



QUALITY ASSURANCE REPORTING SYSTEM (QARS)

QARS allows colleges a way of preventing coding mistakes that affect state and federal level reporting. The source of the data is the SBCTC Master Data Views built using PeopleSoft application data. The current quarter data in this system is refreshed nightly. Most coding changes you make today will not be reflected until tomorrow.

There are various types of reports being added to QARS, and all users will have general access. The student and employee reports will contain detailed data, including EMPLID, for students or employees with coding issues. Only designated staff should have access to these detailed student/employee reports that include PII data. Please mark the box at the bottom of this form and provide your supervisor's signature if you need this type of detailed access.

Please provide the following information to be added to QARS:

First Name:	
Last Name:	
Email:	
Phone #:	
College:	

If you are requesting access for all the colleges in a district, please list the additional colleges.

Additional Colleges:	

Type of Access: Detail (includes PII data)

Type of Tickler reminder: CS (quarterly snapshots) HCM (HR and IPEDS) Both No Notices

Supervisor Signature: _____ **Date:** _____

Once new users are entered into the system, they will receive an automated email to set up a password. If you have questions, please contact Data Services at dataservices@sbctc.edu.