The mission of Baylor University is to educate men and women for worldwide leadership and service by integrating academic excellence and Christian commitment within a caring community.
Navigating to Pages in TRAX

GENERAL INFORMATION ...................................................................................................................... 4
ACKNOWLEDGEMENTS: ............................................................................................................................. 4
SIGNING INTO PEOPLESOFT 9.2 .......................................................................................................... 5
BUDGET INQUIRY ...................................................................................................................................... 8
CASCADING MENU .................................................................................................................................... 9
BREADCRUMBS ...................................................................................................................................... 10
RECENTLY USED .................................................................................................................................... 10
WORKLIST ........................................................................................................................................... 11
CHANGING THE PASSWORD ..................................................................................................................... 12
SIGNING OUT .......................................................................................................................................... 12
GENERAL TIPS: ....................................................................................................................................... 14
PEOPLESOFT FAVORITE PAGES ....................................................................................................... 15
RUNNING TRAX FROM HOME ............................................................................................................ 16
General Information

It is a violation of Baylor University policy for a user to give anyone their TRAX operator ID and password for any reason. Please send e-mail to TRAX@baylor.edu to change the permissions for an operator.

Where to go for Help

The TRAX web site can be found at: http://www.baylor.edu/traxhelp.

Assistance is also available at the Help Desk, x4357, the TRAX Support line at x8704 or send e-mail to TRAX@baylor.edu

Acknowledgements:

➢ PeopleSoft Higher Education Users Group Training Issues Mailing List
➢ PeopleSoft® Documentation
➢ PeopleSoft® OnDemand Training
➢ Indiana University
➢ University of South Florida
➢ University of Maryland Baltimore
➢ Georgetown University
➢ University of Minnesota
➢ Northwestern University
Signing into PeopleSoft 9.2

- Open Browser
  (Google Chrome, Internet Explorer, Firefox, Safari, etc)

- In the Address field, type:
  [www.baylor.edu/trax](http://www.baylor.edu/trax)

- Press Enter
➢ Enter the *User Id*

➢ Enter the *Password*

➢ Click the *Sign In* button
➢ Click the desired tile on the *Baylor Homepage*

OR

➢ Click the *NavBar* icon to access the *Navigator* and full menu

➢ Press the *F11* key on the keyboard to shrink the browser toolbar

➢ Right click the toolbar and select *Auto-Hide* to hide the toolbar completely. “Hover” the mouse at the top of the screen to temporarily see the toolbar again. (This will only need to be done once.)

**Note:** The system logs out users who have been inactive for forty-five minutes.
Budget Inquiry

The Budget Inquiry displays a "bird's-eye view" of a Department ID or Project ID. (See Budget section)

- Budget

- Budget Inquiry

- Select the Department radio button and enter your department number or (optional) click Look up Department (the magnifying glass) to see a list of available departments.
➢ Enter the Budget Period
   This will be the fiscal year (ex: 2019) or ALLPER (All Periods) if the fiscal year of the department is different from that of Baylor’s

➢ Click Search

Recent Places
The Recent Places feature is located in the NavBar menu. It shows the last 5 pages you have visited.

Approvals
If you are an approver, you will have a tile that shows items requiring attention.
Changing The Password

- Click on the NavBar followed by *Change My Password*

Note: If you forget your password, you can also reset it by going to bearid.baylor.edu and clicking on the *PeopleSoft* option to reset it there.
Enter the old *Password*

Enter the new *Password*

Re-enter the new *Password*

Click *Change Password*

Passwords must:
- Have at least eight characters
- Contain at least one non-letter
- Contain at least one special character
- Be changed once a every ninety days

Passwords must NOT:
- Be the same as the Bear _ID_
- Be the same as the PeopleSoft User Id
- Be a word that can be found in a dictionary
- Be a password the user has used previously on TRAX

See the **ITS Password Policies Web page** for more details:

- Go to *http://its.baylor.edu/*
- Click on *Policies*
  - Click on *BearID, PIN Guidelines*
  - Click on *Password Policies*
Signing out

Note: Always Sign Out, do not just close the browser or go to another site

General Tips:

- Do not use the Back button on the Internet Browser. This may work on some pages some of the time, but in other situations, it can cause data loss.

- Press the F11 key on the keyboard to shrink the toolbar on the browser and give more room for data. (Right click the toolbar and select Auto-Hide to hide the toolbar completely. “Hover” the mouse over it, to see it again. This only needs to be done once.)

- Turn off Popup blockers prior to logging in to PeopleSoft 9.2. They sometimes block screens within PeopleSoft that you will need to see.

- Having multiple windows open confuses the system and can cause the user ID to log out erroneously. Do not have multiple windows open unless all windows are used every few minutes.
PeopleSoft Favorite Pages

Create a list of the most used pages in PeopleSoft. For instance, save the Budget Inquiry page to the favorites list. Navigate to the page

- Budget
  - Budget Inquiry

- Click the Actions List icon

- Click the Add to Favorites link
(Optional) Change the Description

Click OK

Click OK

(Optional) Verify the page was added to the favorites by clicking on the NavBar followed by My Favorites
Running TRAX from Home

To provide additional security, TRAX requires that users using other Internet Service providers create a Virtual Private network on their home computer. A PC must run Windows 7 in order to be able to set up a VPN (Virtual Private Network). MAC OS will work, as well.

- Open Internet Explorer to [www.baylor.edu/its/vpn](http://www.baylor.edu/its/vpn)
- Enter the Bear ID and Password
- Download and print the detailed installation instructions
- Follow the directions to install the software

VPN also requires the use of two-factor authentication. See the Baylor Two-Factor page for instructions on enrolling your phone for authentication.