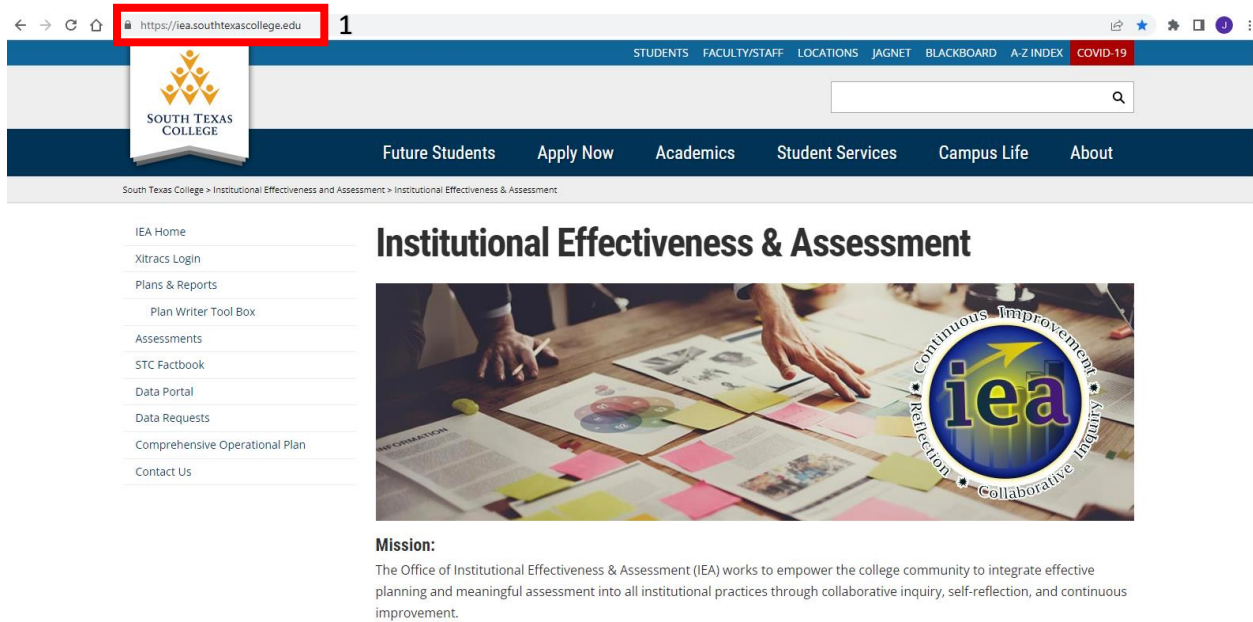


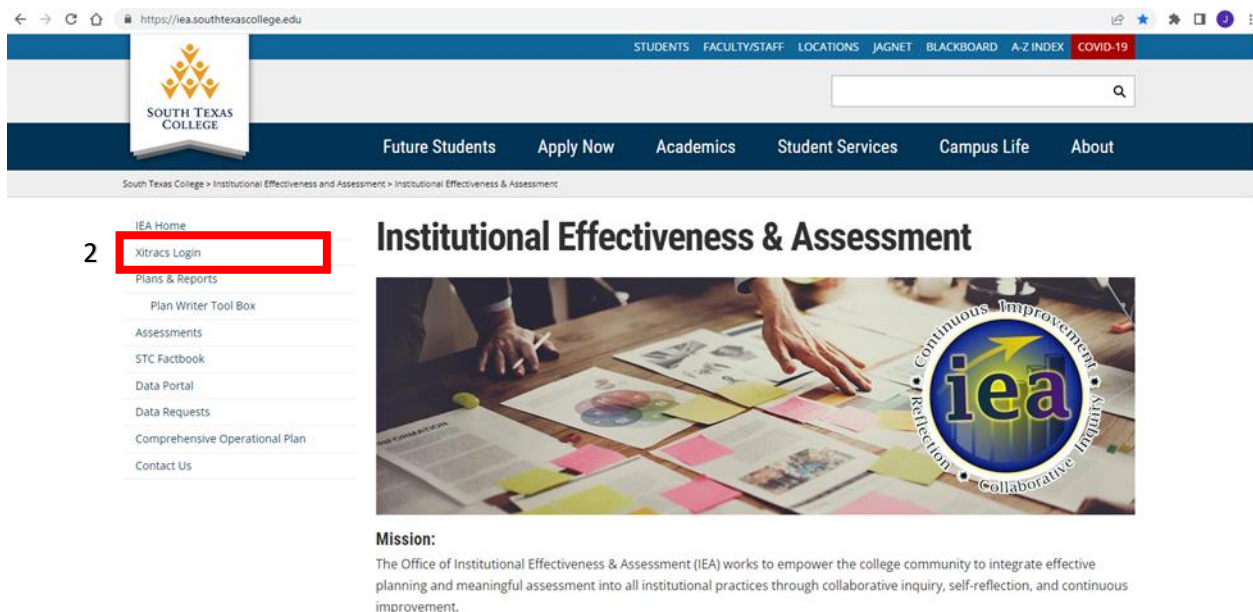
# Accessing Xitracs IE plans

1. Visit the Institutional Effectiveness and Assessment (IEA) Department webpage:  
<https://iea.southtexascollege.edu/>



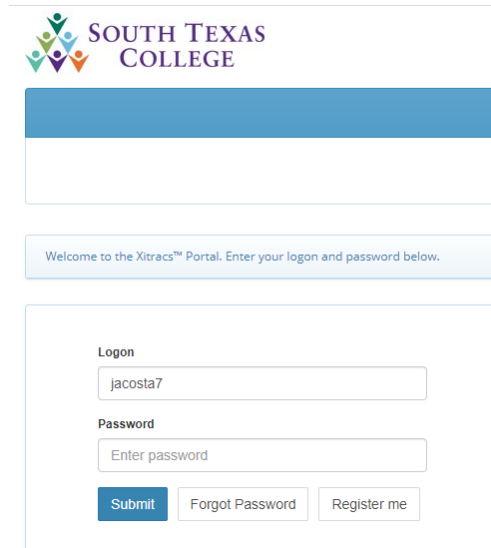
The screenshot shows the homepage of the Institutional Effectiveness and Assessment (IEA) Department at South Texas College. The browser address bar displays <https://iea.southtexascollege.edu>. The page features a navigation menu with options: Future Students, Apply Now, Academics, Student Services, Campus Life, and About. A left-hand navigation pane lists various resources, with 'Xitracs Login' highlighted by a red box. The main content area includes the title 'Institutional Effectiveness & Assessment', a large image of hands reviewing documents, and a circular logo with the text 'Continuous Improvement', 'Collaborative Inquiry', and 'Self-Reflection'. Below the image is the 'Mission' statement: 'The Office of Institutional Effectiveness & Assessment (IEA) works to empower the college community to integrate effective planning and meaningful assessment into all institutional practices through collaborative inquiry, self-reflection, and continuous improvement.'


2. Select “Xitracs Login” on the left-hand navigation pane.



This screenshot is identical to the previous one, but with the 'Xitracs Login' option in the left-hand navigation pane highlighted by a red box and the number '2' next to it. The rest of the page content, including the navigation menu, main title, image, logo, and mission statement, remains the same.

3. Enter your STC username and Xitracs password
  - a. Note: Your Xitracs password is not linked to your STC login credentials. For example, whereas STC pages will prompt you to change your password every six months, Xitracs will not. You will need to manually update your password on Xitracs if you would like it to be consistent with your STC login.



 SOUTH TEXAS  
COLLEGE

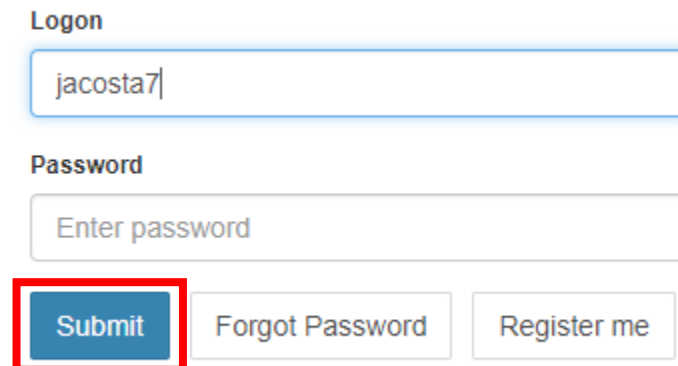
Welcome to the Xitracs™ Portal. Enter your logon and password below.

Logon  
jacosta7

Password  
Enter password

Submit Forgot Password Register me

4. Optional: In the event you need to change your password, select “Forgot Password” and complete the prompts that follow.



Logon  
jacosta7

Password  
Enter password

Submit Forgot Password Register me

5. Once logged in, you can access your plan by selecting “Plans” from the navigation pane located at the top of the page.

The screenshot shows the South Texas College Xitrac Portal. The navigation bar at the top includes links for Home, Agencies, Courses, Credentials, Plans, Programs, and Surveys. The 'Plans' link is highlighted with a red box. Below the navigation bar, the user's name 'Dr. Jesse Acosta' is displayed. A large number '5' is centered on the page. To the right, there are buttons for 'Glossary', 'Library', and a help icon. The Xitrac logo is in the top right corner. Below the navigation bar, a welcome message reads: 'Welcome Dr. Jesse Acosta to your Xitrac Portal™'. A message box on the left states: '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'. A 'My Open Activities' box on the right indicates: 'You have 2 plan sections that require your input.' with a 'View' button.

6. Your Plans page should include up to two IE plans. Select “Open” on any individual plan to access its contents.
- If you do not have access to any plans or are missing a plan, please contact Brad Davis ([bdavis4@southtexascollege.edu](mailto:bdavis4@southtexascollege.edu)) and/or Angela Lapetina ([agonz570@southtexascollege.edu](mailto:agonz570@southtexascollege.edu)).

The screenshot shows the 'Plans' page in the Xitrac Portal. The navigation bar is the same as in the previous screenshot, with 'Plans' highlighted. The user's name 'Dr. Jesse Acosta' is shown. Below the navigation bar, there are two plan entries. The first entry is 'Plan A - 2019-2021 IE Cycle - The 2019-2021 IE Cycle begins on September 1, 2019 and ends on August 31, 2021.' It contains a section 'Institutional Effectiveness and Assessment [IEA]' with a large number '6' and an 'Open' button highlighted with a red box. The second entry is 'Plan A - 2021-2023 IE Cycle - The 2021-2023 IE Cycle begins on September 1, 2021 and ends on August 31, 2023.' It contains two sections: 'Test 1 [Test]' with an 'Open' button and 'Institutional Effectiveness and Assessment [IEA]' with an 'Open' button.