

How to Change Your Password in Xitracs

1st-

Log In to Xitracs

2nd-

At the top right hand side of the screen you will see a user details. Click on **User Details**.




3rd-

Click **Change your Password**.

User Details

[My Details](#) [Change details](#) [Change password](#)

User ID: TSUDATA
Last name: Data
First name: Tsu
Email: TSUDATA@TSU.EDU



4th-

Type in your new password, then type the password in again to confirm and click submit. Once this is done, you will need to log in with your new password. (Make sure you write down your password in a secure location where you can easily retrieve it. The Office of Institutional Assessment, Planning & Effectiveness does not have access to your password and therefore cannot provide it to you.)

Change Password

*Make a note of your new password before making any change.
Your new password will not be displayed after you click the Submit button*

New password:

Confirm new password: