



Welcome to TRAX International, this quick start guide will attempt to answer any of the basic questions you may have about accessing TRAX Systems.

TRAX utilizes Single Sign On and you will only need one password to access all TRAX apps used daily. Simply open a web browser and go to TRAXIntl.okta.com or scan the QR Code Below:



➤ <https://TRAXIntl.OKTA.com> : This is the gateway to all TRAX applications, including the key Apps below:

- Deltek Time and Expense
 - Time Sheets
 - Leave Requests
 - Benefits Enrollment
 - Employee Self Service: View Payroll Check, W2s, Leave Balance etc
- Cornerstone Online Learning and Training
 - Onboarding
 - Annual Refresher Training
- TRAXNet News and Information
 - Company News
 - Benefits Explanation
 - Document Repository
 - Quick Links and Phone Numbers

For specific questions about benefits enrollment, payroll issues or training please contact your local Human Resources representative.

For Issues with your TRAX account or a TRAX System please contact the Help Desk. The TRAX Help Desk is available Monday through Friday 8am – 8pm Eastern Time. Tickets can be submitted either via the email address below or by calling the TRAX Help Desk directly.

- Helpdesk@TRAXIntl.com
- 434-485-7111



HQ office | 877.462.1916
HQ fax | 434.455.1263



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Visit our website at
www.traxintl.com