


Association for Institutional Research

Keyholder Responsibilities

Ministry of Education Sciences - U.S. Department of Education
ies NATIONAL CENTER FOR EDUCATION STATISTICS



IPEDS INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM

Keyholder Responsibilities

- Register, and keep contact information current
 - KH is point of contact between IPEDS and your institution
 - Receive all email messages
 - Prompts
 - Verifications
 - Receive phone calls from Help Desk

IPEDS INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM

Keyholder Responsibilities

- Coordinate all aspects of data submission at the institution level
 - Make sure all data are entered **(step 1)**
 - Make sure all surveys are edited and clean **(step 2)**
 - Lock the data for all surveys before the collection close date **(step 3)**

IPEDS INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM

Keyholder Responsibilities

- Communicate with system and/or state coordinators about the timing of data submission
- Call the IPEDS Help Desk with any questions or concerns:
1-877-225-2568

IPEDS INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM

Contact the Help Desk if...

- You have ANY questions
- You haven't received your UserID and password
- You think your list of applicable surveys is not correct
- You think a survey status is not correct

IPEDS INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM

Contact the Help Desk if...

- You have problems entering data
- You have problems resolving edit failures
- You have problems locking your data
- You have questions concerning ANY follow-up e-mail you receive
