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”.

Why Proxy?

Another TrackITS user may grant you permission to proxy for them to approve or process his/her orders. This typically occurs when a coworker is unavailable—such as while on vacation, or during periods of travel and would like another user to be able to process orders on his/her behalf.

See Preferences Tab Quick Help Guide for instructions on setting up proxies to allow processing on your behalf.

Proxy as User

Use the following process to Proxy as user:

1. Click Proxy. Proxy as User screen appears.

   Proxy as: [NONE]

   Proxy As Clear Proxy Cancel

2. From the Proxy As drop down, select a user to proxy. The only user names that appear in the drop down are those who have previously granted you Proxy privileges in their Preferences.

3. Click Proxy As to complete this action.

   The reminder at the top of the current TrackITS screen verifies the Proxy action. The following example indicates that User FMH11 is performing proxy as User KVS7 while in TrackITS Order ID: 182296.

   Any actions performed while in Proxy mode, are logged in the corresponding Audit Log.

4. To clear the proxy action, select Proxy, and click Clear Proxy.

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.

Contact TrackITS

Contact for additional help:

• trackits@psu.edu