

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TRASE LOGIN AND USER INSTRUCTIONS

t	Second adu Idea@eontractor.com Idea@eontractor.com	ere.	1. 2. 3. 4. 5.	Go to https://mytrase.com/ Select socccd.edu Type in your username (I.e., company provided <i>e-mail address</i>) Type in your password Click on LOGIN

6. Follow the steps reflected below to **manually report** the buildings and floors (if applicable) you visited while on campus.

Jane Doe <	= User Dashboard Tracing	3. Select (if app from t	the buildin licable) you he drop do	g and flo u visited wn menu	oor 2. u	Select the da this building the drop dow	te you visited and floor from vn calendar		
Change Password	By Employee Location Select Building SHOW 10 V ENTRIES EMPLOYEE ID		v mm-dd	ite -yyyy - mm-dd- YEE NA	January Su Mo Tu We 3 4 5 1 10 11 12 1 17 18 19 22 24 25 26 2	2022 Th Fr 6a 1 2 0 77 8 9 3 14 5 16 0 21 22 23 BUILDING 6	SEARCH:	EMAIL	
	Showing 0 to 0 of 0 entries	MANUAL ENTRY	MANUA ENTRY	AL No data	31			Previous	Next
MANUAL ENTRY Building Name				1. Clia MA	ck on <i>ADI</i> ANUAL EN	D ITRY			

7. Follow the steps reflected below to **report positive COVID-19 test**.

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Jane Doe	No data available in table	2. Click on COVID ENTRY
MAIN NAVIGATION Dashboard	Showing 0 to 0 of 0 entries MANUAL ENTRY 3 Select Date from	Previous Next
Change Password	COVID ENTRY 1. Select Positive from the Status drop down down	e drop specimen was collected) from Test Date from drop down
	Select Status Reporting Date Test Date Select Date Select Date	Result Date
		6. Select Date (when you received results) from Result Date drop down
	5. Click on ADD COVID ENTRY to record	

8. To view your entries, please follow the steps reflected below.

Jane Doe	 ■ 3. Select th floor (if a subject of floor) 	e building and applicable) you	Click on a start and e reporting multiple d one date from the ca	end date (if ates) or just alendar drop	:d.edu 🗸
MAIN NAVIGATION Change Password	Tracing down By Employee Location	Select Date	down and click on A	pply	
		Bit Hill Colley yy I December 2020 Su Mo Tu We Th Fr 1 2 3 -	January 2021 January 2021 Sa Su Mo Tu We Th Fr Sa 5 1 2 3 4 5 1 2 12 3 4 5 7 8 0 1 2 1 <th1< td="" th<=""><td>1. Click SU building AKA Loc</td><td>BMIT to display the sand floors (if applicable) and floors (if applicable) at ions you visited</td></th1<>	1. Click SU building AKA Loc	BMIT to display the sand floors (if applicable) and floors (if applicable) at ions you visited
	Showing 0 to 0 of 0 entries	Apply Ciear Cancel		COVID ENTRY	Previous Next