

# Xitracs Credentials Module<sup>TM</sup>



**Xitracs Credentials module** is software that simplifies the collection and reporting of qualifications for faculty and staff, including links to supporting evidence. Designed to produce specific reports for compliance agencies as well as provide information for the day to day management of the institution.



- Import by Batch, Manually or Auto.
- Faculty Review via User Portal
- CIP Code Record Matching
- SACSCOC Faculty Roster
- Secure Online Report.
- Catalog Publisher
- Faculty Directory
- Faculty Activity Reports (FARS)
- Workflow

## Xitracs Credentials Module Features

### DATA AND SUPPORTING FILES IMPORT

- **Data and File entry**
  - ◇ Batch import from Spreadsheets, Manual Entry or MS Import
  - ◇ File-Q feature makes identification of supporting files and their placement with related data, simple and quick.

### REPORTS

- **Format**
  - ◇ Web view (HTML), PDF, Excel.
- **Analytics**
  - ◇ Use Excel or Xitracs DataView and your popular analytical tools.
- **Special Agency reports .**
  - ◇ Example; SACSCOC Faculty Roster and Previously Reviewed reports.
  - ◇ Produces SACSCOC format with Links to supporting Documents.
- **For Management**
  - ◇ Faculty Annual Reports
  - ◇ Gap analysis by comparing CIP Codes or by Course level and Qualification type
  - ◇ Course Eligibility
  - ◇ Group Attachments
  - ◇ Demographics
  - ◇ Missing Information
  - ◇ Faculty Surveys.

### ADD-ONS (There may be additional license fees)

- ◇ Catalog Publisher,
- ◇ Faculty Directory Publisher,
- ◇ Faculty Activity Reporting .

Xitracs Credentials

**FACULTY PORTAL** Faculty and Staff can view their own records and *report* changes, plus provide supporting evidence

- **Information verification**

- ◇ By Faculty and Staff via the User Portal.
- ◇ Roles, Positions and to whom they report.

**FACULTY ACTIVITY REPORTING (FARS)**

- **Faculty and staff can enter professional development information** via their personal portal
  - ◇ in categories like Contributions, Publications, Research and Teaching etc.
  - ◇ Generate a CV. or portfolio automatically.

**CREDENTIALING AND WORKFLOWS**

- **Customer customizable for :**

- ◇ New Faculty Review, Tenure and Promotion, Faculty Annual Report and more ..

**SUPPORT.** ‘Comprehensive Support by your US based & assigned Xitracs representative.

**And much more.....**

**Advantages**

- **Increase IR&E, staff productivity :** Credentials information and supporting documentation is collected from secure resources. Faculty and staff can easily review and report to administrators the completeness and accuracy of the collected information as well as add Faculty Activity information.
- **Enhancement of Institutional Effectiveness reporting:** By enabling Institutional Administration simple, centralized access to across institution information so they can determine where their problems are and manage them appropriately (Business tool).
- **Minimal Current Process Disruption** – Xitracs becomes an aid to that existing process not necessarily a replacement.
- **Time Saving** - Automatic Dashboarding saves you time to focus on the content

**Works with :**

**As well as appropriately working with other Xitracs modules, the system works with:**

- **SSO:** ADFS, Azure Active Directory. CAS (Generic), Cisco Duo, LDAP, Okta, Onelogin, Quicklaunch, SAML Certificate (Generic), Shibboleth. With more to follow.....
- **Security;** The customer systems hosted by Concord USA, Inc. (Most popular) are located in 2 highly secure environments and mirrored constantly with frequent back-up.
- **Ai Ready.**
- **Other:** No limit to the number of Users.

**For more information about this module, the complete Xitracs System™  
and/or to arrange a demonstration, please contact us by calling:  
1- 877- 4-XITRACS (1-877-494-8722).**

**Alternatively you can email us at [xitracs@concord-usa.com](mailto:xitracs@concord-usa.com)**

