



OVERVIEW

The USC **eTrac Employee Online System** is your personal access to your USC personnel and payroll records. You can look up your employment information from any computer with an internet connection and a modern browser to keep track of your USC personnel record, payroll history and benefits.

All USC employees have access to eTrac. Before you can log into the system, however, you must first set up a PIN. This PIN serves as your login password into the system. To prevent unauthorized persons from setting up a PIN under your name, as part of the PIN setup process, you will enter in personal information that must match what we have in your personnel record to authenticate your identity.

Enter your data exactly as how they appear in your personnel records. If any of the personal information is missing or incorrect, you will have to start the PIN Setup process from the beginning, so make sure you have all available information ready before you set up your PIN. You can check with your Home Department Coordinator to verify your information.

If the system can not match all of your information and you suspect the information in your system personnel record is incorrect or outdated, contact your Home Department Coordinator for assistance. If you make too many unsuccessful attempts in authenticating your identity, the system will disable your access automatically. If that happens, ask your Home Department Coordinator to reset your eTrac access. Note that this automatic security disabling of your access is also true for login attempts you make into the eTrac system.

All actions performed on the system are logged. An email confirmation notice will be sent to your email account for all successful and failed attempts to set your PIN.

You can set up your eTrac PIN in 3 easy steps:

1. Start the PIN Setup process by clicking on the PIN Setup link on www.usc.edu/etrac.
2. Enter your personal information to verify your identity.
3. Choose your PIN.

Once you've set up your PIN successfully, you may log into the eTrac system immediately. You can change your PIN at any time from within eTrac. And if you forget your PIN, you can create a new one using this same process.

Follow these step-by-step instructions, which are also available on online.

STEP 1: STARTING THE PIN SETUP PROCESS

NOTE: Use a modern web browser with Java and Javascript enabled. If you have a window popup blocker, you will need to disable it. See the AIS Web Browsers page for detailed information: <http://aisweb.usc.edu/aisweb/Universe/browsers.html>

1. Enter the URL www.usc.edu/etrac in your web browser's address bar and load the page.

This is the eTrac home page where you will find your way to various eTrac information, including links to the login and PIN setup screens.

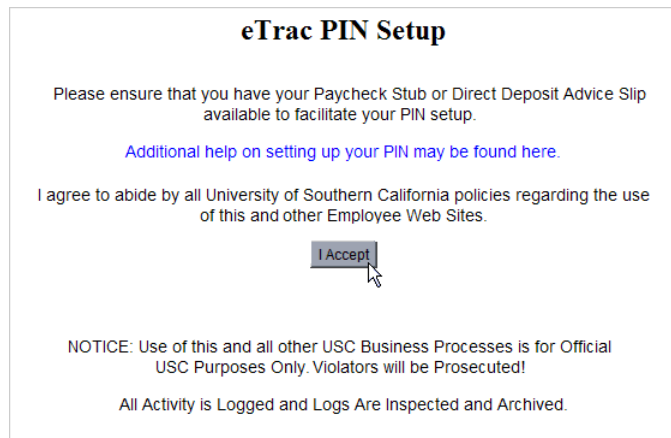
2. To create a PIN, click on the "Set up a New PIN" link.



3. A second window will pop up with the USC eTrac policy notice.

Read the agreement statement and click on the "I Accept" button.

After checking for system availability, the employee information verification page will appear.



STEP 2: VERIFYING YOUR IDENTITY

On the Employee Information Entry Page, enter in all of the following information:

1. Enter your 7-digit **Employee ID** or your 10-digit **USC ID**. Your USC ID appears on your USC card.
2. Enter your 9-digit Social Security Number.
You may enter the number with dashes (*e.g.*, 000-00-0000), or without dashes as a single string of numbers (*e.g.*, 000000000).
3. Enter your **Last Name**.
4. Enter your **First Name**. Do not include any middle names or initials.
5. Enter your **Date of Birth** in the format MM/DD/YYYY.
You may enter single-digit numbers without the leading zero, but enter the full 4-digit year.
You may also use dashes instead of forward slashes. (*i.e.*, 12/01/1960 or 12-1-1960)
6. Enter your 10-digit **Home Phone Number**.
You may enter the number with parentheses (*e.g.*, (000)000-0000), with dashes (*e.g.*, 000-000-0000), or as a single string of numbers (*e.g.*, 0000000000).
7. Enter your 10-digit **Home Department Code**. You can find the 10 digit Department code by looking up the Department Name from the Department Listing (www.usc.edu/payroll/contact/contact.html), or you can ask your Home Department Coordinator for the department code.
8. After entering all your correct data, click on the "**Submit**" button to verify your identity.

If you have correctly entered all your personal information, you will see the PIN Entry Page.

If the data you entered is incorrect or missing, the system will display an error message and send you an e-mail alerting you of the problem. You will have to restart the PIN Setup.

Note that you have only a limited number of attempts to correctly enter your information. If you are unable to verify your identify after 5 tries, the system will disable your access and you will have to contact your Home Department Coordinator to reset your access.

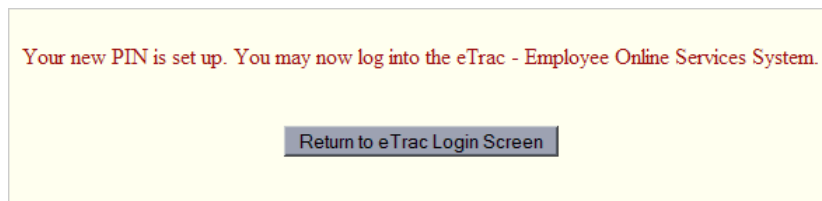
9. If you choose to exit the PIN setup process, click on the "**Cancel**" button.
10. All this information is available online by clicking on the "**Help**" button.

STEP 3: CHOOSING YOUR PIN

You set up your personal PIN on the **PIN Entry Page**. Be sure to remember your PIN, and don't give it out to anyone. After successfully setting up your PIN, you may change your PIN at any time when you log into the eTrac system.

1. The Employee Personal Information section appears near the top of almost every eTrac web. If any of this information ever changes, be sure to update it with your Home Department Coordinator.
2. Enter your **USC email address**. The system generates email confirmations informing you whenever an eTrac transaction is made to your records and is used for other eTrac notices.
3. Enter a PIN which you will use to log into the system. PIN guidelines include:
 - o Must be 4-15 alpha-numeric characters long. Symbols are OK.
 - o Must contain at least 1 letter and at least 1 numeric digit.
 - o Contain no spaces.
 - o Cannot begin or end with your full name or the name of a dependent.
4. Re-enter your PIN to confirm your choice.
5. Click on the **"Set the Pin"** button to submit the PIN into the system.

If you've entered a valid PIN, the system will inform you that you have successfully set up your PIN. You should also have received an email confirmation about the PIN setup. Click on the "Return to the eTrac Login Screen" and use your new PIN to log into the system.



6. If you decide not to set up your PIN at this time, click on the "Cancel" button.
7. If you need help with setting your PIN, click on the "Help" button.