

## Instructions for Completing the TracDat Access Request Form

1. Download the form and either type or carefully print the requested information.
2. Login Name – while the login name may be anything you select, most users find it simplest to adopt their UNC email name (first.last).
3. Password – at the current time, we do not maintain a list of passwords, so select something that can be easily remembered. If you forget your user name or password, contact Angie Koponen at [angela.koponen@unco.edu](mailto:angela.koponen@unco.edu) or (970) 351-1069.
4. TracDat User Role – TracDat has varying levels of user-defined roles that provide different types of access to the system. Generally, most TracDat users will fall into one of the following categories:
  - **Admin** - A User with the role of Admin for a Program (Dept.) will have that Program (Dept.) as an option in the Program (Dept.) navigation drop-down at the top of the screen. When this Program (Dept.) is selected, the user will have full access to all functionality and reports that are available to that Program (Dept.). *Each program, in consultation with the School Director, should assign one person to the role of Admin.*
  - **User** - A User with the role of User for a Program (Dept.) will have that Program (Dept.) as an option in the Program (Dept.) navigation drop-down at the top of the screen. The user will have full access to all tabs for the Program (Dept.) with the exception of the "Program" or "College/School/UNC" tab (the second main tab), restricting the user from changing general Program (Dept.) information, Goals, Faculty/Staff, Courses/Strategies or Activities/Strategies for that Program (Dept.).
  - **Reports Only** - A User with the role of Reports Only for a Program (Dept.) will have that Program (Dept.) as an option in the Program (Dept.) navigation drop-down at the top of the screen. The user only have access to the "Home" tab and the "Reports" tab for that Program (Dept.).
  - **E-mail Only** - A User with the role of E-mail Only for a Program (Dept.) will NOT have that Program (Dept.) as an option in the Program (Dept.) navigation drop-down at the top of the screen. This role provides access to that Program (Dept.) solely through assignments sent by e-mail through the application. *This role is appropriate for all faculty and staff that support assessment and evaluation, but do not need to enter data directly into TracDat.*
5. After completing the form, print and mail to:

*Angie Koponen, Assessment Coordinator at Campus Box 45*

For additional information, contact Angie Koponen at (970) 351-1069.

## TRACDAT ACCESS REQUEST FORM

Complete this form and mail to: Angie Koponen  
Assessment Coordinator  
Campus Box 45

Full Name:	
Title:	
Login Name: (usually this is your UNC email name – <i>first.last</i> )	
Password: Please select a password that you can easily remember because we do not keep a record of passwords. If you need a new password, please contact Angie Koponen at <a href="mailto:angela.koponen@unco.edu">angela.koponen@unco.edu</a> .	
Office Location:	
Office Phone:	
Email:	
Program:	
School Director Name & Phone:	
School Director Signature:	

TracDat User Role\* (please check one):

\*See instructions

- ADMIN
- USER
- REPORTS ONLY
- E-MAIL ONLY

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### Administrative Use Only

Date Request Received: \_\_\_\_\_ Date Login/Password Created \_\_\_\_\_

Date Client Notified: \_\_\_\_\_