Logging into Xitracs Portal
Log into the Xitracs Portal with your UGA MyID and password: https://uga.xitracs.net/portal.htm

If you are having trouble logging into the Portal, please contact Maggie Parker at mcparker@uga.edu.

NOTE: If you already have access to Xitracs for other functions (LOA reporting, SACSCOC reporting), you likely use the Xitracs SYSTEM User view. Unfortunately, web browsers will often confuse these two URLs (the System and the Portal views), causing issues. In these instances, there are two options for accessing the PORTAL View:
1 – open an incognito/private window in your browser and type in the Portal URL above, or
2 – use a different browser to access the Portal view (than you use to access the System view).

Accessing Unit Diversity & Inclusive Excellence Plans
When you first log into the Portal, you will arrive at the homepage. Here you will see a welcome message and contact information for various tools in the Portal.

To get to your unit’s Diversity & Inclusive Excellence Plan, you can either click View under My Open Activities OR use the Plans tab in the blue navigation bar at the top.
The plan(s) for which you have been assigned will be listed on the Plan tab.

If you do not see the Diversity & Inclusive Excellence Plan you need access to, please contact Maggie Parker at mcparker@uga.edu.

Click on the small down arrow on the right side of the screen to open the plan.

From here, you will see the structure of the Diversity & Inclusive Excellence Plan, including the defined Strategic Priorities.