

How do I log into Leave Traq?

- Leave Traq is accessed through the TAMUS' Single Sign On application (SSO) <https://sso.tamu.edu>

Training Logon Information

If you have been referred to this site to take online training, such as the Information Security Awareness course, and if you are unsure how to logon to SSO, please [read the following](#).



Enter your UIN and Password

English Español

UIN :

Password :

- > [New Employees - Set up your password](#)
- > [I forgot my password](#)
- > [Use your one-time \(temporary\) password](#)

All logon attempts are logged.



HELP

Enter UIN #

Enter Password

Logging Into Leave Traq Continued

BUSINESS COMPUTING SERVICES

Single Sign On **TEST**

SSO Logoff

Home Profile Help

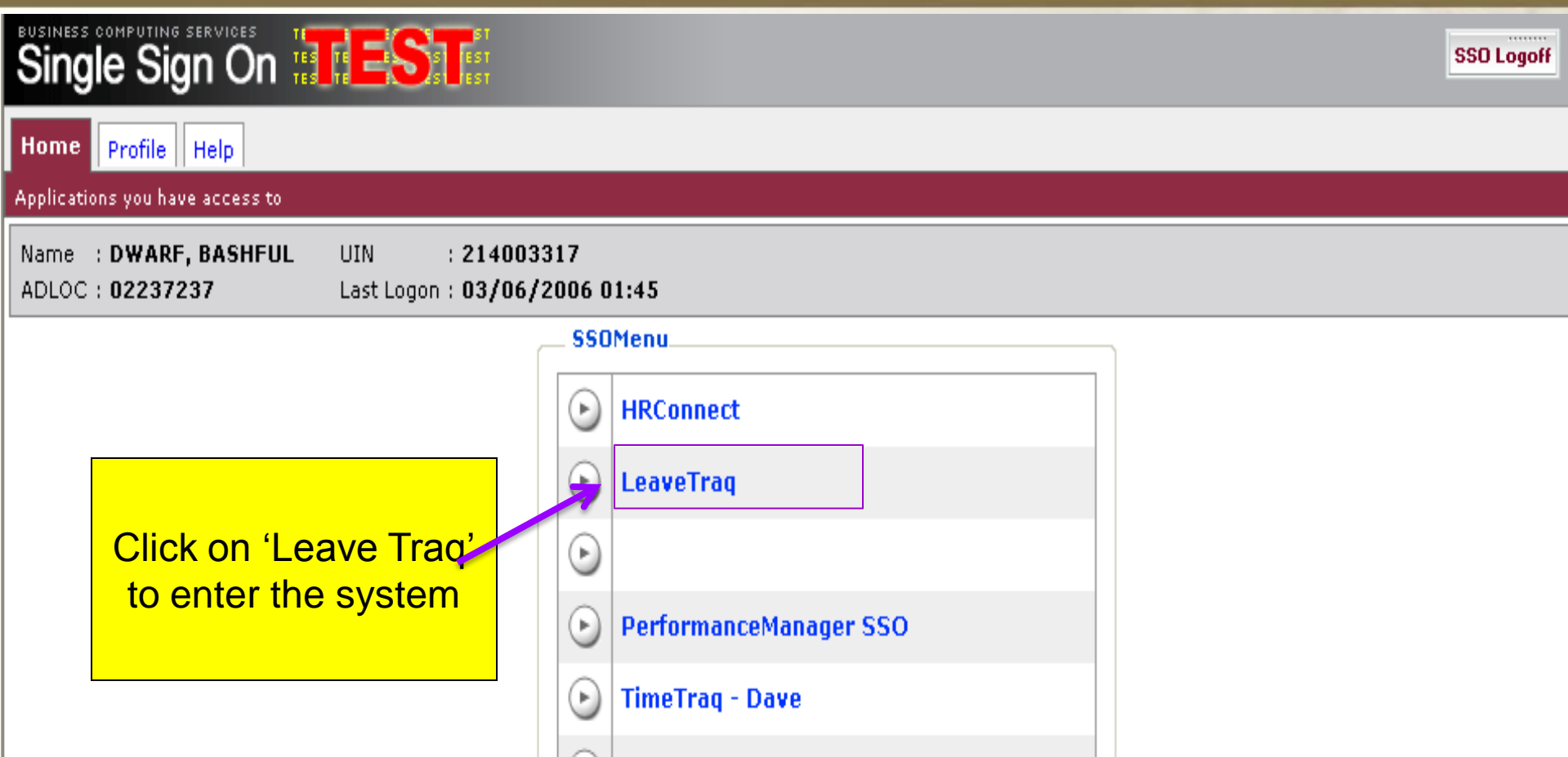
Applications you have access to

Name : DWARF, BASHFUL UIN : 214003317
ADLOC : 02237237 Last Logon : 03/06/2006 01:45

SSOMenu

- ▶ HRConnect
- ▶ LeaveTraq
- ▶ PerformanceManager SSO
- ▶ TimeTraq - Dave

Click on 'Leave Traq' to enter the system



Logging into Leave Traq as a Manager

The screenshot displays the LEAVETRAQ web application interface. At the top, there is a navigation bar with the LEAVETRAQ logo on the left and a 'CHANGE ROLE' dropdown menu on the right, currently set to 'Manager'. Below the navigation bar, there are several tabs: 'Inbox', 'Outbox', 'My Employees', 'Emp Balance', 'Emp Docs', 'Emp History', 'My Delegates', and 'Reports'. The 'Inbox' tab is selected, and a dropdown menu is open, showing 'My Inbox' and 'No records found!'. Two yellow callout boxes with purple arrows provide instructions: one points to the 'Manager' dropdown menu, and the other points to the 'Inbox' tab.

2. Click on Manager In Box then approve Leave Documents in your box

1. Change role from employee to manager