Baylor University has upgraded our TRAX/PeopleSoft Financials system with the latest technology released by Oracle. When you log in, you will see the Baylor Homepage with tiles. Each of the tiles is interactive, making it easy for you to access and navigate the system. Many of the existing functions have been upgraded to be more mobile friendly. Instructions in this document are based on accessing the system via a laptop or desktop computer. Accessing applications through a mobile device may change the layout of the tiles and pages.

Here is a legend for the tools you see on the top right side of the screen:

- **Home** Click to return to the main Baylor Homepage
- **Notifications** Click to view actions and alerts in a notification window
- **Actions List** Click to see a list of available actions for the current window. The Sign Out command is always available under this menu, as are context-appropriate personalization options.
- **Nav Bar** Click to use the Navigation Bar (Nav Bar). The Nav Bar provides handy navigation options such as Recent Places, My Favorites, and Navigator (which expands to show the classic menu hierarchy). Users can also add and remove fluid tiles from the Nav Bar using personalization options found here.
PeopleSoft Upgrade
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**Recent Places**
When you click this icon you will see the most recent places you have navigated.

**My Favorites**
This configurable icon allows you to determine your favorites to display here. Favorites that you have saved prior to this update will be accessible here.

**Navigator**
Clicking on this icon will present the main menu in a linear layout.

**Expense Reports**
Use this icon to quickly access Baylor’s online Expense Report. Note: This option can be found on the **Nav Bar** and the **Baylor Homepage**.

*Tiles found on the **Baylor Homepage** can also be added to the **NavBar** for quick access.*