

IPEDS File Directions

Downloading the IPEDS File to Your Desktop Computer

Below is general information about and the procedures for downloading the Integrated Postsecondary Education Data System (IPEDS) file from your college's HP3000 to your desktop computer.

General Information

To download the IPEDS file, the following is required:

- Access to the ZX4099 process. See the security manager at your college to be given access.
- Reflections 1 or greater, or MiniSoft 5.0 or greater.

Downloading the File

1. In the Screen field of the PPMS Main Menu, type ZX4099. Leave the FUNC, KEY1, KEY2, and KEY3 fields blank.
2. Press the Enter key by the numeric keypad. (Note: This is the only time you will use this Enter key; from this point forward, you will use the Enter key on the main part of your keyboard.)
3. At the Enter Option prompt, type D (Download). Press Enter.
4. At the Enter PC Filename prompt, type the path and filename you want to use to save the downloaded file, for example, A:IPEDS. In this example, the file would be saved to the A: drive under the filename IPEDS.
5. Press Enter.
The file will be downloaded and saved under the filename you specified in Step 4.
A message will say Download Completed.
Another message will say Press Enter to Continue.
6. Press Enter.
7. At the Enter Option prompt, type E to exit. Press Enter.

Uploading the IPEDS File to the IPEDS Web Collection System

Below is general information about and the procedures for uploading the IPEDS file to the IPEDS Web Collection System.

General Information

If you have never uploaded an IPEDS file before, contact Jim Nearing at SBCTC Olympia for important detailed information about the IPEDS process.

Uploading the file

1. From your web browser. go to <http://surveys.nces.ed.gov/ipeds/>
2. Log on to the system.
3. In the IPEDS menu, click on Tools.
4. Click on File Import/Upload.
5. In the File Name field, either (a) type the path, filename, and extension of the file on your desktop computer or (b) click on Browse, locate the file, and click the Open button.
6. For the File Type option, select Fixed Length.
7. For the Survey option, select the survey that corresponds to the file you are uploading.
8. Click Submit.
The File Upload screen will appear.
9. Click Process Upload.
The file will be uploaded and the File Upload Summary will appear.
10. Review the File Upload Summary for the status of the import.