TrackITS version 2
Preferences Tab—To Manage your User Preferences

Login
Use the following process to log into TrackITS:

1. Open an Internet application and go to the TrackITS homepage at: https://trackits.psu.edu
   Security verification may appear. Select Continue.
2. The Penn State Web Access Authentication screen appears. Enter your Penn State user ID and password and click OK. The TrackITS Welcome screen appears.
   Penn State user ID should be “xyz5000” not “xyz5000@psu.edu”.

Preferences Tab
Use the following process to edit your User Preferences:

1. Click Preferences.
2. Enter Email Address for Asset Tracking Notifications. (This is the email address to which your Asset Warranty/Maintenance expiration notifications will be sent.)
3. Click Send Email Updates to receive emails from the TrackITS system. (It is strongly recommended that you receive email notifications from the TrackITS system.)
4. Select desired Refresh Interval from the drop down.
5. Select Allow Proxy checkbox to allow other User(s) to proxy on your behalf.
6. Select User from Select User to Proxy (left-hand) column and move to the Users Allowed to Proxy for You (right-hand) column by using the five ‘shuttle’ controls located between the two columns.
   You may wish to set up a Proxy to process your orders while you are on vacation.
   Double-clicking a User name in one column will move it to the other column. You may also select multiple User names, and collectively move them from one column to the other.
   Rules for Proxy Function
   • Users with only Requestor role cannot proxy
   • Approvers, Order Entry, and OK to Pay roles can proxy ONLY as other users who have at least one matching role, and have granted this user permission in their preferences.
   • Financial Support, and Financial Advisor roles can proxy as any user with no restrictions.
   • The roles of a proxying user are overwritten by the roles of the user for whom they are proxying.
   • Proxy cannot transfer Admin capabilities.
7. Click Save Changes, or click Discard Changes without saving any changes.
8. Click any other Main Menu Tab to leave the User Preferences interface.

Contact TrackITS
Contact for additional help:
   • trackits@psu.edu