



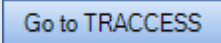
### INTERPRET TRACCESS TODAY

#### Before You Begin

Ensure that you are signed into TRACCESS.

The TRACCESS Today window will display valuable information regarding your learning. The following exercise will familiarize you with navigation throughout the TRACCESS Today page.

#### Learning Exercise

- 1 Interpret the TRACCESS Today **header** at the top of the page  
*Note the display of the date and current user on the left side of the header*
- 2 Interpret **TRACCESS News** on the right side of TRACCESS Today window.  
*Refer to this side of the screen to view current news and information regarding your organization.*
- 3 Interpret the **Quick Links** on the left side of the TRACCESS Today window  
*This side of the screen will display links to frequently used websites, or sites which hold useful information regarding your organization or TRACCESS learning*
- 4 Interpret the  button on the TRACCESS Today header  
*Click this button to proceed to the TRACCESS main view, or select View/ TRACCESS Main from the main menu.*

#### Feedback & Evaluation

When you have completed this exercise, request a Capability Assessment from your supervisor. Your supervisor will contact you regarding scheduling of the Capability Assessment.