texas Tech University Health Sciences Center El Paso - Administrative Support Units

Click on Open on the desired Unit to start adding information.

Administrative Support Units - Texas Tech University Health Sciences Center El Paso - Administrative Support Units

Academic Affairs - Office of the Provost [AA- Provost Office]

Academic Affairs - TTUHSC EP Libraries of the Health Sciences [AA- Library]

This will open the selected Plan where you'll be able to add Goals or explore the ones that you previously created:

Academic Affairs - TTUHSC EP Libraries of the Health Sciences [AA- Library]  
 Current Reporting Cycle: Plan cycle 2020/2021 Your role in this plan is **Editor**

Narrative Add Goal View Finished View PDF Close

**Mission Statement:**

The TTUHSC EP Libraries exist to provide medical library resources and library services to TTUHSC EP students, faculty, residents, staff, patients, and the Texas community.

AA- Library-G001 Active  
 Libraries provide remote electronic reference services. View Goal >2 <0  
 Number of reference questions answered electronically.  
 With the movement of all TTUHSC EP's schools to an almost fully online virtual environment, the libraries have also made the move to providing the majority of the libraries' services online, including its reference service.

AA- Library-G002 Active  
 Effectively transitioning to on-line instruction. View Goal >2 <0  
 Starting in the Spring, the libraries had to transition from in-person library instruction to virtual distance library instruction. The purpose of this goal is to evaluate how well this transition went, and how effective the instruction has been in this new format.

Next, you can perform the following actions:

- **Narrative** – This option allows you to add an introduction to your Unit’s plan or the Unit’s mission statement. Click Save or Cancel to go back.

Narrative Report for Academic Affairs - TTUHSC EP Libraries of the Health Sciences [AA- Library]

Paragraph Verdana 11pt

B I U [Text Alignment] [List] [Undo] [Redo]

div

Save Cancel

- **Add Goal** – Allows you to add a new goal to your Unit’s Plan. By clicking on this option the user will immediately be taken to the page shown below to begin entering the information.

Academic Affairs - TTUHSC EP Libraries of the Health Sciences [AA- Library]    Active    Reporting Cycle: Plan cycle 2020/2021  
 Goal: AA- Library-G003  
 Goal #003  
 Your role in this plan is Editor

View PDF    Edit    Link [0]    Delete    Finish    Close

You are editing the current cycle. [Plan cycle 2020/2021]    Go to prior cycle

Reporting fields for AA- Library-G003    Show All

1 Expected Outcome	Incomplete
1.1 Measure	Incomplete
1.1.1 Target	Incomplete
1.1.2 Was the target met?	Incomplete
1.1.3 Results/Findings	Incomplete
1.2 Overall Analysis of Expected Outcome	Incomplete
1.3 Other Supporting Evidence	Incomplete

- **View PDF** – This option allows you to generate a PDF file with the information that has been entered into your Unit’s plan.

**PDF Report Options** ✕

*Select any additional information to include in this plan report.*

Title Page     Comments     Field Numbers

Files as attachments (Requires Adobe XI or higher)

Linked Goals

Submit
Cancel

- **Edit Goal** – Allows you to edit the Goal Short Name and enter a Goal Description.

**Goal AA - OIRE-G001** ✕

Goal Short Name (max 60 characters)

Goal Description

Paragraph    Font Family    Font Sizes    A    A    [Grid]    <>

**B**    *I*    U    [Align Left]    [Align Center]    [Align Right]    [Justify]    [List Bulleted]    [List Numbered]    [Link]    [Unlink]    [Undo]    [Redo]

Save
Cancel

- **Link Goal** – Allows you to link the Goal to existing Goals in the Institutional Strategic Plan.

**Manage Links** Click  next to a link to remove. ✕

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**Current linked goals** [Add New Link](#)  
*This goal is not linked to any other goal.*

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[Cancel](#)

- After clicking **Add New Link** the desired strategic plan can be selected from the dropdown and you can checkmark the appropriate goals and click **Save**.

**Plan Links** ✕

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**1** Select the plan you want to link to

GGHSON Strategic Plan 2017-2021 ▼

Administrative Support Units

GGHSON Strategic Plan 2017-2021

PLFSOM Strategic Plan 2017-2021

TTUHSCPE Inst. SP 2020-2025

	Develop new educational opportunities
<input type="checkbox"/>	GGHSON Strategic Plan-G003 Goal #003 Increase enrollment
<input type="checkbox"/>	GGHSON Strategic Plan-G004 Goal #004 Foster strategic relationships

*To remove an existing link, close this pop-up, click on the Link button for this field and then click 'X' next to the link.*

Save
Cancel

- **Delete Goal** – Allows you to delete a goal.
- **Finish Goal** – Allows you to mark a goal as completed.
- **Close** – Allows you to return to the list of goals for the Plan.

To enter text on each of the fields click the desired field and click **Edit**:

Reporting fields for AA- Library-G001		Show All
1 Expected Outcome	Complete	
Click "Edit" and enter the expected outcome for this goal.		
Add new <b>Edit</b>		
The reference services provided online to library users will be maintained in the new virtual learning environment.		
1.1 Measure	Complete	
1.1.1 Target	Complete	
1.1.2 Was the target met?	Incomplete	
1.1.3 Results/Findings	Complete	

Enter the desired text and click **Save** or **Cancel** as needed.

NOTE: The **Mark as complete** option is used to mark a field complete that have all the required information, it can be checked or unchecked.

1 Expected Outcomes

Paragraph Times New Roman 12pt

**B** *I* U [Text Color] [Background Color] [Bulleted List] [Numbered List] [Indent] [Outdent] [Undo] [Redo]

Mark as complete

Save Cancel

If you require any assistance with Xitrac Portal, please contact the Office of Institutional Research and Effectiveness or send an email to [oire\\_elp@ttuhsc.edu](mailto:oire_elp@ttuhsc.edu).