

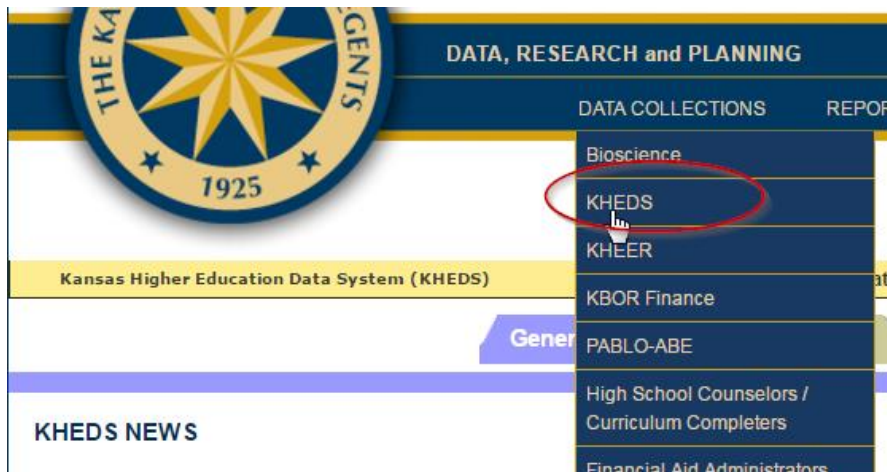


KSPSD Data Certification Instructions

**Screen shots for this document are for the AY16 data submission. The Fall Semester submission screens will have slightly different content but the steps for certification are the same.*

Log into the DRP submission website at
<https://submission.kansasregents.org/login.jsp>

Once you have logged into the KHEDS system, hover over the Data Collections link in the blue banner at the top of the page and select “KHEDS” from the dropdown box.



Make sure you are in the correct KSPSD data submission in your profile by selecting “Change” in the yellow banner toward the top of the page. This will bring you to the Change Profile page. Select the correct timeframe (Academic Year or Fall Semester) from the Period dropdown box and the Year you need to certify, then select “Update”. The yellow banner should now show your name, your institution, and information about the data submission you are certifying (Academic Year or Fall Semester and the Year). On the following page there will be a screen shot of Change Profile page.

Kansas Higher Education Data System (KHEDS) Katie Geier | Test Inst.#05 | Academic Year | 2016 [Change Profile](#)

Change Profile

Institution:

Period:

Year:

Update Account
[Click here to update account information.](#)
[Click here to change password.](#)

View Other Users
[Click here to view other users in institution.](#)

Once the profile has been updated, you will be brought to the General Information tab. From here, you will need to select the Data Certification tab.

Kansas Higher Education Data System (KHEDS) Katie Geier | Test Inst.#05 | Academic Year | 2016 [Change Profile](#) [Staff](#)

[General Information](#) | [KSPSD](#) | [Program Inventory](#) | [BTE](#) | [Reports](#) | [Funding](#) | [Data Certification](#)

KHEDS NEWS

2016 Kansas Board of Regents Data Quality and Planning Conference June 8-9
 2016 Spring KHEDS Webinar

Once you have clicked on this tab, you will see a series of reports. The Certification Report for Funding is the report that must be viewed before the collection can be certified.

[General Information](#) | [KSPSD](#) | [Program Inventory](#) | [BTE](#) | [Reports](#) | [Funding](#) | [Data Certification](#)

Select SAS debug mode: 0

Presidential Certification

After reviewing the report(s) listed under the collection that you wish to certify, please click on the continue with certification link to proceed with the certification process. If corrections are needed to your data, please contact Will D Hortensline or your data submission contact. Please note that you will not be allowed to certify until reviewing the Funding report.

KSPSD - Academic Year 2013 Collection

This is the annual academic year collection that is open July 1 - September 16 with a certification/review period of September 17 - September 30.

- Perkins Concentrators Report **PDF**
- Perkins Eligibility Assignment
- Core Indicators Report **PDF**
- Core Indicators Report Detail
- Pell Count Report
- Follow-up Download
- Course Funding Eligibility
- Certification Report for Funding

The President must view the Funding Report before the data can be certified.

The certification link the president must select to certify the data will not appear until the “Certification Report for Funding” report has been reviewed for the institution. Once the report has been reviewed, the certification link should appear.

The screenshot shows a web interface with a navigation bar at the top containing tabs for General Information, KSPSD, Program Inventory, BTE, Reports, Funding, and Data Certification. Below the navigation bar is a dropdown menu labeled "Select SAS debug mode: 0". The main heading is "Presidential Certification". A paragraph of text explains the certification process and provides contact information for Will D Hortenstine. Below this is a section titled "KSPSD - Academic Year 2013 Collection" with a sub-note about the academic year and certification period. A list of reports follows, including Perkins Concentrators Report (PDF), Perkins Eligibility Assignment, Core Indicators Report (PDF), Core Indicators Report Detail, Pell Count Report, Follow-up Download, Course Funding Eligibility, and Certification Report for Funding. At the bottom of the list, the link "Continue with certification" is circled in red.

Once the “Continue with Certification” link has been clicked, the certification information will appear for review.

Certification

Senate Bill No. 143 (SB 143), sections 1 through 10 of which create the Postsecondary Tiered Technical Education State Aid Act, took effect on July 1, 2011. Section 4 of SB 143 states, "In accordance with deadlines established and published by the state board of regents, the chief administrative officer of each eligible institution shall certify under oath to the state board any information the state board deems necessary to carry out [the Postsecondary Tiered Technical Education State Aid Act] in such form as required by the state board."

Additionally, Section 11 of SB 143 and K.S.A. 71-603 require certification of credit hours of resident students for purposes of non-tiered credit hour funding and authorize the Kansas Board of Regents to require technical colleges (SB 143) and community colleges (K.S.A. 71-603) "to furnish any additional information deemed necessary by it to carry out the provisions of [those acts, and to] prescribe such forms and policies as may be necessary for making such reports."

K.S.A. 72-4408 statutorily accepts the provisions and benefits of the Carl D. Perkins Career and Technical Act of 2006 and designates the Kansas Board of Regents as the "sole agency for supervision of the administration of the state plan for career and technical education." Administration of the state plan includes determining eligibility for Perkins funding.

The Kansas Higher Education Coordination Act gave the Kansas Board of Regents the powers and duties of higher education coordination including the duty to "collect and analyze data and maintain a uniform postsecondary education data base" per K.S.A. 74-3205d. In response, the Kansas Board of Regents has developed the Kansas Higher Education Data System (KHEDS) collection. The Kansas Board of Regents has deemed the KHEDS data collection as information that is necessary to carry out the provisions of sections 1 through 11 of SB 143, K.S.A. 71-603, K.S.A. 74-3205d and K.S.A. 72-4408.

As President, I certify under oath to the completeness and accuracy of the data submitted by my institution to the Kansas Board of Regents in the KHEDS data collection.

Indicate agreement with data submission and select "Certify".

An email will be generated by the system indicating a successful certification. Please contact IRHelp@ksbor.org with questions regarding this process.