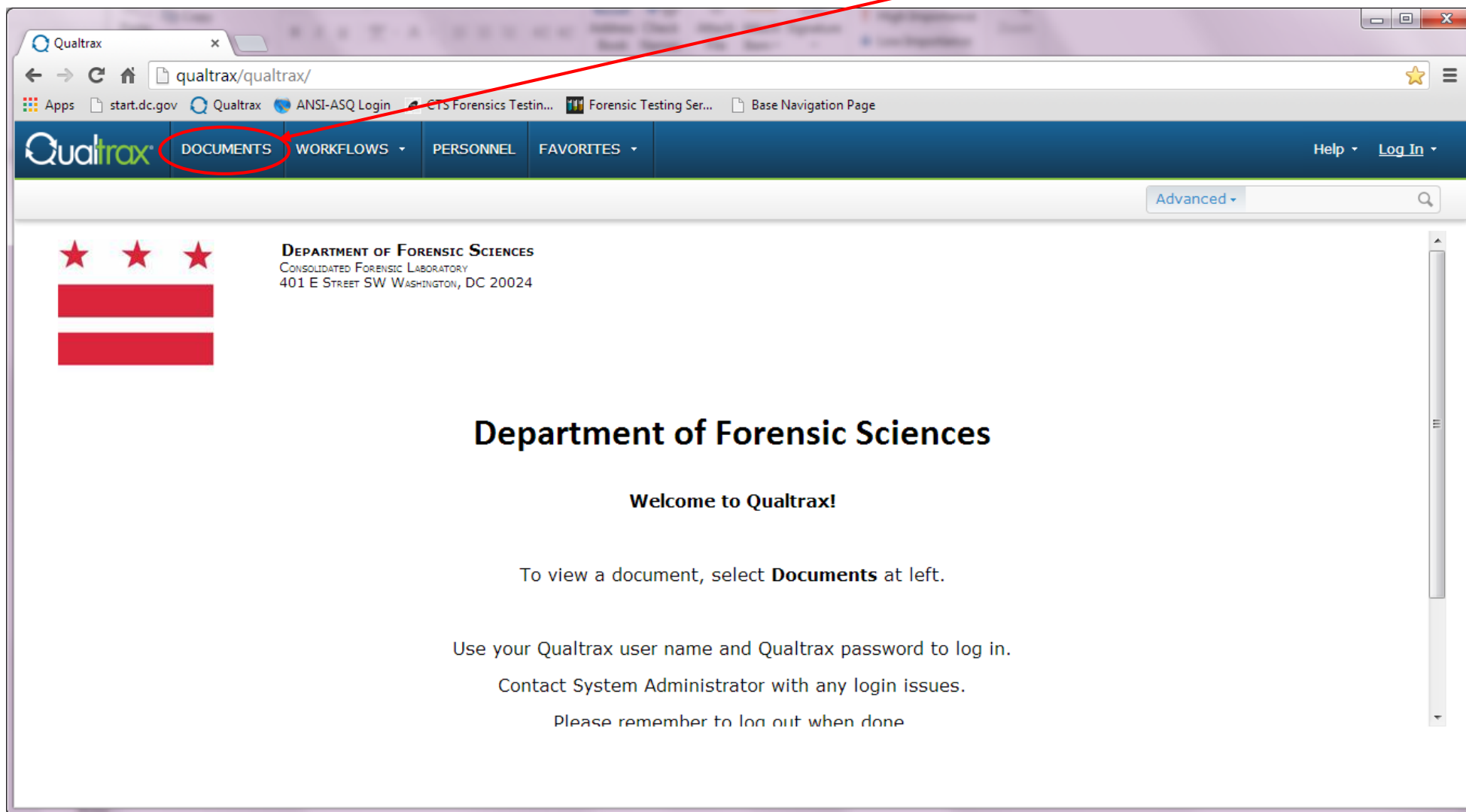


Accessing Qualtrax

The web address to the DFS Qualtrax Document Control System is: qualtrax/qualtrax

Users can browse the system without logging in by accessing the Qualtrax home screen and clicking **Documents**.



Your temporary password is your username. After initial login, you will need to change your password.

To change your password, click on your name in the upper right-hand corner, click **User Preferences**.

The screenshot displays the Qualtrax web application interface. At the top, a navigation bar includes links for INBOX, DOCUMENTS, WORKFLOWS, REPORTS, PERSONNEL, FAVORITES, and ADMINISTRATION. On the right side of this bar, there is a 'Help' link, a user profile section for 'Shawntia Middleton' with a dropdown arrow, and a 'Log Out' button. A red arrow points from the text 'click User Preferences' to the 'User Preferences' option in the dropdown menu. The dropdown menu also contains 'My Profile' and 'Switch to Testing/Training Session'. Below the navigation bar, there is a 'Change Layout' section with 'Add Widgets' and 'Reset to Default' options. The main content area is divided into several sections: a 'Legend' with color-coded status indicators (Newly Added, Approaching Due Date, Late, Expedited), a 'Documents (15)' section listing various reports and forms, a 'Calendar' section with 'Today's Tasks' and 'Overdue Tasks', and a right-hand sidebar with 'Tests (0)', 'Trainings (0)', and 'Reports (0)' sections. Each of these sidebar sections has a 'Minimize' button.

Scroll down to the **Change Password** box, enter your old and new password, confirm your new password and click the **Change Password** button.

The screenshot shows the Qualtrax User Preferences page. The browser address bar displays `qualtrax/Qualtrax/User/UserPreferences.aspx?sid=1256257530`. The navigation bar includes links for INBOX, DOCUMENTS, WORKFLOWS, REPORTS, PERSONNEL, FAVORITES, and ADMINISTRATION. The user is logged in as Shawntia Middleton. The page is divided into two main sections: 'Out Of Office Manager' and 'Change Password'. The 'Change Password' section is highlighted with a red arrow pointing to it from the instruction text above. It contains three input fields for 'Current Password', 'New Password', and 'Confirm New Password', followed by a 'Change Password' button. A red error message states: 'Your password must be at least 6 character(s) long. Your password cannot match any of your last 2 passwords.' To the right of the 'Change Password' section is the 'Edit Applications' section, which lists various file extensions and their associated applications.

Out Of Office Manager

You are currently set In Office

Assign Tasks To:

Set Out of Office

Change Password

Current Password:

New Password:

Confirm New Password:

Your password must be at least 6 character(s) long.
Your password cannot match any of your last 2 passwords.

Change Password

Edit Applications

Extension	Edit Application
DOC	Microsoft Word
DOCM	Microsoft Word
DOCX	Microsoft Word
DWG	Windows Default Association
GIF	Windows Default Association
HTM	Microsoft Word
JPG	Windows Default Association
PDF	Windows Default Association
PPT	Microsoft PowerPoint
PPTM	Windows Default Association
PPTX	Microsoft PowerPoint
QTFWD	Windows Default Association
TXT	Windows Default Association
VSD	Microsoft Visio
WAV	Windows Default Association
XLS	Microsoft Excel
XLSM	Windows Default Association