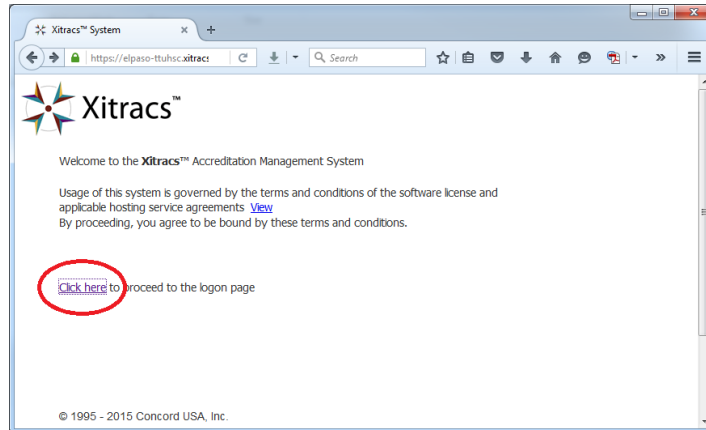


## Instructions on editing or previewing a Narrative in Xitracs

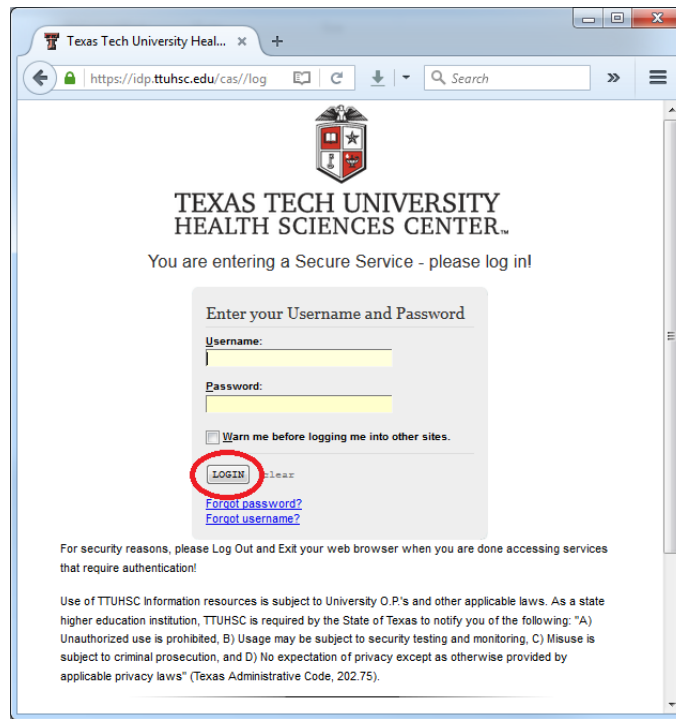
**Step 1:** To access Xitracs, the TTUHSC El Paso Accreditation Management System, proceed to the following URL:

<https://elpaso-ttuhsc.xitracs.net>

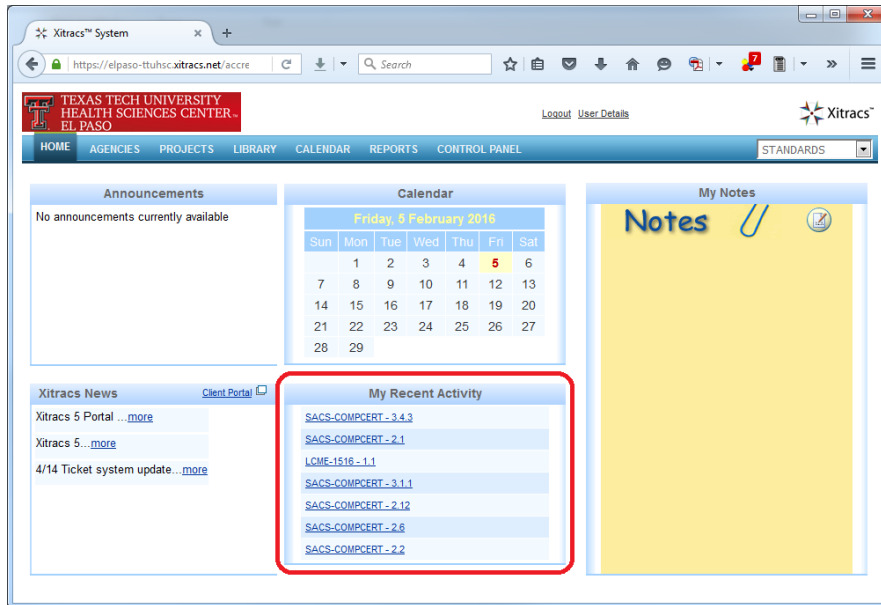
**Step 2:** The following page will be displayed, please click on the “Click Here” button to proceed to the logon page:



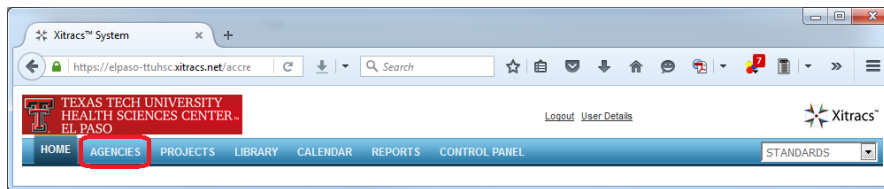
**Step 3:** Enter your TTUHSC El Paso credentials to log in to the system and click the “LOGIN” button to proceed:



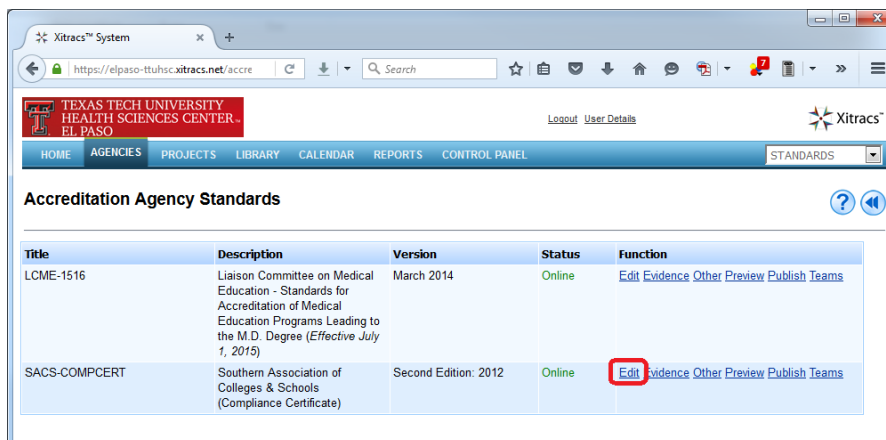
**Step 4:** On the Xitracs home screen you have the option to return to the latest section you worked on by selecting it from the “My Recent Activity” section. If this is the first time you access Xitracs please proceed to the following step.



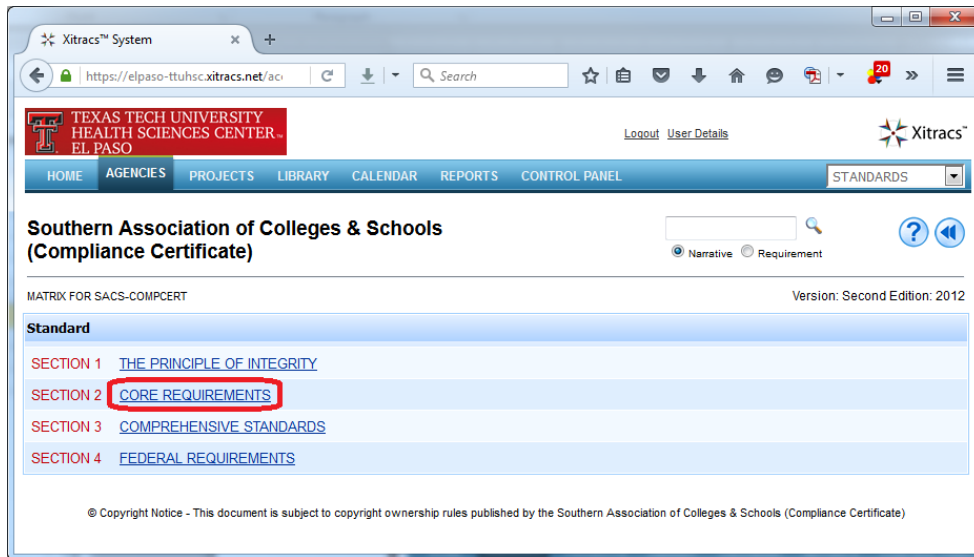
**Step 5:** Click on **Agencies** option in the Tab Menu




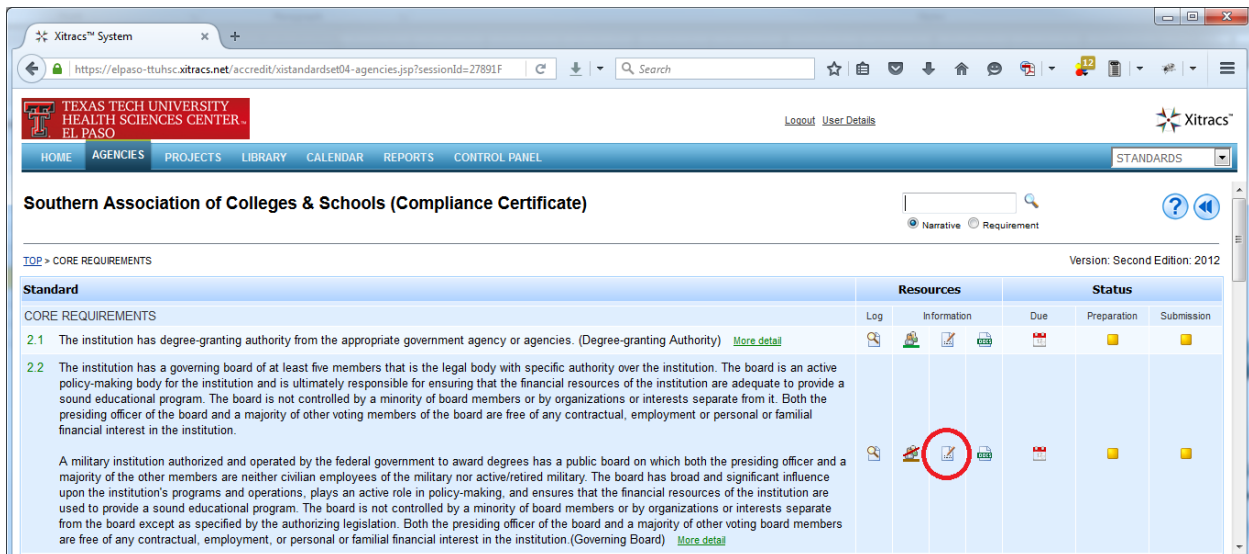
**Step 6:** Click on “Edit” under the Function column, in order to choose the appropriate report you want to work on:



**Step 7:** Select the desired section you want to work on, for this example we will use Section 2 – Core Requirements:



**Step 8:** Click on the  Edit Icon to be able to edit the narrative for the desired section:





**Step 9:** Within the following page you can perform various actions described below:

The screenshot shows a web browser window with the URL <https://el Paso-ttuhscc.xitrac.net/>. The page header includes the Texas Tech University Health Sciences Center El Paso logo and navigation tabs: HOME, AGENCIES, PROJECTS, LIBRARY, CALENDAR, REPORTS, CONTROL PANEL, and STANDARDS. The main content area is titled "Supporting Narrative" and displays the following information:

- Standard Title:** SACS-COMP CERT
- Standard Version:** Second Edition: 2012
- Standard Description:** Southern Association of Colleges & Schools (Compliance Certificate)
- Section:** 2.2 [Show Detail](#) [Show Comments](#) [Add Comment](#) [View History](#)

Below this information are links for [Edit narrative](#), [Text cleanup tools](#), [Go to Evidence](#), [Website Preview](#), and [Return to Standard](#). The main narrative section is titled "Narrative for Section 2.2" with a "Last update: 2/5/16 3:10 PM" timestamp. The title of the narrative is "Core Requirement 2.2 Governing board". The text of the narrative reads: "The institution has a governing board of at least five members that is the legal body with specific authority over the institution. The board is an active policy-making body for the institution and is ultimately responsible for ensuring that the financial resources of the institution are adequate to provide a sound educational program. The board is not controlled by a minority of board members or by organizations or interests separate from it. Both the presiding officer of the board and a majority of other voting members of the board are free of any contractual, employment, or personal or familial financial interest in the institution. A military institution authorized and operated by the federal government to award degrees has a public board on which both the presiding officer and a majority of the other members are neither civilian employees of the military nor active/retired military. The board has broad and significant influence upon the institution's programs and operations, plays an active role in policy-making, and ensures that the financial resources of the institution are used to provide a sound educational program. The board is not controlled by a minority of board members or by organizations or interests separate from the board except as specified by the authorizing legislation. Both the presiding officer of the board and a majority of other voting board members are free of any contractual, employment, or personal or familial financial interest in the institution." Below the narrative is a section titled "Judgment of Compliance" with the text "In compliance".

- **Edit narrative** - This will open the **Text Editor** and will also lock the narrative so no other users can edit it.  
Note: If the **Edit** link is not available, you are: (1) not assigned to a team for this section *or* (2) the narrative may be open for editing by another user and has been locked *or* (3) the manager has marked the section as complete and it can no longer be updated.  
 *After you add or edit narrative, do not forget to click the **Submit** button or else your changes will not be saved. This will also unlock the narrative for other users.*
- **Comments** - If there is a new comment that you have not read, a  icon will appear.  
To add or show comments click the relevant link. When viewing comments, click the Show all comments link to display more than the most recent. Click on Hide comments to close the display.