BAYLOR UNIVERSITY

TRAX (PeopleSoft Financials)

MONTHLY NEWSLETTER NOVEMBER, 2011

SPECIAL DATES OF INTEREST:

- 11/3 TRAX Executive Training
- 11/15-11/18 TRAX Training (Courses 1-6)
- No TRAX Training during the month of December
- 1/10-1/13 TRAX Training (Courses 1-6)

INSIDE THIS ISSUE:

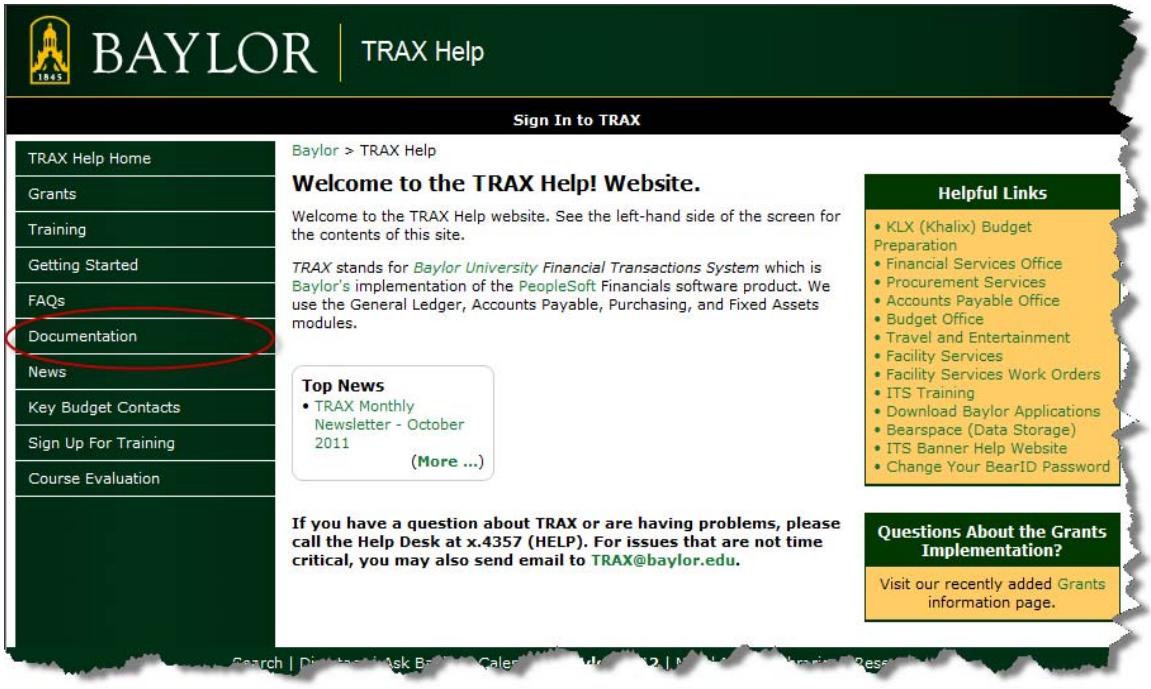
Updated Documentation

In Every Issue:

- Who to Contact
- TRAXHelp
- Trax Security
- New Users
- TRAX Training

Updated Documentation Available Online

Updated documentation for your TRAX manual is available online on the TRAXHelp website. The latest documentation includes many updates, including information on processing Project-related transactions. If some time has passed since you received your first TRAX manual, you may benefit from printing a new copy. Or for a greener option, simply view the updates online. To see these updates, visit www.baylor.edu/traxhelp and click on the *Documentation* link.



TRAX (PeopleSoft) Monthly Newsletter

Who To Contact?

Not sure who to contact about a particular charge that shows up on your Detail Report? The 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.

Need Help with TRAX?

Need technical assistance? Forgot your password? Don't forget the TRAX hotline is available Monday through Friday, 8-5. Simply dial **x8704**, select the appropriate option, and you'll be connected with the right department.

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. Please be aware that, for audit purposes, written documentation is required for all security changes.

Need Help?

TRAX Hotline

710.8704

www.baylor.edu/traxhelp

trax@baylor.edu

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 website and follow the instructions there.

TRAX Training

TRAX training classes are scheduled through the end of November. No TRAX training will be held during the month of January. A list of TRAX classes is now available on the TRAXHelp website. To sign up for training, please visit the Training and Development Seminar Online Registration page. If you have difficulty signing up for TRAX training,