

## Tips for New Keyholders

### Updated 6/17/05

**Q: What is the schedule for data collections?**

**A:** NCES posts each year's schedule well in advance. To locate the schedule for the upcoming collection year, go to the IPEDS homepage ([nces.ed.gov/ipeds](http://nces.ed.gov/ipeds)), and click on this link in the top right column: [IPEDS Web-based Data Collection and related materials](#), then scroll down toward the bottom of the page and click on the link in the left hand column entitled: "2005-06 Web Collection Schedule."

**Q: How do I register as a Keyholder?**

**A:** If you have the Keyholder UserID and Password, you can log into the collection system, go to the "Tools" menu, and select the "Registration" option. Updating the registration with your name and contacting information is all you need to do to become the "official" keyholder. You do not need to contact the Help Desk, NCES, or the U.S. Department of Education.

**Q: How do I know if I have the correct UserID and Password?**

**A:** A keyholder UserID/PW remains current for a full collection year. For the 2005-2006 collection year, the Keyholder UserID will start with "P5" and will end in "1". Any UserID starting with P4, P3, etc, is old and will not work.

**Q: What should I do if I lost my UserId and/or Password, or never received it in the first place?**

**A:** Contact the IPEDS Help Desk. If necessary, your password can be reset.

**Q: Do I have to submit IPEDS surveys?**

**A:** If your institution participates in Title-IV Federal Financial Aid Programs, then you are required to complete the surveys. Title-IV participating institutions that do not complete the IPEDS surveys can be penalized (fined and/or lose T-IV funding) for failure to comply. Not all surveys are applicable to all institutions, but all applicable surveys must be completed by the stated deadlines.

**Q: How do I determine which surveys need to be completed?**

**A:** There are 3 collections during the year—Fall, Winter, and Spring. During each of those collections, the applicable surveys will show up on your screen when you log into the collection system. There is a status associated with each survey (i.e. "no data," "has data," "locked," etc). If you are ever uncertain about whether you are done, just click on the "Am I Done?" link at the top of the page and you'll get an immediate answer.

**Q: How do I find blank forms?**

**A:** There are two places. 1) Log into the collection system, go to the "REPORTS" menu, and select "Survey Forms (blank)." The resulting list of forms covers all different types of institutions, so make sure you select the versions that are right for your type of school. 2) From the IPEDS homepage ([nces.ed.gov/ipeds](http://nces.ed.gov/ipeds)), click on this link in the top right column: [IPEDS Web-based Data Collection and related materials](#), then scroll down

toward the bottom of the page and look for the three links across the middle of the page for: Fall Data Collection Items, Winter Data Collection Items, and Spring Data Collection Items. Next you will see a grid with different versions of forms and other information related to each survey (instructions, upload specifications, etc).

**Q: How do I keep informed of IPEDS changes and developments?**

**A:** There are several ways. First, we regularly email to Keyholders “This Week in IPEDS” which contains any important announcements or upcoming changes. Second, there is a section on the IPEDS home page called “What’s New?” where we post reports from Technical Review Panel Meetings, proposed changes to the collection, and other pertinent information. Finally, NCES staff, IPEDS trainers, and other individuals conduct training and update sessions at national and regional meetings (AIR, AACRAO, etc).

**Q: How can I save a copy of my institution’s data?**

**A:** You can print or export the completed survey data. To print the data, log into the collection system, then go to the “Reports” menu and select “Survey Forms (Data).” Select the desired surveys, then print directly from your browser. To export electronic files, go to the “Tools” menu and select “File Export.” From here, select a file type, a survey, and export the data to a .csv file.

**Q: Can other staff at my institution access the web system?**

**A:** Yes, you can generate up to six additional UserIDs and passwords to distribute to other staff needing access. To do this, go to the “Tools” menu and select “Additional Users/Passwords.” From here, select the number of UserIDs needed, and the system will generate them. Write down the IDs and PWs and distribute them as needed.

**Q: Will I be sent remainder emails about IPEDS deadlines?**

**A:** Yes. Locking keyholders are sent up to 3 reminder emails per collection. Based on our prompting schedule, you will be sent prompting emails at 4 weeks remaining, 2 weeks remaining, and 1 week remaining in the collection, if your surveys are not started and/or locked by those specified times. If no data have been entered at the point of “two weeks remaining,” the Help Desk will call you and/or your institution’s Chief Executive Officer.

**Q: How can I get assistance?**

**A:** The IPEDS Help Desk is a great place to start. They can be contacted toll-free at 1-877-225-2568 or by email at [ipedshelp@rti.org](mailto:ipedshelp@rti.org), and they operate 8:30 am – 5:00 pm Mon-Fri, Eastern time, with extended weekday and weekend hours during the final 10 days of each collection period.