Reminder: To access a transcript or vita for a faculty member, access your shared drive:

Login Instructions

Login URL: https://unt.xitracs.net

Click on the ‘Click here’ link to login
Enter your User id for this system: firstname.lastname *(Note: do not enter your UNT euid)*

Enter your Password: temp *(this is your temporary password)*

You will need to change your temporary password once you login
To change your password click on the ‘User Details’
Click on ‘Change password’
No special parameters are required to change/generate your password. Your password will only need to be changed at the time you initially access the system.

To change the password:

a. Enter ‘New password’: (your new password)
b. Enter ‘Confirm new password’: (your new password)
c. Click on the ‘Submit’ button
The confirmation screen will appear
Click on the ‘FACULTY’ tab above to access your instructors
This page will be used to view and edit information regarding the faculty you have access to.

Click on ‘List all’ to view a list of all the instructors that you have access to.

If you have access to multiple departments, you can use the ‘List by department’ link.
Click on the ‘Details’ link to view that instructor’s information
Credentialing Process

Base data tab

Verify data in the Base Data section:

a. If corrections are needed, please do not edit or correct here

b. Send an email to Faculty.Credentialing@unt.edu with the following information

   i. Employee Name
   ii. Employment Department
   iii. Specific data to be corrected
Qualifications tab

Verify the data in the ‘Degree Awards’ section
To Add a Degree

Click on ‘Add new’ to add a new degree
Select the degree
To add the degree in this example, Master of Arts:

a. Name: enter the major
b. Institution: name of the institution
c. Field: disregard this field
d. Year: enter the year acquired
e. Transcript on file: disregard this check box
f. Click on Submit button to save
g. Send an email to Faculty.Credentialing@unt.edu that includes the name of individual who was updated
To Edit a Degree

To make corrections to the degree:

a. Click on ‘Edit’
b. Make corrections to the fields in the pop-up window
c. Click on the ‘Submit’ button to save

Note: If a degree needs to be added an official transcript needs to be uploaded to the shared drive and email the employee name to the above email address.
Adding Credits

Credits will need to be added to a degree if the documentation of specific coursework is needed to verify the qualifications of the instructor of record.

Click on the ‘Credits’ link in the ‘Function’ column.
To add course credits for a degree (in this example, Business Management):

a. Course Name: click on the field to enter the name of the course (course prefix/number)
b. Enter a description of credits in the blank box, if known
c. Year: enter the year acquired
d. Credits: number of credits
e. Click on Submit button to save
This results in the course credits being displayed with the appropriate degree as shown above.

**Additional notes:**

To make corrections to the course credits, click on ‘Edit’
Make corrections to the fields in the pop-up window and click on the ‘Submit’ button to save
To delete course credits, click on ‘Delete’. You will be asked to confirm the deletion.
Assigning CIP Codes to Degrees

Click on ‘CIP’
To add the appropriate CIP Code:

a. Reference the provided list of CIP Codes to determine the appropriate code
b. Click in the ‘Find a code’ box and begin typing. A list of codes will display
c. Select the appropriate CIP Code, USING THE GENERAL CATEGORY
d. Click on the ‘OK’ button

**Note:** A CIP Code is required for highest degree earned by the instructor
Click on ‘Add new’ in the Certification line
To enter Certificate information:

- **a.** Name: type of certificate ex. SPHR
- **b.** Institution: credentialing agency
- **c.** Enter description information in the blank box
- **d.** Field: disregard this field
- **e.** Select the radio button to enter **either** the dates that the certificate is valid, entering the Issue Date and Expiration Date using the pull down menus
- **f.** Or Select the radio button ‘Year’ and enter the year acquired
- **g.** Transcript on file: disregard this field
- **h.** Click on ‘Submit’ button to save
To make corrections to the certification:

a. Click on ‘Edit’

b. Make corrections to the fields in the pop-up window

c. Click on the ‘Submit’ button to save

Note: To delete certificate information, click on ‘Delete’. You will be asked to confirm the deletion
Adding Licensure

Click on ‘Add new’ in the Licensure section
To enter License information:

a. Name: type of license ex. CPA
b. Institution: credentialing agency
c. Enter description information in the blank box

d. Field: disregard this field

e. Select the radio button to enter either the dates that the certificate is valid, entering the Issue Date and Expiration Date using the pull down menus Issue Date and Expiry Date use the pull down for selection

f. **Or** Select the radio button ‘Year’ and enter the year acquired

g. Check box above to include start date

h. Transcript on file: disregard this field

i. Click on Submit button save
Adding Experience and Other Qualifications

Click on ‘Add new’ in the Experience and Other Qualifications section
To enter Experience and Other Qualifications information:

a. Award: select the appropriate type
b. Name: title/name of experience or qualification
c. Institution: credentia ling agency
d. Enter description information in the blank box
e. Select the radio button to enter **either** the dates of the experience, entering the Issue Date and Expiration Date using the pull down menus
f. **Or** Select the radio button ‘Year’ and enter the from and to year
g. Transcript on file: disregard this field
h. Click on Submit button save
Courses tab

The Evaluation & Syllabus columns should be disregarded. These columns are not being used at this time.

All instructors must be credentialed for each course taught. One of the following three scenarios must be followed to document that an instructor of record possesses the qualifications required to teach a course. Please see the credentialing manual for detail regarding credentialing requirements.

1. Credentialed by terminal degree
2. Credentialed by additional course credits
3. Credentialed by comment/justification

Steps for each scenario follow. In order to view the course details, click the course-section link in the ‘Courses and Qualifications’ column:
The Course Details will display in a pop up window:

Note: if course information is incorrect or missing please send an email to Faculty.Credentialing@unt.edu describing the necessary changes.
### Scenario #1

To credential by terminal degree

Click on the ‘Add’ link in the ‘Function’ column
In the ‘Applicable Qualification for this Course’ box enter the following:

a. Qualification: select qualification from the drop down list  
b. The drop down list will contain all qualifications entered in the Qualifications tab  
c. The ‘This is an additional Qualification’ check box should not in use and can be disregarded  
d. Click on ‘Submit’ button to save
This results in the terminal degree linking to the appropriate course as seen above.
**Scenario #2**

To credential by additional course credits

All course credits must be entered in the ‘Qualifications’ tab with the corresponding degree (instructions provided above).

Click on the ‘Add’ link in the ‘Function’ column
In the ‘Applicable Qualification for this Course’ box enter the following:

a. Qualification: select qualification from the drop down list
b. The drop down list will contain all qualifications entered in the Qualifications tab
c. Additional course credits that were previously assigned to a degree should be linked to the course by selecting the appropriate degree. Notice the word ‘Qualifications’ will appear in blue when the degree is linked to the course
d. The ‘This is an additional Qualification’ check box should not in use and can be disregarded
e. Click on ‘Submit’ button to save
This results in the coursework from the appropriate degree linking to the appropriate course as seen above.

Note: Though individual course credits are not visible on this screen, course credits linked to the degree on the qualifications tab will display on the SACS report.
Scenario #3

To Credentialed by Comment/Justification

Adding Comments/Justification to Course

Click on ‘Comment’
a. Enter the Comment/Justification (copy/paste) into the box. See credentialing manual for information relating to credentialing by comment/justification.
b. Click on ‘Submit’ button to save
AACSB, Activities & Documents tabs
Are not used at this time, please disregard

Note: Access to the Reports tab is provided if you wish to view additional information by department or college (see below):

For questions or comments regarding the use of the Xitracs system, please contact:
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