

**SPECIAL
DATES OF
INTEREST:**

- 11/10-11/17
TRAX Training
(Courses 1-6)
- 11/18
TRAX Executive
Training
- 12/8—12/11
TRAX Training
(Courses 1-6)
- 12/16
TRAX Executive
Training

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MONTHLY NEWSLETTER

NOVEMBER, 2009

Financial Matters Training

There are a few more Financial Matters courses scheduled this fall. Personnel Budgeting and Payroll is scheduled for November 9th; Expense Report Review and Approval is scheduled for November 12th; and a final seminar focusing on Account Codes is scheduled for November 17th. Don't miss out on these great training opportunities! To sign up, visit the Professional and Organizational Development website at:

https://www1.baylor.edu/pod_reg

New VPN Access

Virtual Private Network (VPN) is a convenient and secure way to access certain Baylor systems, such as Banner, TRAX, BearQuest, and Khalix from off campus. VPN is available for all faculty and staff who utilize these programs.

ITS is requesting that all faculty and staff clients who use VPN to move to a new web interface for accessing it, rather than through the application you may have been using. The new interface will provide a secure connection to a new server with improved reliability and speed.

All that is required to use the new VPN is a network connection from off-campus, a web browser, and the Baylor VPN web address noted below. This access works with both Windows and Macintosh platforms. No special download of an application is required. When connected via VPN, all internet traffic goes through this secure Baylor channel. As a result, ITS Networking Services is requesting that clients only connect with VPN to access Baylor resources. If you are using the internet for any other purpose, disconnect and go back into the web using your regular internet service.

Detailed instructions for faculty/staff can be found at:

<http://www.baylor.edu/its/vpn>

To connect again in the future, type: <http://babel.baylor.edu> in your web browser address line and login.

Please contact the Help Desk if you have any questions and need assistance at 254.710.4357.

TRAX (PeopleSoft) Monthly Newsletter

Need Help?

TRAX Hotline

710.8704

www.baylor.edu/traxhelp

trax@baylor.edu

Questions
Self-Service Help ▶▶▶
Answers

Departmental Adjustment Reminders

Please remember to send appropriate backup documentation as soon as you create a Departmental Adjustment. The best way to send backup documentation is to scan and email it to Departmental_Adjustments@baylor.edu. Appropriate backup could be a printout from TRAX, circling the charges (for recodes) or perhaps an invoice for services rendered (if you are charging another department on campus).

If you have questions, concerns, or comments regarding Departmental Adjustments, please contact [Suzanne Weems@baylor.edu](mailto:Suzanne_Weems@baylor.edu) in the Controller's Office.

TRAXHelp

Not sure who to contact about a particular charge that shows up on your Detail Report? The [TRAXHelp](http://www.baylor.edu/traxhelp) website has a listing, organized by code, of individuals to contact about those charges. This list can be found by visiting www.baylor.edu/traxhelp > *Documentation* > *Who To Contact*. You can also access the list directly by clicking [here](#).

Additionally, you can contact the TRAX hotline at x8704. The TRAX hotline is available Monday through Friday, 8-5.

TRAX Security Requests

If you have security requests for TRAX or need additional department security authorizations, please direct those requests to TRAX@baylor.edu or to [Amy E Alexander@baylor.edu](mailto:Amy_E_Alexander@baylor.edu). Please be aware that, for audit purposes, written documentation is required for all security changes.

New Users

If you know someone who needs to obtain a TRAX (PeopleSoft) user ID, please have them go to the [Getting Started](#) link on the [TRAXHelp](http://www.baylor.edu/traxhelp) website and follow the instructions there.

TRAX Training

TRAX training classes are scheduled through the end of December. A list of [TRAX classes](#) is now available on the [TRAXHelp](http://www.baylor.edu/traxhelp) website. Spring semester classes will be forthcoming. To sign up for training, please visit the [Professional Development Seminar Online Registration](#) page. If you have difficulty signing up for TRAX training, contact TRAX@baylor.edu.