External Data Request Online Form
User Guide

CLICK HERE TO REQUEST DATA

Purpose

The Office of Advanced Data Analytics (Analytics) has created a form to allow those requesting System data to submit a data request via an online application. This document provides instructions to successfully submit a data request within the application and the workflow process.

Instructions for Completing a Data Request

- The following fields are available on the External Data Request form:
  - First and Last Name
    - *Requester's first and last name.*
  - Title/Position
    - *Requester's current job title or position.*
  - Organization
    - *The organization or company that the requester works for.*
  - Email Address
    - *Requester's email address.*
  - Phone Number/Extension
    - *Requester's phone number and extension (if applicable).*
  - Requested Completion Date
    - *Date that requester would like to receive data requested.*
  - Purpose of Data Request
    - *Requester must provide a description of why the data is being requested.*
  - Have you submitted this request to another PASSHE employee or office?
    - *Requester must select 'Yes' or 'No'.*
  - If YES, to whom was this previous request submitted?
    - *If requester selected 'Yes' to the previous question, they should identify the first and last name, and/or office that the same data request was submitted to.*
  - Have we provided this data in the past?
    - *Requester must select 'Yes', 'No', or 'Unknown'.*
  - Is this a recurring request?
    - *Requester must select 'Yes', 'No', or 'Unknown'.*
  - If YES, please identify the occurrence of this data.
    - *If requester selected 'Yes' to the previous question, they should identify the occurrence of the data request (Quarterly, Semi-Annually, or Annually).*

- Category of Data Requested
    - *The related subject category of the data requested. This includes options such as Admissions, Enrollment, Graduation Rates, and Student Costs. There is a write-in option if the applicable subject category is not available.*
- Requested Data
    - *Additional details related to the data requested, including timeline (single point in time or longitudinal).*

<u>Workflow</u>

A Microsoft Power Automate flow has been created to automate the data request process. When a data request form is submitted by an individual, the workflow collects the data fields within the completed form and creates a line item within the Data Analytics Request Log. Once the line item is created in the log, an automated email will be sent to the individual that submitted the request, referencing the request log number. A second email will be sent to the Analytics team members notifying them of the request received, also referencing the request log number.