1. Specify IPEDS date parameters for the report, using the EIDP screen. The date parameters are indicated on explanatory materials that accompany the IPEDS form. The dates are set up using the EIDP screen.

2. Verify that the coding for staff and faculty are correct in your files. Run the “Set up Verification” process. You do this from the ISVR screen in Colleague.
Once you have run it, you may correct coding errors in Colleague. The IPEDS manual contains a guide to assist in error correction. Gender or ethnic codes may be added through the NAE screen. For other EEO specific coding, follow the instructions in your IPEDS manual.

3. When data has been corrected you are ready to run the IPEDS report. There are two IPEDS report screens.

From Colleague HR, type IFSS
Fill out the screen as above (changing the date as needed) and finish out of the screen. An error report will indicate any lingering errors in the data. FINISH out of the error screen.

Type IPRT as above; complete the screen as above and FINISH (F9). You can press the FINISH key when the error screen comes up, and then FINISH to send the reports to the printer. You will have to press F9 several times.

4. When you are satisfied that the data is correct, run IPRT again, specifying “Y” for field 5, Official Report.