

February 12, 1999

Memorandum

To: HRD Directors/Coordinators
From: Barbara A. Boyce
Subject: Human Resources Development (HRD)
Student Reporting Data System

Below are just a few updates about the new HRD Student Reporting Data System:

- ▶ Thus far, there have been two releases (15.0 and 15.1) sent to the System's Administrator at your college containing IIPS software for the HRD Student Reporting Data System. The login code is CC.HD.
- ▶ If you have not started keying your data, please contact me.
- ▶ The dates for transmitting your data to the System Office are as follows: March 5, April 2, and June 15. Instructions will be sent to your System's Administrator with the next release.
- ▶ Several individuals have requested a brief meeting at the HRD Training Academy with Arthur Hohnsbehn and Lynda Wilkins to discuss questions, concerns and/or recommendations for the new data system. That meeting has been set for Friday, February 26, from 8:15 a.m. to 9:15 a.m.
- ▶ An HRD User's Guide has been developed to provide general information and specific instructions for navigating through the screens in the new system. This document can be accessed on the Internet from the System Office's web page at the following address www.ncccs.cc.nc.us. Once you get to the home page, look at the table of contents, click on the subtitle Documentations and then Documentation for IIPS Software.

If you have any questions, give me a call at (919) 733-7051.

C: Presidents
Senior Continuing Education Administrator
System's Administrator

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