Keyholder and User Accounts
Current Survey Year

KEYHOLDER INFORMATION

Keyholders are setup by the Chief Executive Officer (CEO) of each member institution. The keyholder may be the CEO or a trusted colleague delegated by the CEO. This person is responsible for coordinating the data entry and submission of the ARF survey to ATS and is point of contact for ARF related communications. The Keyholder is the only role that can close/submit the data to ATS, and the only role that can create user accounts for additional personnel enter and review data. User accounts are created with limited or full access for each individual requiring access to the ARF.

The keyholder has full access to the ARF, including confidential financial and salary data for the current and previous year.

USER ACCOUNT INSTRUCTIONS

≡ Select User Accounts in the menu on the left side of the application, if not visible click the menu icon in the top right corner of the application.

Add New User: Click to add new user accounts. Enter and confirm the new user's email address, enter their Last and First Name, and select their ARF Access Role(s). See below for the role descriptions and what parts of the ARF each role has access.
 The role of Keyholder can only be granted by the CEO or ATS.
 * New users are inactive until the user resets their password via the activation link.

> **Create User / Send Activation Email:** Click to save new user, send the account activation email, and return to the previous screen.

> **Cancel:** Click to cancel changes and return to the previous screen.

View/Edit: Click to view the user account details, to edit the user's ARF Access Role(s), or to deactivate a user account.
The role of Keyholder can only be deactivated by ATS, please contact arf@ats.edu for assistance.

> **Save User:** Click to save changes and return to the previous screen.

> **Cancel:** Click to cancel changes and return to the previous screen.

Resend Activation Email: Click to resend the user account's activation email. This option is only available for user accounts that have not yet activated their account.

USER ACCOUNT – ROLE DESCRIPTIONS

General, limited access, for completion of information on forms other than Finance, Personnel, and Salary.

Personnel, limited access, for completion of school personnel information.

Supervisor, full access to all ARF forms, for completion of Finance and Salary information.

Keyholder, full access to all ARF forms, can activate/deactivate user accounts and assign roles, as well as the only role that can submit the ARF.

ARF Form	General	Personnel	Supervisor	Keyholder
AF-1: Admissions	X		X	X
CF-1: Completions (Race and Gender)	X		X	X
CF-2: Completions (Time and Gender)	X		X	X
CF-3: Completions (Placement and Gender)	X		X	X
CF-4: Completions (Graduation Rate)	X		X	X
EF-1: Enrollment (Race and Gender)	X		X	X
EF-2: Enrollment (Age and Gender)	X		X	X
EF-3: Enrollment (Denomination)	X		X	X
EF-4: Enrollment (Previous Year)	X		X	X
EF-5: Enrollment (Extension and Distance Ed)	X		X	X
DF-1: Development	X		X	X
FF-1: Financial Data			X	X
FF-2: Financial Data (additional)			X	X
IC-1: Institutional Characteristics	X		X	X
IPPR: IPPR Request	X		X	X
LF-1: Library	X		X	X
PF-1: Personnel - Full-Time		X	X	X
PF-2: Personnel - Part-Time		X	X	X
RF-1: Respondent	X		X	X
SF-1: Salary			X	X
Submit				X
KF-1: Keyholder User Management				X