New Software Account Codes

Software purchases may create tax reporting/withholding and legal requirements for the University. To improve identification of software related expenditures, the following new account codes have been established in TRAX:

9315—Software Licensing
- Includes licenses, rentals, renewals, subscriptions, maintenance, and monitoring tools, previously recorded in 9318.

970605—Technology—Software
- Software purchases $5,000 or greater

975605—Technology Less Than $5,000—Software
- Software purchases less than $5,000

Fischer Identity Management

This summer, Baylor ITS announced a change in the way you manage your BearID. This new system—the Baylor Password and Account Management Portal (also known as Fischer Identity Management)—will also be used to manage your user accounts for several other systems, including TRAX/PeopleSoft. Users can request a new TRAX account, security changes to your existing account (adding new departments or roles), requesting password resets, and more. This new system will bring increased security, flexibility, and convenience to the process of obtaining and maintaining your various user accounts, including TRAX.

No action is required as part of this transition. We have compiled a list of FAQs about this new system and those can be found when you visit www.baylor.edu/traxhelp. Just click on the Getting Started link or the FAQs link for more information.
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 Support Line 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/Changes

If you have security requests for TRAX or need additional department security authorizations, please log in to the new Baylor Identity Management System to request those changes. More information can be found at www.baylor.edu/traxhelp.

Account Code Reference Guide

Personnel from the Controller’s Office and the Budget Office have graciously worked together to provide a reference guide for account codes. You can access this resource by clicking here. We are recommending that our TRAX users download this new guide and use it to help determine what account code(s) to use in certain situations. This guide does not address all situations or scenarios and you are still encouraged to contact us when you have specific questions.

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 October. A list of TRAX classes is now available on the TRAXHelp website. To sign up for training, please visit the new Baylor Compass site. If you have difficulty signing up for TRAX training, contact TRAX@baylor.edu.