Keyholder Resources
Tutorial Script
2021-22 Data Collection Cycle

The Association for Institutional Research (AIR) conducts face-to-face workshops on IPEDS topics around the country. These workshops are provided at no cost to participants.

Topics include:
- IPEDS Data as the Public Face of An Institution
- IPEDS Data and Benchmarking: Supporting Decision Making and Institutional Effectiveness
- IPEDS Finance Training for IR Professionals
- New Keyholder Training
- Best Practices for Reporting and Using IPEDS Data to Improve Office Efficiencies
- IPEDS Human Resources Training, and
- IPEDS Student Financial Aid Training
- Beyond Compliance: How to Use IPEDS Data to Examine Student and Institutional Success

And, of course, there are free web-based tutorials, developed by AIR, on data submission and data use topics. Access these through the AIR and IPEDS websites.

Two new online keyholder courses were recently created, IPEDS Keyholder Essentials: A Beginner's Guide and IPEDS Keyholder Efficiencies: Reducing the Reporting Burden. These courses are mentor supported, self-paced courses and are designed to enhance your knowledge as an IPEDS keyholder. Courses can be taken from the comfort of your home or office and require approximately 10-12 hours to complete within a one-month period. As a reminder, all IPEDS keyholder training options are available at no cost to participants. Funding for this work comes from the U.S .Department of Education's National Center for Education Statistics (NCES).

The IPEDS Listserv is also a valuable resource. It has over a thousand members, and there have been good discussions on many IPEDS topics, including student financial aid concepts, human resources concepts, tracking student cohorts, and entering data on students. You can join by following the link from Report Your Data.

Here is one final look at the IPEDS home page. Your task as a keyholder begins here. You can access the Data Collection System by clicking on the Report Your Data link in the bottom red bar.

On the home page are links to access other IPEDS tools for using the data through the Use the Data portal, as well as training and outreach through the Join In link and the College Navigator tool through the Find your college link, and many other resources.

Directory, program, and student information for institutions across the nation can be found on College Navigator. As one of your first duties as an IPEDS keyholder, you might want to check out your institution's profile on College Navigator.

Don't forget about the AIR/IPEDS training resources available at www.airweb.org.

And the most important contact information for IPEDS keyholders: the IPEDS Help Desk.

This concludes the tutorial for new IPEDS keyholders.