

With Xitracs Credentials™ collecting, managing and reporting your faculty data just became a lot easier. You can capture, store and report faculty information including qualifications and courses taught by semester plus supporting documents such as transcripts, certificates and licenses.



- **Manage credentials online**
 - Awards, Certificates & Licenses
 - Courses and syllabi
 - Document repository
 - Document scanning
 - CIP Code tracking
 - Gap analysis
- **One-click reports**
- **Agency Reviewer access**

Now you can have a single place to store and manage faculty credentials. Import functions make it easy to add information if it is already available in another system. You can store base data including a CV, plus degree awards, certifications, licenses and other qualifications. For each faculty member you can show courses taught by semester and apply the relevant qualification and section-level syllabus. The system supports the 18 hour credit award credential and lets you specify the credit composition where required by an external agency. Justification comments may be included as appropriate for inclusion in a roster report. An AACSB agency input feature lets you add faculty activities such as number of publications.

Supporting documents such as certificates, transcripts and other items may be uploaded and stored in a repository and cataloged with the relevant qualification as required. The optional Xitracs File-Q™ module lets you upload documents directly into the repository, improving productivity and making these items web-accessible to authorized users.

Accrediting Agency reports such as a Faculty Roster in PDF format can be generated with a single click. A dynamic website view lets you provide a secure online access to authorized external reviewers who can then search for additional credentials information. You have the option to control what documents and other data that each reviewer is able to see. For those institutions reporting to AACSB, the system will generate the required faculty report tables automatically in Microsoft Excel® format—a significant productivity bonus.

A full suite of management reports is available to track exceptions such as missing faculty CVs, expired licenses, courses without syllabi and gap analysis by CIP code. If the optional Xitracs Faculty Portal™ is installed, you can provide a web-accessible view for each faculty member to review credentials information, provide feedback and updated information such as a revised CV or a new qualification award.

For more information about Xitracs Credentials™ and the complete Xitracs Accreditation Management System™ please contact your Concord representative.

**Visit our website at www.xitracs.com or call us on 1-877-4XITRACS (1-877-494-8722)
Alternatively you can email us at xitracs@concord-usa.com**