

PCHEES User Manual



PCHEES Logon

Customer ID

Password

[Logon](#) [Cancel](#)

[Password Rules](#) [Change Password](#)

[Email my password to me](#)

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1. Overview

With the PCHEES application, institutions are able to: (a) release submitted PCHEES data; (b) view reports of submission and release activity; (c) view term enrollment reports sourced by PCHEES data submissions; and (d) download research data sets.

PCHEES Application Pages	Production
1. Data Administration	
1.1. Submission Management	YES
1.1.1 Final Collections	YES
1.1.2 Day 10 Collections	YES
1.2. Release Management	YES
1.3. Reports	
1.3.1 Data Submission Results (including validation errors)	YES
1.3.2 Data Submission & Release History	YES
2. Reports	
2.1. Term Enrollment	YES
Non Redacted	YES
Redacted	YES
3. Research Data Sets	
3.1. Term Enrollment	YES
3.2. Term Completion	YES
4. Documentation	
4.1 OFM-Supplied Valid Values for Data Elements	YES
4.2 Data Submission Guide (formerly Data Dictionary)	YES
5. Help Page	
5.1 Frequently Asked Questions	Not Yet
5.2 User Manual	YES
5.3 Data Submission Guide (formerly Data Dictionary)	YES
5.4 Release Notes	YES
5.5 List Serve Information	YES
5.6 Contact Information	YES

Instructions are provided on the following pages for logging into Secure Access Washington (SAW) and PCHEES as well as for using the PCHEES application.

2. Registering for Secure Access Washington (SAW)

The Office of Financial Management's (OFM) security solution for the PCHEES application for those who are outside of the Secure Government Network (SGN) will be the use of Secure Access Washington (SAW). This will allow users to access the PCHEES application from their own computer via a web browser.

2.1 How do I register for SAW?

Open a web browser and go to <https://secureaccess.wa.gov/>



The SecureAccess Washington logon page will display.

A screenshot of the SecureAccess Washington login page. The page has a grey background with a white box containing the login form. The logo "SAW SecureAccess WASHINGTON" is in the top left. The heading "Login to your SecureAccess Washington Account" is centered. Below it are two input fields: "User ID:" and "Password:". A "login" button is below the password field. Further down are several blue links: "Do not have an account? Create one", "Forgot your User ID?", "Forgot your password?", "Haven't received activation email?", and "Activate your account". At the bottom left are "Privacy Notice" and "Help" links. At the bottom center is a small copyright notice: "Copyright 2004-2012 © Washington State Department of Information Services -- All Rights Reserved".

To register, perform the following steps:

1. From the **SecureAccess** menu, click on **Create one**.

User ID:

Password:

Do not have an account? **1**

[Forgot your User ID?](#)

[Forgot your password?](#)

[Haven't received activation email?](#)

[Activate your account](#)

2. Click on **Start**.

1 → 2 → 3 → 4 → 5 → 6

Name & email address Username & password Review your information Enter security check Check your email Login to your account

SecureAccess Washington (SAW) allows you to access multiple online government services with the use of a single user ID and password. By creating a SAW account, you can interact with many government agencies, like L&I, Ecology, DSHS, and more with one account.

2

3. Within the **Name**, **E-Mail Address**, and **Confirm E-Mail Address** fields, enter the requested information. Please use the same email address as has been used in PCHEES; this should be your work email address.

From the **Secret Question** drop-down list, select a question and enter the answer.

4. Click on **Next**.

Enter your personal information:

Name **3**

E-Mail Address

Confirm E-Mail

Secret Question

Question Answer

4

5. Under **Create a username and password**, within the **User ID** field, enter your user ID. For ease of remembering, you may use the same ID as you have in PCHEES, but this is not required.

Within the **Password** and **Confirm Password** fields, type your password.

 Messages regarding the strength of the password you are entering will appear as you type.

Create a user ID and password:

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access.

User ID: 5

Password:

Confirm Password:

You have selected a secure password!

Requirements for a secure password:

Choose a password with:

- at least 10 characters
- contain at least three of the following character classes: uppercase letters, lowercase letters, numerals, special characters
- does not contain user ID

6

6. Click on **Next**.

 After reviewing your information for accuracy, to print the page for your records, click on **PRINT**.

Go back to the previous page to make changes.
Continue to the next page if the information is correct.

You may want to [PRINT](#) this page for your records. 7

7. Click on **Next**.

8. Within the **Enter the code** field you see below, enter the code that appears. The security code is not case-sensitive and only contains numbers and lower case letters.

 If you cannot read the code, click the link. This generates a new security code. You may also click the speaker icon which will broadcast the code through your speakers.



In the box below, enter the security code you see above:
([Click here if you cannot read the code](#)) 9

8

9. Click on **Submit**.



A confirmation message appears, and you will receive an email from SecureAccess Washington. To complete the registration process, follow the instructions contained in the email.

SAW SecureAccess WASHINGTON®

1 → 2 → 3 → 4 → **5** → 6
Name & email address Username & password Review your information Enter security check **Check your email** Login to your account

Check your email account:
You are not quite finished yet!
Next you will need to check your email to get information needed to get your account activated and ready to use!

[Privacy Notice](#) [Help](#)
Copyright 2004-2012 © Washington State Department of Information Services – All Rights Reserved

2.2 How do I activate my SAW account?

After you have registered, you will receive a confirmation email. There are two ways to activate your account:

- [Activate your account from the email link](#)
- [Activate your account using the Registration Code](#)

Activate your account from the email link

To activate your account from the email link perform the following steps:

1. From the registration email, click the provided link to activate your account.

From: secureaccess@dis.wa.gov Sent: Fri 6/22/2012 12:54 PM
To: [redacted]
Cc: [redacted]
Subject: SecureAccess Washington: Welcome to SecureAccess Washington

* This is a system generated message, please DO NOT reply to this email.
* If you have any questions, please visit our support site at:
* <http://support.secureaccess.wa.gov>
* *****

Thank you for signing up with SecureAccess Washington.
Your SecureAccess Washington account [redacted] has been successfully created.
To activate your new account, click the following link.
<https://secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=14527&userId=linda.tamayo>

SecureAccess Washington provides access to a growing list of on-line government services via a single user account. Once you complete your sign-up, you may add services to your new account by logging in and choosing "Add Service" tab. The service you choose to add may require an additional service registration process.

Although it is not common, with some email clients, you may need to use the following information to activate your account:
Your User ID: linda.tamayo
your Registration Code: 14527

If you have questions about using SecureAccess Washington or need assistance using this service, please visit our customer support center at <http://support.secureaccess.wa.gov>.

2. A web browser opens and displays that your registration was successful. Click on **Login**.
3. Type your User ID and Password, and then click on **Login**.

Activate your account using the Registration Code



With some email clients, you may need to use the **Registration Code** from the confirmation email to activate your account.

To activate your account using the Registration Code, perform the following steps:

1. At the **Login to SecureAccess Washington** page, click on **Activate your account**.

2. Enter your **User ID** and **Registration Code**, and then click on **Submit**.

Activate Your Account:

User ID:

Registration Code:

2

 A message appears, confirming that your registration was successful.

2.3 How do I add the PCHEES application to my SAW account?

To add a service (the PCHEES application is considered a service), perform the following steps:

1. Log in to the SecureAccess homepage. Enter your user id/password and then click the login button.

SAW SecureAccess WASHINGTON®

1 → 2 → 3 → 4 → 5 → 6
Name & email address Username & password Review your information Enter security check Check your email Login to your account

Your SecureAccess Washington account has already been activated.

Login to access your account and register for services

User ID

Password

2. When you first login, the **My Services** tab will be active. Click on the **Click here to add services**.

SAW SecureAccess WASHINGTON®

My Secure Services Account Management

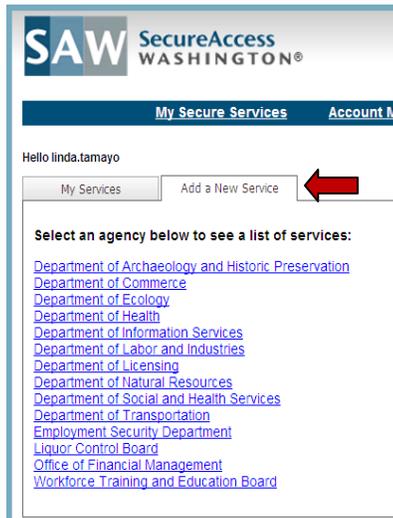
Hello linda.tamayo

My Services

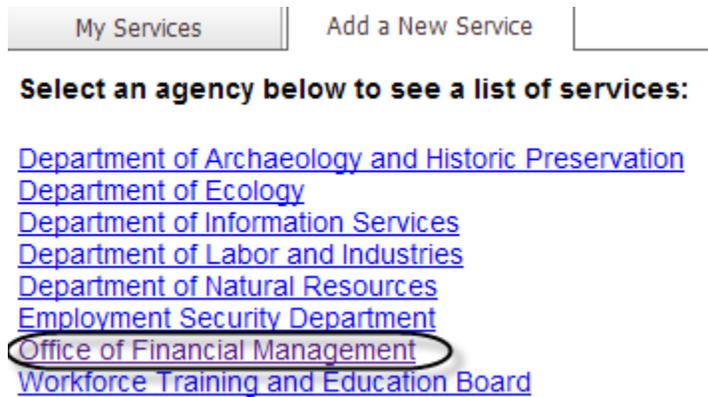
Service	Agency	Description
No Services. Click here to add services		

OR

Click on the **Add a New Service** tab



3. To see a list of available services, click to select the Office of Financial Management as the agency for which you wish to add a service.



4. Find the service you wish to add (PCHEES) and under **Action**, click on **Apply**.

Add a Service to Your Account

Select a service to apply for from the following.

Note: Services for which you currently have access, have applied to and are awaiting approval, or those that you have been suspended or rejected from will not appear in this list.

[All Agencies](#) > [Office of Financial Management](#)

Action	Service Name	Description
Apply	OFM Application Portal	OFM application Portal Privacy Notice
Apply	PCHEES	PCHEES production application site more



Your registration will be acknowledged with a message letting you know you will be notified by email of the approval or rejection of your service registration.

Service Registration Received

Thank you for registering with agency **Office of Financial Management's** service **PCHEES**. You will be notified by email of the approval or rejection of your service registration.

2.4 How will I be notified if I have been approved for a service?

Approval is required before you are able to access PCHEES. While waiting for approval, the service will be listed in the **Services for which you are pending access approval** section.

Service	Agency	Description	User Status	Action
PCHEES	Office of Financial Management	PCHEES production application site	Pending	cancel

You will be notified by email when your registration has been acted upon.

PCHEES will be listed in the My Services tab once your registration has been approved and the User Status will be updated to **'Active'**.

Service	Agency	Description	User Status	Action
PCHEES	Office of Financial Management	PCHEES production application site	Active	Remove

At this point you may click on the PCHEES link to access the application.

2.5 Where do I go if I have other questions about SAW?

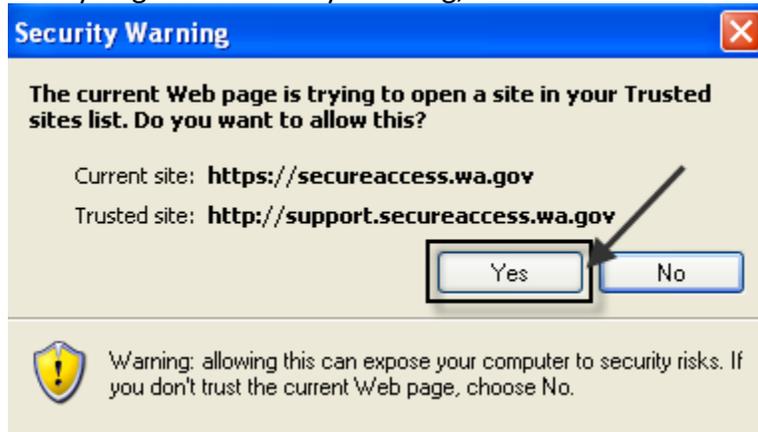
1. Click on **Account Management** to make any changes to your Password, update your Profile, cancel your SAW account or to report a security compromise of your SAW ID.



2. Click on the **Help** link for more information about your SAW account.



3. If you get this Security Warning, click **Yes**.



4. The [FAQ](#) page will open to answer common questions handled by the support staff. Use the [Search](#) or [Browse by Subject](#) tools if you don't find your answer here.

3. Logging into PCHEES

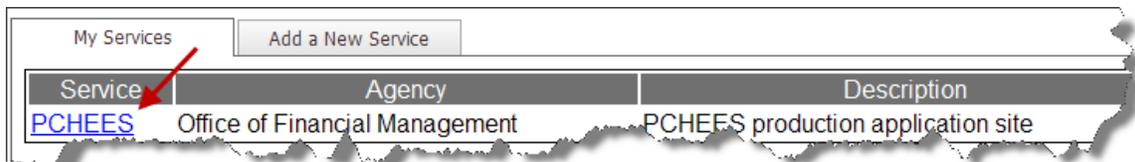
In order to log in to PCHEES you must first be registered in the PCHEES application as well as in SAW. If you do not have a PCHEES Customer ID you will need to contact the approving authority at your agency and request your security to be setup. They may email this request to: pchees.helpdesk@ofm.wa.gov.

3.1 What you need for PCHEES

Prerequisites	
1	Workstation needs to utilize Internet Explorer (IE) *6, 7, or *8. *IE6 - does not support the PCHEES logo properly *IE8 - requires Compatibility Mode to be turned on
2	The Submitting Agency Data Managers will need administrator privilege on their workstation to install the required Microsoft Silverlight component used for submitting files.
3	PCHEES Username – Provided in the email sent from the System Guard security system when your account was set up.
4	PCHEES Password – Provided in the email sent from the System Guard security system when your account was set up. If you do not know your password, click on the Email my password to me link or you may create a new one utilizing the Change Password feature on the PCHEES logon page.
5	Reports – Browser Security settings must be set to enable downloads. See section 11.

3.2 Accessing PCHEES outside of the Secure Government Network

Once you have been approved for the PCHEES application if you are outside of the Secure Government Network (SGN) you will need to log into your SAW account and click on the **PCHEES** link on the My Services tab:



Those who are within the SGN (OFM staff) can go directly to the website at:
<https://pchees.ofm.wa.gov/>

3.3 Two-Factor Authentication

Due to the nature of the data processed in PCHEES, a second layer of authentication in SAW is required. This is provided with keystroke dynamics. The first time you access PCHEES through SAW you will be prompted to enter your SAW User ID and Password a minimum of five times.



If you have previously signed up for the PCHEES training site through SAW you may not be prompted to go through the sample collection process again.

You are attempting to access a high security resource for security reasons please provide your User Id and Password

User ID

Password

Authentication requires the creation of a keystroke dynamics template. A minimum of five typing samples must be collected.

Now collecting sample 2.

User ID

Password

Authentication requires the creation of a keystroke dynamics template. A minimum of five typing samples must be collected.

Now collecting sample 3.

User ID

Password

Authentication requires the creation of a keystroke dynamics template. A minimum of five typing samples must be collected.

Now collecting sample 4.

User ID

Password

Authentication requires the creation of a keystroke dynamics template. A minimum of five typing samples must be collected.

Now collecting sample 5.

User ID

Password

The number of samples needed may vary depending on the length of time it takes you to key in your password each time.

Once SAW has collected the number of typing samples needed for the keystroke dynamics you will be asked to select and answer a security question.

Please select question 1 of 1 needed for CRQ enrollment.

Please select a security question

Save Answer



The next time you log into SAW you will be required to enter your User ID and Password once at the SAW login and then again when you select the PCHEES application.

3.4 Logon to PCHEES

The first time you log in, upon saving your security answer in SAW the PCHEES Logon screen will open. The next time it will open after entering your user ID and password for the PCHEES service in SAW.

PCHEES Logon

Customer ID

Password

Logon Cancel

[Password Rules](#) Change Password

[Email my password to me](#)

The logon page has the following links:

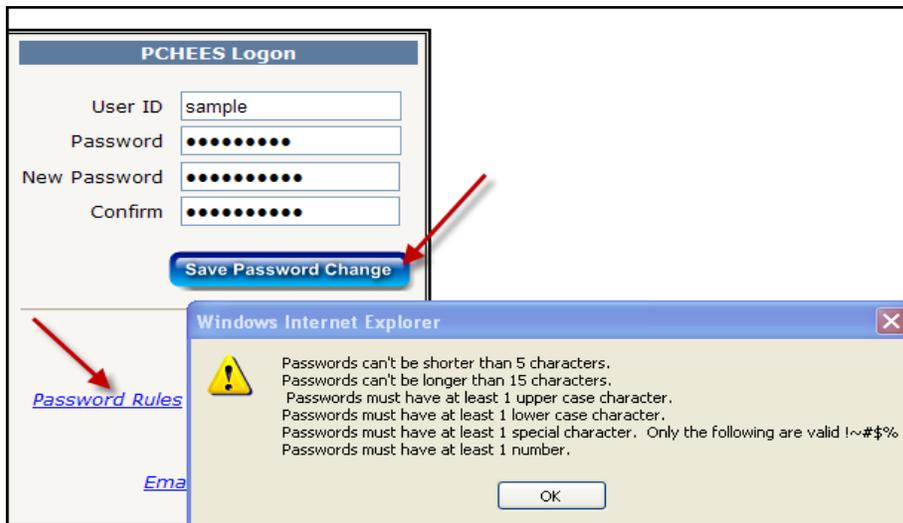
- Email my password to me
- Password Rules

There is a Change Password button to allow you to change your password.

The first time you logon to the application, your password will be set to 'PASSWORD' (no quotes). You will need to first click on the 'Change Password' button and create your personal password.



 Remember to click on the **Save Password Change** button after you have entered the information into all of the required fields.



 To send a shortcut to your desktop go to the **File menu/Send/Shortcut to Desktop**.



This icon will be placed on your desktop. If you double click on the shortcut your browser will open to the Secure Access Washington logon screen. If you have recently logged in through SAW and have not closed the browser your session with SAW may still be active. If this is the case the browser will open to the PCHEES logon screen.

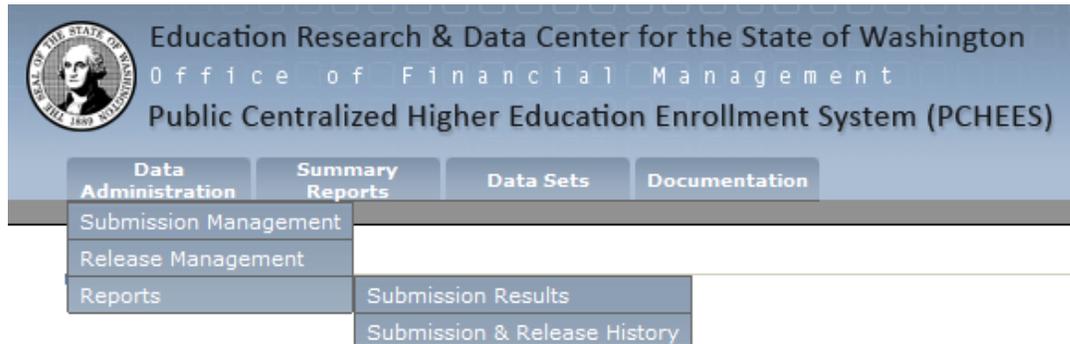
4. PCHEES Security Roles

You will now be on the PCHEES website and may proceed with the functions allowed for your role within PCHEES.

- 1) Submitting Agency Data Manager (Default Page: Submission Management)
- 2) OFM Data Manager (Default Page: Release Management)
- 3) Submitting Agency Analyst (Default Page: Summary Reports)
- 4) Education Agency Analyst (Default Page: Summary Reports)
- 5) Outside Analyst (Default Page: Summary Reports)

PCHEES WEB APPLICATION PAGE ACCESS	PCHEES WEB APPLICATION ROLE				
	1	2	3	4	5
Data Administration Submission Management	Y	N	N	N	N
Data Administration Release Management	Y	Y	N	N	N
Data Administration Reports Submission Results	Y	Y	N	N	N
Data Administration Reports Submission & Release History	Y	Y	N	N	N
Summary Reports Term Enrollment	Y	Y	Y	Y	Y
Data Sets Request Data Set	Y	Y	Y	Y	N
Data Sets Download Data Set	Y	Y	Y	Y	N
Documentation Data Submission Guide (formerly Data Dictionary)	Y	Y	Y	Y	Y
Documentation Valid Values	Y	Y	Y	Y	Y
Help Link	Y	Y	Y	Y	Y

5. Data Administration



5.1 Who has access?

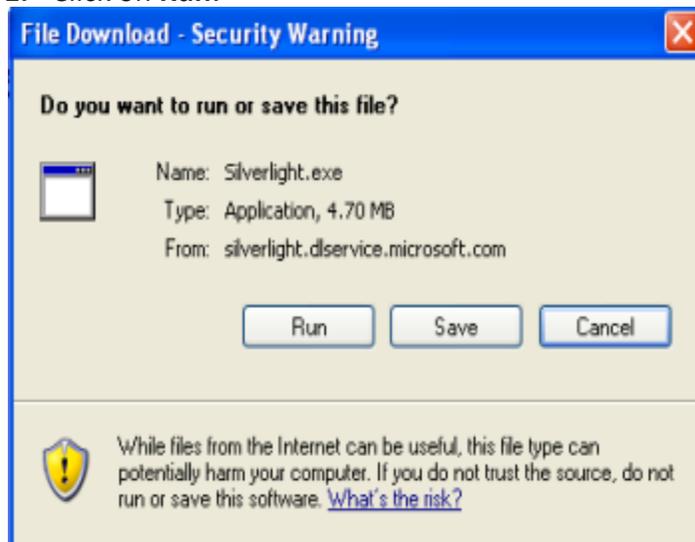
1. Submitting Agency Data Manager:
 - a) Submission Management
 - b) Release Management
 - Release to OFM
 - c) Reports
 - Submission Results
 - Submission & Release History
2. OFM Data Manager:
 - a) Release Management
 - Release to All Users
 - Withdraw from All Users
 - b) Reports
 - Submission Results
 - Submission & Release History

5.2 Microsoft Silverlight - for Submitting Agency Data Managers

Those who are logging in with the security level to submit data files (Submitting Agency Data Managers) may be required to download Microsoft Silverlight the first time you connect to the PCHEES application if your workstation does not already have it. You will be prompted to install it by clicking on the **Install Microsoft Silverlight** icon.



1. Click on **Run**:



2. Click on **Install Now**:



3. Once the install is successful, click on **Close**:



5.3 Data Administration → Submission Management

This will be the active page for Submitting Agency Data Managers when entering the PCHEES Website. Only Submitting Agency Data Managers have access to this page and may submit files.

1. Click on **Select Files** and locate your collection files stored on a location available from your workstation.



2. You will be directed to attach your files for upload.

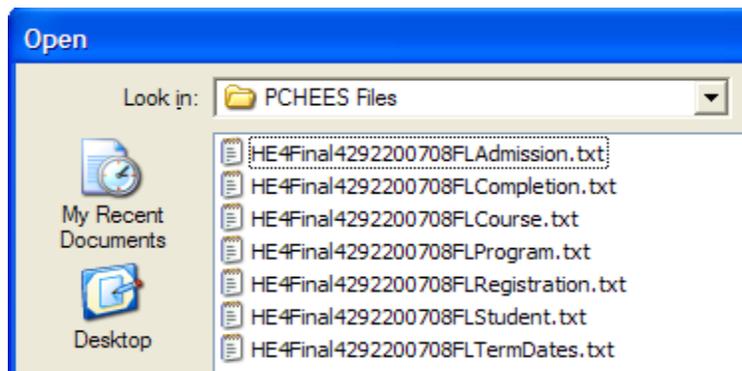


Caution! You must submit a full collection of files with a .txt extension for a successful load.

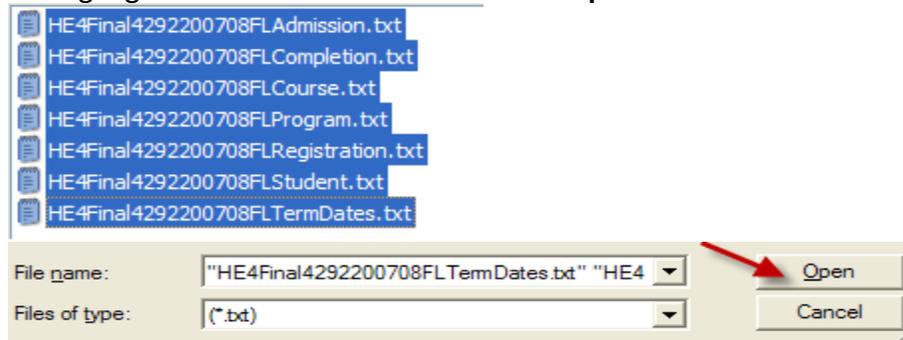
At this time you may submit:

Final Collections – 7 files are required.

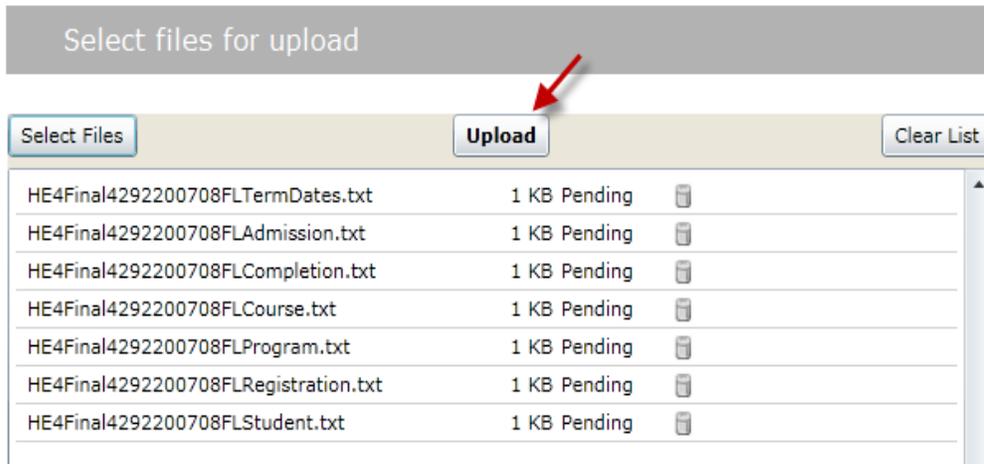
Day 10 collection– 6 files are required.



3. Highlight the full collection and click on **Open**.

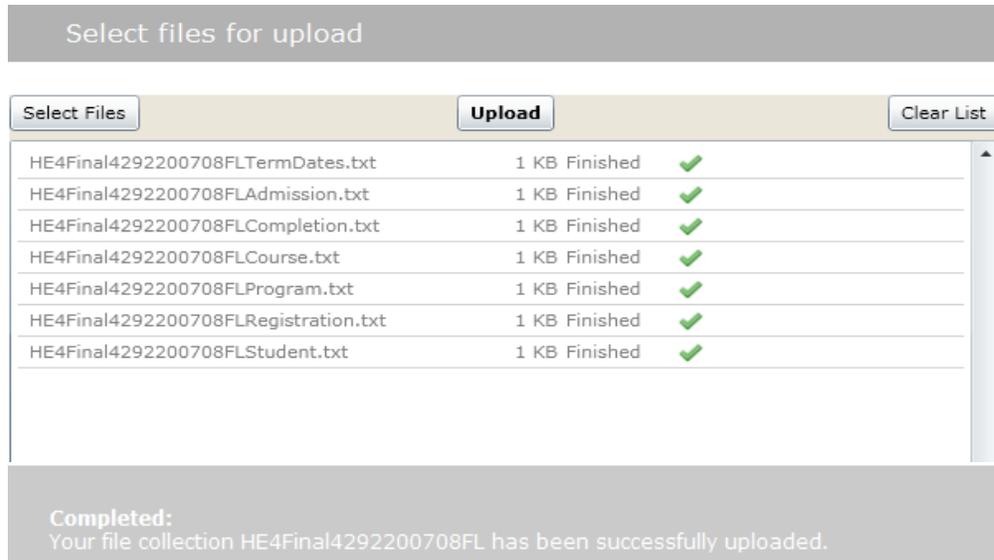


4. Click on **Upload**.



5. When your files are successfully uploaded, a green check mark will appear next to them indicating that the file was successfully copied to the OFM server. If a network error prevents the file from being copied, an error message will appear below the file name.
6. Submitted collections go through three separate validation processes. The files are first validated to ensure that:
 - a) Each file is named properly.
 - b) All files required for a complete PCHEES collection were uploaded.

If these validation checks pass there will be a message at the bottom of the screen indicating the upload was completed.



If the files fail these validation checks there will be a message on the bottom of the screen with a list of the problems. The message will vary, in this case an incomplete file set was received:

Select files for upload

Select Files	Upload	Clear List
HE4Final4292200708FLTermDates.txt	1 KB Finished ✓	
HE4Final4292200708FLCompletion.txt	1 KB Finished ✓	
HE4Final4292200708FLCourse.txt	1 KB Finished ✓	
HE4Final4292200708FLProgram.txt	1 KB Finished ✓	
HE4Final4292200708FLRegistration.txt	1 KB Finished ✓	
HE4Final4292200708FLStudent.txt	1 KB Finished ✓	

Problems:
Your file collection HE4Final4292200708FL was incomplete.
You will need to upload the complete set
These are the files in the incomplete set:
The HE4Final4292200708FLTermDates.txt file was part of the incomplete set.
The HE4Final4292200708FLProgram.txt file was part of the incomplete set.
The ADMISSION file is missing from the set.
The HE4Final4292200708FLStudent.txt file was part of the incomplete set.
The HE4Final4292200708FLCourse.txt file was part of the incomplete set.
The HE4Final4292200708FLRegistration.txt file was part of the incomplete set.
The HE4Final4292200708FLCompletion.txt file was part of the incomplete set.

5.4 Data Administration → Reports → Submission Results

Once a submission has been processed the submitter will receive an email notification indicating success or the presence of errors. After receiving this email a Submission Results report may be generated. The email will reference the <https://secureaccess.wa.gov> website to go to for your error details, however if you are already logged into the PCHEES application you only need to go to the Submission Results Report by following the directions below.



If you run the Submission Results report prior to receiving the email notification, you will be notified by the application that file processing is still underway.

The Submission Results report contains error details for the second set of validation edits:

- Records with invalid length
- Records where institution ID, academic year or enrollment term in the files do not match the file name

Once all of the errors from these second edit checks have been corrected the system will proceed with the final set of edits for each file which look at:

- Data elements which have invalid values

To generate your Submission Results report:

1. Pick the **Collection** you want:

Collection:	Day 10 of Term
	Day 10 of Term
	Final (End of Term)

2. Pick the **Term**:

Term:	Spring 2008
	Spring 2008
	Winter 2008
	Fall 2007
	Summer 2007



The most current term that has been submitted will be listed first, followed by previous terms.

3. Pick the **Institution**:

Institution:	Bellevue College
--------------	------------------

- Bellevue College
- Central Washington University
- Eastern Washington University
- Olympic College
- Peninsula College
- South Seattle Community College
- The Evergreen State College
- University of Washington
- Washington State University
- Western Washington University

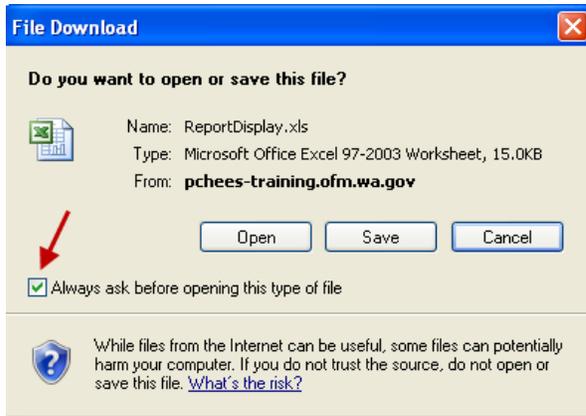
 Your logon ID will limit the selection to the institution(s) you have access to.

4. Pick the Report Format:

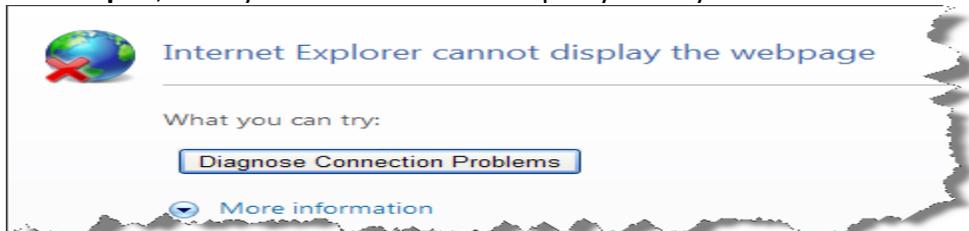
Report Format: Adobe Acrobat ▼
Adobe Acrobat
Microsoft Excel

 Those who are visually impaired we recommend using the Adobe Acrobat PDF format.

 You may have the option for Microsoft Excel to prompt you to **Open, Save** or **Cancel** the file download. You can turn this off by removing the check in front of “Always ask before opening this type of file”.



If you retain this dialog box and you leave the screen for a period of time before you select **Open**, once you return and select open you may receive this error message:



You should then close this window, return to the application and regenerate the report.

5. Click on **Generate Report:**

Generate Report



If you receive a "Pop-up blocked" notification in the browser window, click on the notification and select the "Always Allow Pop-ups from This Site..." option.

For more information on trouble shooting problems in downloading reports refer to Section 11.

6. The Data Submission Results reports will have three sections:

- a. **Submission Summary** – details the last load date and the outcome of the upload.

Last Load Date: 5/ 5/2010 10:47 AM

Outcome: Unsuccessful load of data submission into PCHEES database due to validation errors

Submission Summary

Files	Records	
	Loaded	Validation Errors
HE4FINAL4947200708FLAdmission.txt	0	35 (See Detail Below.)
HE4FINAL4947200708FLCompletion.txt	0	2 (See Detail Below.)
HE4FINAL4947200708FLCourse.txt	0	0
HE4FINAL4947200708FLProgram.txt	0	12 (See Detail Below.)
HE4FINAL4947200708FLRegistration.txt	0	0
HE4FINAL4947200708FLStudent.txt	0	2 (See Detail Below.)
HE4FINAL4947200708FLTermDates.txt	0	0
Total	0	51

- b. **Submission Error Summary** –provides a summary list of validation errors by File Name, Data Element and Error ID.

Submission Error Summary

File Name: HE4FINAL4947200708FLCompletion.txt

Total Validation Errors: 2

Error Count	Data Element	Error ID	Error Message
1	PCH-E0940 (Student Completion Second Major)	629	The value provided is not a valid value for the academic year and institution specified in the file record.
1	PCH-E0950 (Student Completion First Minor)	631	The value provided is not a valid value for the academic year and institution specified in the file record.

- c. **Submission Error Details** –provides the details concerning each validation error by File Name, Record Number, Data Element and Error ID.

Submission Error Details

File: HE4FINAL4947200708FLCompletion.txt

Validation Errors 1-2 of 2

Record	Position	Data Element	Value	Error ID	Error Message
000312	50-55	PCH-E0940 (Student Completion Second Major)	231302	629	The value provided is not a valid value for the academic year and institution specified in the file record.
000531	56-61	PCH-E0950 (Student Completion First Minor)	231302	631	The value provided is not a valid value for the academic year and institution specified in the file record.

- d. If your submission contains errors, fix the reported errors then resubmit your files. Repeat as necessary until all files are loaded without validation errors.



The details section will only report a maximum of 500 error messages for each file.



Remember you must correct all of your errors from the second set of edits concerning the valid record length and file name matches before the data element errors will be reported.

5.5 Data Administration → Reports → Submission & Release History

The purpose of the Submission & Release History report is to provide feedback to the user about the data submission for a selected collection, term, academic year and institution. Information is displayed about files that passed all data edits and were successfully loaded and have a submission status of active, retired or deleted.

1. Pick the **Collection** you want:

Collection:	Day 10 of Term	▼
	Day 10 of Term	
	Final (End of Term)	

2. Pick the **Term**:

Term:	Spring 2008	▼
	Spring 2008	
	Winter 2008	
	Fall 2007	
	Summer 2007	



The most current term that has been submitted will be listed first, followed by previous terms.

3. Pick the Institution:

Institution:	Bellevue College
	<ul style="list-style-type: none"> Bellevue College Central Washington University Eastern Washington University Olympic College Peninsula College South Seattle Community College The Evergreen State College University of Washington Washington State University Western Washington University



Your logon ID will limit this selection to the institution(s) you have access to.

4. Pick the Report Format:

Report Format:	Adobe Acrobat
	<ul style="list-style-type: none"> Adobe Acrobat Microsoft Excel



Those who are visually impaired we recommend using the Adobe Acrobat PDF format.

5. Click on Generate Report



If no Collections or Term or Institution data exists, then "None" will be in the list and the Generate Report button will be disabled.



If you receive a "Pop-up blocked" notification in the browser window, click on the notification then select the "Always Allow Pop-ups from This Site..." option.



The following table contains the possible events relating to the Submission Status and Submission Release Status that you may see on your report. "Same data" means same data set submitted for a given collection, institution, academic year and term.

Submission Status	Submission Release Status	Definition
Active	Institutional Use Only	Institution submits valid data, data loaded successfully into PCHEES database
Retired	Institutional Use Only	Data submission retired when institution submits same data again
Deleted	Institutional Use Only	4th submission of same data causes deletion of oldest retired submission (1 Active/Institution and 2 Retired/Institution submissions of the same data are retained)

Active	Released to OFM	Data released by institution to OFM or data withdrawn from All Users by OFM and no Active/OFM submission exists
Retired	Released to OFM	Submission is withdrawn from All Users when the same data exists that is Active/OFM or the same data is released to OFM
Active	Released to All Users	OFM releases the submission to All Users
Retired	Released to All User	OFM releases a new submission of the same data to All Users causing previous submission to be retired

6. The Data Submission Results reports will have two sections:
- a. **Submission Summary** – details the Submission ID, Submission Status and Release Status of each data submission for a selected collection, term, academic year and institution. Information is displayed about files that passed all data edits and were successfully loaded into the permanent tables.

Submission Summary		
Submission ID	Submission Status	Submission Release Status
S004	Retired	Institutional Use Only
S005	Retired	Institutional Use Only
S006	Retired	Institutional Use Only
S007	Active	Released to OFM

Note: This report provides information about successful data submissions only. Data submissions that contained validation errors are excluded. As a result, sequences of submission ID values referenced in the report (e.g., S026, S028, and S029) will contain gaps when one or more submissions (e.g., S027) were unsuccessful.

- b. **Submission Detail** – a separate section will be listed for each submission in the Submission Summary section providing more detailed information on the files by name and record count along with the full history of events related to the submission.

Submission S004

Current Submission Status: Retired

Current Submission Status: Institutional Use Only

Submission Contents

File Name	Records
HE4Final4301200708FLAdmission.txt	10,592
HE4Final4301200708FLCompletion.txt	510
HE4Final4301200708FLCourse.txt	2,159
HE4Final4301200708FLProgram.txt	351
HE4Final4301200708FLRegistration.txt	38,156
HE4Final4301200708FLStudent.txt	10,592
HE4Final4301200708FLTermDates.txt	1

Submission History

Event ID	Date	Time	Event	Resulting Submission Status	Resulting Submission Release Status
S004.E001	05/07/2010	11:03:57AM	Data loaded successfully into PCHEES database	Active	Institutional Use Only
S004.E002	05/14/2010	09:58:59AM	Data submission retired. Triggered by event S005.E001.	Retired	Institutional Use Only

5.6 Data Administration → Release Management

The values that are available in each of the drop-down lists are dependent upon the role of the user (either a Submitting Agency Data Manager or an OFM Data Manager); the collections that have been submitted by the institution; and the past actions that have been taken on those selections. If there are no submissions in any term which are available for release to OFM (i.e. no Active / Institution in any term), all the controls on the page will be disabled.

1. Pick the **Collection** type you want:

Collection:	Day 10 of Term
	Day 10 of Term
	Final (End of Term)

2. Pick the **Term**:

Term:	Spring 2008
	Spring 2008
	Winter 2008
	Fall 2007
	Summer 2007



The most current term that has been submitted will be listed first, followed by previous terms.

3. Pick the **Institution** you are releasing data for:

Institution:	Bellevue College
	<ul style="list-style-type: none">Bellevue CollegeCentral Washington UniversityEastern Washington UniversityOlympic CollegePeninsula CollegeSouth Seattle Community CollegeThe Evergreen State CollegeUniversity of WashingtonWashington State UniversityWestern Washington University



Your logon ID will limit this selection to the institution(s) you have access to.

4. For Submitting Agency Data Managers, pick the **Submission** number you wish to Release to OFM.

Submission:	S052 (Active Submission, Institutional Use Only)
	<input type="button" value="Release to OFM"/>

5. Only OFM Data Managers may release or withdraw a submission to All Users.

Submission:	S001 (Active Submission, Released to OFM)
	<input type="button" value="Release to All Users"/>

Submission:	S003 (Active Submission, Released to All Users)
	<input type="button" value="Withdraw From All Users"/>

6. Summary Reports → Term Enrollment

Term enrollment reports generated by the PCHEES application come in two basic varieties: (i) reports on the number of students receiving instruction for baccalaureate or post-baccalaureate credit under various student and instructional categories (i.e., reports on student headcounts); and (ii) reports on the number of full-time equivalent (FTE) students receiving instruction for baccalaureate or post-baccalaureate credit under various student and instructional categories.

Users of the application will be able to generate dynamically from the PCHEES database 19 distinct single-table term enrollment reports that provide student headcounts:

- 1.1 Headcount of Students by Course Provider
- 2.1 Headcount of Students by Course Level
- 3.1 Headcount of Students by Instruction Delivery Type
- 4.1 Headcount of Students by Instruction Delivery Site
- 5.1 Headcount of Students by Instruction Funding Source
- 6.1 Headcount of Students by Tuition Fees Payment Status
- 7.1 Headcount of Students by Course Subject
- 8.1 Headcount of Students by STEM Status of Course Subject
- 9.1 Headcount of Students by Primary Field of Study
- 10.1 Headcount of Students by STEM Status of Primary Field of Study
- 11.1 Headcount of Students by Sex
- 12.1 Headcount of Students by Age Range
- 13.1 Headcount of Students by Residency Status
- 14.1 Headcount of Students by Hispanic Origin
- 15.1 Headcount of Students by Race
- 16.1 Headcount of Students by Hispanic Origin and Race
- 17.1 Headcount of Students by Nation of Citizenship at Last Admission
- 18.1 Headcount of Students by US State/Territory of Origin at Last Admission
- 19.1 Headcount of Students by WA County of Origin at Last Admission

Users of the application will be able to generate dynamically from the PCHEES database 19 distinct single-table term enrollment reports that provide numbers of full-time equivalent (FTE) students:

- 1.2 Number of Full-Time Equivalent Students by Course Provider
- 2.2 Number of Full-Time Equivalent Students by Course Level
- 3.2 Number of Full-Time Equivalent Students by Instruction Delivery Type
- 4.2 Number of Full-Time Equivalent Students by Instruction Delivery Site
- 5.2 Number of Full-Time Equivalent Students by Instruction Funding Source
- 6.2 Number of Full-Time Equivalent Students by Tuition Fees Payment Status
- 7.2 Number of Full-Time Equivalent Students by Course Subject
- 8.2 Number of Full-Time Equivalent Students by STEM Status of Course Subject
- 9.2 Number of Full-Time Equivalent Students by Primary Field of Study
- 10.2 Number of Full-Time Equivalent Students by STEM Status of Primary Field of Study
- 11.2 Number of Full-Time Equivalent Students by Sex
- 12.2 Number of Full-Time Equivalent Students by Age Range
- 13.2 Number of Full-Time Equivalent Students by Residency Status
- 14.2 Number of Full-Time Equivalent Students by Hispanic Origin
- 15.2 Number of Full-Time Equivalent Students by Race
- 16.2 Number of Full-Time Equivalent Students by Hispanic Origin and Race
- 17.2 Number of Full-Time Equivalent Students by Nation of Citizenship at Last Admission
- 18.2 Number of Full-Time Equivalent Students by US State/Territory of Origin at Last Admission
- 19.2 Number of Full-Time Equivalent Students by WA County of Origin at Last Admission

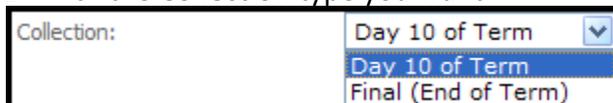
6.1 Who has access?

- 1. Submitting Agency Data Manager
 - a) Non-redacted access to submitting agency's own data at all release stages.
 - b) Redacted access to other agencies' data once released to all users
- 2. OFM Data Manager
 - Non-redacted and redacted access to all agencies' data at all release stages
- 3. Submitting Agency Analyst
 - a) Non-redacted access to submitting agency's own data once released to all users.
 - b) Redacted access to other agencies' data once released to all users
- 4. Education Agency Analyst
 - Non-redacted and redacted access to all agencies' data once released to all users
- 5. Outside Analyst
 - Redacted access to all agencies' data once released to all users

6.2 Term Enrollment Report Selection Criteria

The values that are available in each of the drop-down lists are dependent upon the role of the user and the information that is available to report upon.

- 1. Pick the **Collection** type you want:



The image shows a screenshot of a web application's drop-down menu. The label 'Collection:' is on the left. The menu is open, showing three options: 'Day 10 of Term' (selected), 'Day 10 of Term', and 'Final (End of Term)'. The selected option is highlighted in blue.

2. Pick the **Term**:

Term: Spring 2008 ▼
Spring 2008 ▼
Spring 2008
Winter 2008
Fall 2007
Summer 2007

3. Pick the **Course Provider**:

Course Provider: All Public Baccalaureate Institutions ▼
All Public Baccalaureate Institutions ▼
All Public Baccalaureate Institutions
All Public 4-Year Baccalaureate Institutions
Central Washington University
Eastern Washington University
The Evergreen State College
University of Washington
UW Bothell Campus
UW Seattle Campus
Washington State University
WSU Pullman/Spokane Campuses
WSU Pullman Campus
WSU Spokane Campus
WSU Tri-Cities Campus
WSU Vancouver Campus
Western Washington University
All Public CTC Applied Baccalaureate Institutions
Bellevue College
Olympic College
Peninsula College
South Seattle Community College



Your logon ID will limit this selection to the institution(s) you have access to.

4. Pick the **Submission**:

Submission: S013 (Active Submission, Released to OFM) ▼
S013 (Active Submission, Released to OFM)
S012 (Retired Submission, Institutional Use Only)
S011 (Retired Submission, Released to OFM)
S010 (Active Submission, Released to All Users)
S009 (Retired Submission, Released to OFM)
S005 (Retired Submission, Institutional Use Only)
S004 (Retired Submission, Institutional Use Only)
S003 (Retired Submission, Released to All Users)
S002 (Retired Submission, Released to All Users)



Submitting Agency Analysts and OFM/HECB Analysts, only have access to active, All User-released PCHEES data submissions. Consequently, they will see a report parameters selection page that is missing a Submission drop-down list.

5. Pick the **Funding Source**:

Funding Source:	Instruction Covered by State Funds Appropriated to Course Provider ▾
	Instruction Covered by State Funds Appropriated to Course Provider
	Instruction Covered by State-Funded 2&4 Year Partnerships
	Instruction Covered by State-Funded HS Dual Enrollment Contracts
	Instruction Covered by Other State Funds
	All State-Funded Instruction
	Non-State-Funded Instruction
	All Instruction Irrespective of Funding Source

After selecting a Collection, Term, Course Provider (which specifies the student enrollment population), Submission (institutions may submit term data more than once), and Funding Source, you can choose any one of the 19 available student headcount reports by selecting “Headcount of Students” from the Report Measure drop-down list and by then choosing one of the 19 available table options for that measure from the Report Table drop-down list.

Similarly, you may choose one of the 19 available FTE student reports by selecting “Number of FTE Enrolled Students” from the Report Measure drop-down list and by then choosing one of the 19 available table options for that measure from the Report Table drop-down list.

6. Pick the Report Measure:

Report Measure:	Headcount of Students ▾
	Headcount of Students
	Number of Full-Time Equivalent Students

7. Pick the Report Table:

Report Table:	Table 1.1 - Headcount of Students by Course Provider
	Table 1.1 - Headcount of Students by Course Provider Table 2.1 - Headcount of Students by Course Level Table 3.1 - Headcount of Students by Instruction Delivery Type Table 4.1 - Headcount of Students by Instruction Delivery Site Table 5.1 - Headcount of Students by Instruction Funding Source

8. Pick either to Show or Hide the Report Details:

Report Details:	Show Details
	Hide Details
	Not Applicable



When generating the following report tables, users will be able to select only 'Not Applicable' from the Report Details drop-down list:

- 1.1 Headcount of Students by Course Provider
- 11.1 Headcount of Students by Sex
- 17.1 Headcount of Students by Nation of Citizenship at Last Admission
- 18.1 Headcount of Students by US State/Territory of Origin at Last Admission
- 19.1 Headcount of Students by WA County of Origin at Last Admission

- 1.2 Number of Full-Time Equivalent Students by Course Provider
- 11.2 Number of Full-Time Equivalent Students by Sex
- 17.2 Number of Full-Time Equivalent Students by Nation of Citizenship at Last Admission
- 18.2 Number of Full-Time Equivalent Students by US State/Territory of Origin at Last Admission
- 19.2 Number of Full-Time Equivalent Students by WA County of Origin at Last Admission



Report Data Redaction Specifications:

To comply with the Family Educational Rights and Privacy Act (FERPA), each of the term enrollment reports generated by an authenticated user of the PCHEES web application will be redacted to safeguard against the accidental disclosure of personally identifiable information about the students covered in the report when the application user is not authorized to view such information. Users who are authorized to view personally identifiable information about the students specified in a report will have the option to generate either a redacted or a non-redacted version of the report. Non-redacted versions of reports will be labeled as such in the report header. Users generating non-redacted versions of PCHEES term enrollment reports via the PCHEES web application are prohibited from re-distributing them to individuals, agencies or organizations that are not authorized to view personally identifiable information about the students covered in the report. Redacted versions of reports should instead be generated in this circumstance.

For PCHEES web application users who select one of the two redaction options from the **Report Type** drop-down list, the application will generate a **headcount** report without first altering its information content only if the report meets these three requirements:

1. Except for cells in rows reporting on an 'Unknown' characteristic, each report cell with a value > 0 must have a value ≥ 5 .

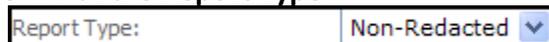
In report tables 11-19, all of which disaggregate on student demographic characteristics,

2. Except for rows that report on 'Unknown' as a characteristic, each row must contain two or more non-total cells each with a value ≥ 5 .
3. Each column that contains a top-level row cell with a value ≥ 5 must contain two or more such cells.

(Report tables 1-10 are exempt from requirements 2 and 3 because they disaggregate on instructional or funding characteristics that are logically associated with only one student type in many report populations. For example, all graduate and professional students are associated exclusively with the four-year baccalaureate sector, not at all with the two-year applied baccalaureate sector, in report table 1. Similarly, graduate-level coursework reported in Table 2 may be taken exclusively by graduate students at some institutions.)

The PCHEES web application will redact a term enrollment report that counts **full-time equivalent (FTE)** students in the same manner that it redacts the corresponding headcount report, except that the minimum cell size requirement will apply not to the FTE values themselves but rather to the number of actual heads that figure in the calculation of the FTE value (i.e., to the value that appears in the same cell in the corresponding headcount report). For example, if ten freshmen each take one three-credit undergraduate course, then this course-taking activity represents 2.0 FTE. Whether this cell violates the minimum cell size requirement will depend, not on whether the FTE value of 2.0 ≥ 5 , but on whether the corresponding headcount value of 10 ≥ 5 . This guarantees that redaction measures applied to a FTE report are not held hostage to (rather pronounced) seasonal and sector variations in the volume of course-taking activity, and in fact produce the same alterations to the rows and columns of the FTE report that are produced in the corresponding headcount report.

9. Pick the **Report Type**:



A screenshot of a web application interface. It shows a label 'Report Type:' followed by a dropdown menu. The dropdown menu is currently displaying 'Non-Redacted' and has a small downward-pointing arrow on the right side.

Besides allowing specified users the ability to run **Non-Redacted** reports, the **Report Type** drop-down list on the PCHEES Term Enrollment Reports web page allows users to redact term enrollment reports via any one of two distinct techniques:

Report Type: Redacted (Cell Content Suppression) ▼



Cell content suppression in report row sets -- Row sets that violate the first or the second redaction requirement , (a) replace numerical with null values in all cells other than row total cells in an offending row set as well as in all lower-level row sets nested underneath when all row totals in the row set exceed the cell size minimum of 5; and (b) to replace numerical with null values in all cells (including row total cells) in an offending row set as well as in all lower-level row sets nested underneath when one or more row totals in the row sets that are less than the cell size minimum of 5.

Report Type: Redacted (Row Consolidation) ▼



Row consolidation in report row sets -- An alternative redaction technique, available when a row set doesn't violate the third redaction requirement, is to consolidate all offending rows in the row set into an 'Others (details redacted)' row that passes the first and second requirements. If the consolidated row still violates one of these requirements, or if only one row in a row set violates the first or the second requirement, then the offending row(s) will be combined with a compliant row to insure that the row set finally satisfies the first and second redaction requirements. If the consolidated row is the only row remaining in the row set after the completion of this operation, then the operation will be rolled back and cell content suppression will be enforced instead. Row sets that violate the third redaction requirement will be redacted via cell content suppression even when the user selects row consolidation as a redaction option.

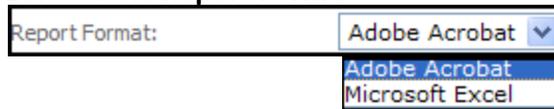


Users will be able to select Row consolidation for the following reports:

- 12.2 Number of Full-Time Equivalent Students by Age Range
- 17.2 Number of Full-Time Equivalent Students by Nation of Citizenship at Last Admission
- 18.2 Number of Full-Time Equivalent Students by US State/Territory of Origin at Last Admission
- 19.2 Number of Full-Time Equivalent Students by WA County of Origin at Last Admission

- 12.2 Number of Full-Time Equivalent Students by Age Range
- 17.2 Number of Full-Time Equivalent Students by Nation of Citizenship at Last Admission
- 18.2 Number of Full-Time Equivalent Students by US State/Territory of Origin at Last Admission
- 19.2 Number of Full-Time Equivalent Students by WA County of Origin at Last Admission

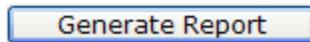
10. Pick the Report Format:



Report Format: Adobe Acrobat
Adobe Acrobat
Microsoft Excel

 For all accounts, users have the ability to generate either an Adobe Acrobat or a Microsoft Excel version of each report.

11. Click on Generate Report:



 If you receive a "Pop-up blocked" notification in the browser window, click on the notification then select the "Always Allow Pop-ups from This Site..." option.

 Browser Security settings must be set to enable downloads. See section 11.

7. Data Sets

Research data sets are files containing unit record level collection data that the institutions have submitted along with the derived values that OFM has added.

Authorized users may download the data sets when they want to verify the collection data, comparing the data that they released to OFM with the data after the derived values have been added. Users may also use the data sets to run additional internal reports and queries other than what the PCHEES application has provided.

7.1 Who has access?

1. Submitting Agency Data Manager - May generate data sets on the agency's data in any release state;
2. OFM Data Manager - May generate data sets on everyone's data in any release state;
3. Submitting Agency Analyst - May generate data sets on the agency's data released to All Users/Active;
4. Education Agency Analyst - May generate data sets on everyone's data released to All Users/Active;
5. Outside Analyst - No access

7.2 Request Data Set



The values that are available in each of the drop-down lists are dependent upon the collections that have been submitted.

1. Pick the **Collection** type you want:

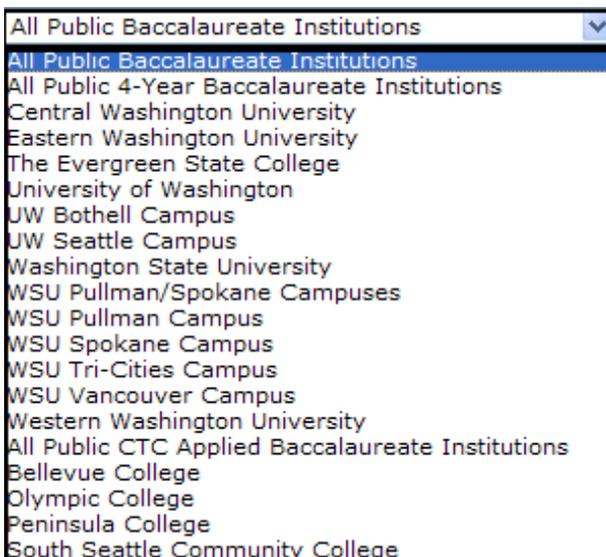
Collection:	Day 10 of Term	▼
	Day 10 of Term	
	Final (End of Term)	

2. Pick the **Term**:

Term:	Spring 2008	▼
	Spring 2008	▼
	Spring 2008	
	Winter 2008	
	Fall 2007	
	Summer 2007	

3. Pick the **Course Provider**:

Course Provider:	All Public Baccalaureate Institutions	▼
------------------	---------------------------------------	---



 Your logon ID will limit this selection to the institution(s) to which you have access.

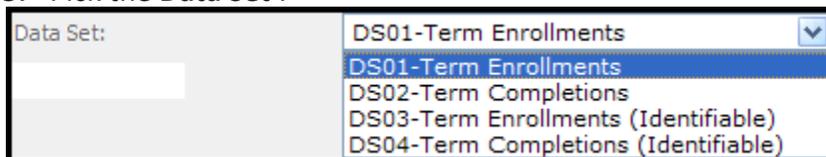
4. Pick the Submission:



 Submitting Agency Analysts and Education Agency Analysts, only have access to active, All User-released PCHEES data submissions. Consequently, they will see a request data set page that is missing a Submission drop-down list.

 The Submission drop-down list will default to 'Not Applicable' if Course Provider is set to All Public Baccalaureate Institutions, All Public 4-Year Baccalaureate Institutions, or All Public CTC Applied Baccalaureate Institutions.

5. Pick the Data Set :



 DS02-Term Completions and DS04-Term Completions (Identifiable) are not available for selection if Collection is set to Day 10 of Term.



DS03-Term Enrollments (Identifiable) and DS04-Term Completions (Identifiable) are not available for selection for *Submitting Agency Analysts and OFM/HECB Analysts*.

6. Pick the Funding Source:

Funding Source: Instruction Covered by State Funds Appropriated to Course Provider
Non-State-Funded Instruction
All Instruction Irrespective of Funding Source



Funding Source drop-down list will not display if Data Set is set to DS02-Term Completions or DS04-Term Completions (Identifiable).

7. Click on Generate Data Set:

Generate Data Set

You will receive a message that the request was submitted with a link to go to the Download Data Set page to view the results:

Your request has been successfully submitted. You can view your results at the [Download Data Set](#) page.

7.3 Download Data Set

1. You may click on the link in the message or if you are returning to the application to view a previously requested data set you may click on the **Download Data Set** link in the **Data Sets** drop-down menu.



2. Click on the **Download** link in the results grid to begin downloading your data set.

Download Data Set

[Refresh](#)

	Data Set	Parameters	User Name	Date Requested	Status	KB	Expires
Download	DS01-Term Enrollments	DAY10; FL201011; Eastern Washington; S005; Other State Funds	PCHEES OFM ISD	July 19 2011 01:20 PM	Completed	21	July 26 2011 01:20 PM

Several data elements contain a leading zero. When opening the text file in Microsoft Excel, the leading zero will be dropped unless you format the column as Text when you import the file using the Text Import Wizard. Fields requiring Text formatting are identified with "(see Excel Warning)" in the data set record layout located in the PCHEES data dictionary.

The results grid will give you the following information about the data sets that have been requested.

- Data Set – The most recent data set request will be listed first
- Parameters selected
- User Name that requested the Data Set (refer back to section 7.1 to review which data sets you will be able to view)
- Date and time of the request
- The status of the request: Completed, Failed or Processing.
- The size of the data set
- Expiration date - data set will be deleted from the website after 7 days

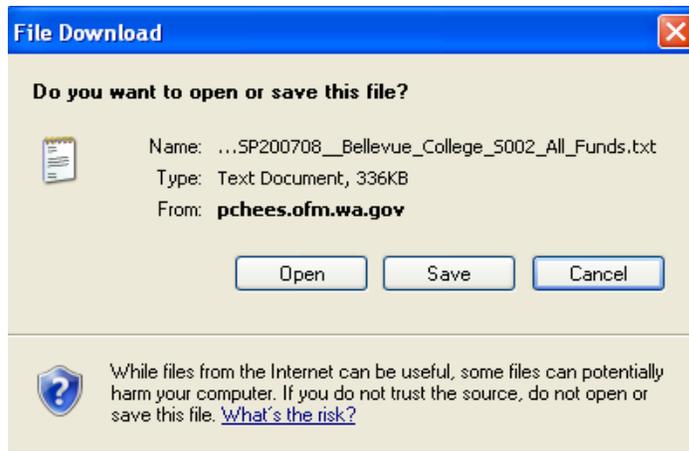


See the most current Data Submission Guide (formerly Data Dictionary) available from the Data Submission Guide (formerly Data Dictionary) page in the PCHEES application for more information on the Term Enrollment and Term Completion data set file. A detailed file layout is included in the documentation.

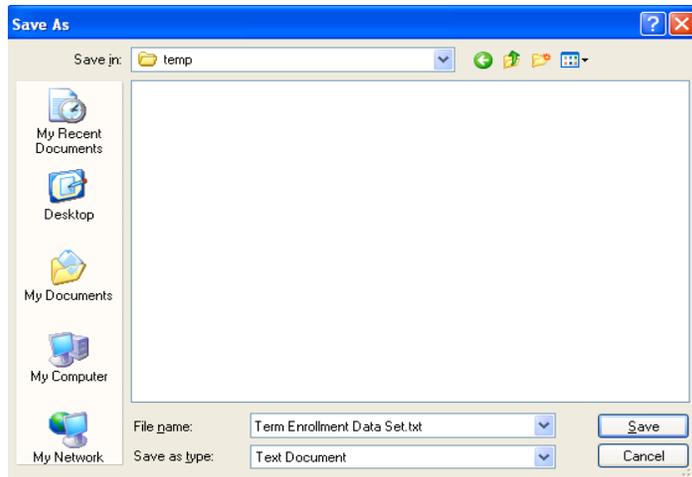


Click on the  icon to sort the data ascending/descending for that desired column.

3. When you click on **Download** you will be prompted to open or save the downloaded text file.



4. If you select 'Save' you will be provided the 'Save As' dialog box.



5. Your file may now be imported into your favorite software application (e.g., SPSS, SAS).

8. Documentation

8.1 Who has access?

1. Submitting Agency Data Manager
2. OFM Data Manager
3. Submitting Agency Analyst
4. Education Agency Analyst
5. Outside Analyst

8.2 Data Submission Guide (formerly Data Dictionary)

Data Dictionary

The Data Dictionary provides:

- Information necessary to understand extraction procedures used to generate both Day 10 and Final collection files in a common file layout.
- Detailed explanations of the data model, data elements and the rules involved when submitting collection files through this PCHEES application.
- Information that is helpful to interpret the PCHEES Term Enrollment reports.

[Data dictionary for the Final and the Day 10 Collections](#)

The Data Submission Guide (formerly Data Dictionary) describes the Day 10 and Final collections, files in each collection, record layouts, and submission rules.

8.3 Valid Values

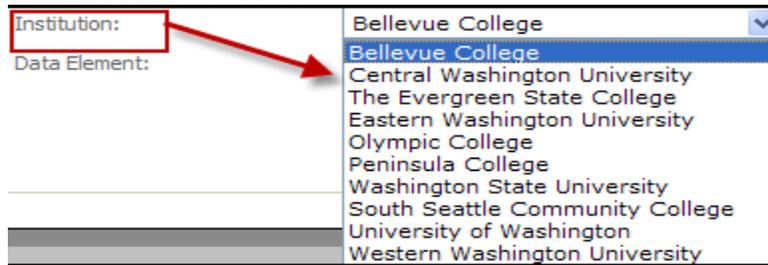
Valid Values

OFM-Supplied Valid Values for Data Elements

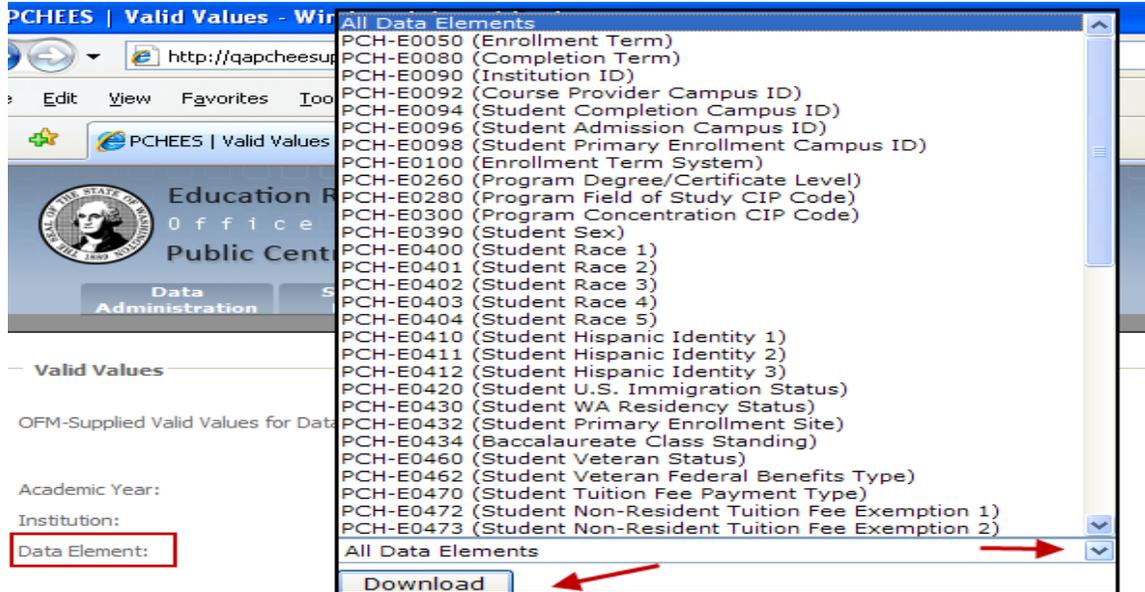
1. Pick the **Academic Year:**)

Academic Year:  2007-08 ▼

2. Pick the **Institution:**

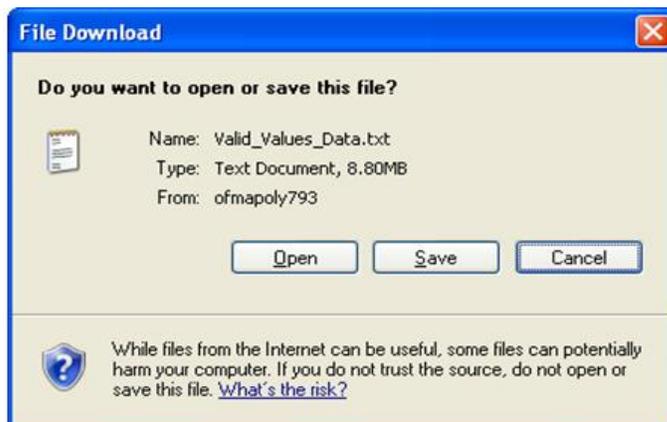


3. Pick either 'All Data Elements' or an **individual element:**

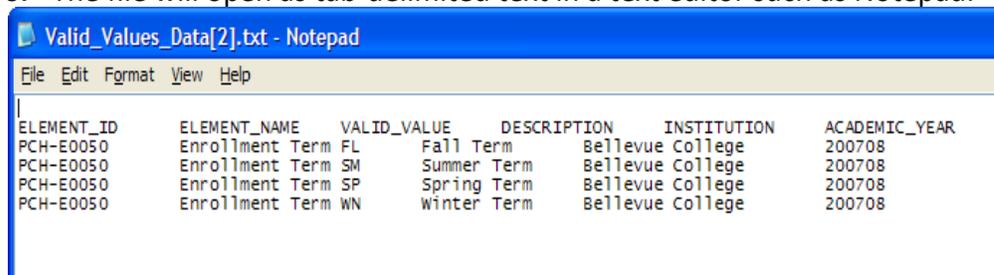


4. Click on **Download.**

5. You will be given a dialog box with a choice to open the text file, to save the text file, or to cancel the download.



6. The file will open as tab-delimited text in a text editor such as Notepad.



7. You can then save your file and then open the text file in Microsoft Excel with the Text Import Wizard (delimited, tab) so that the columns will be formatted for you.

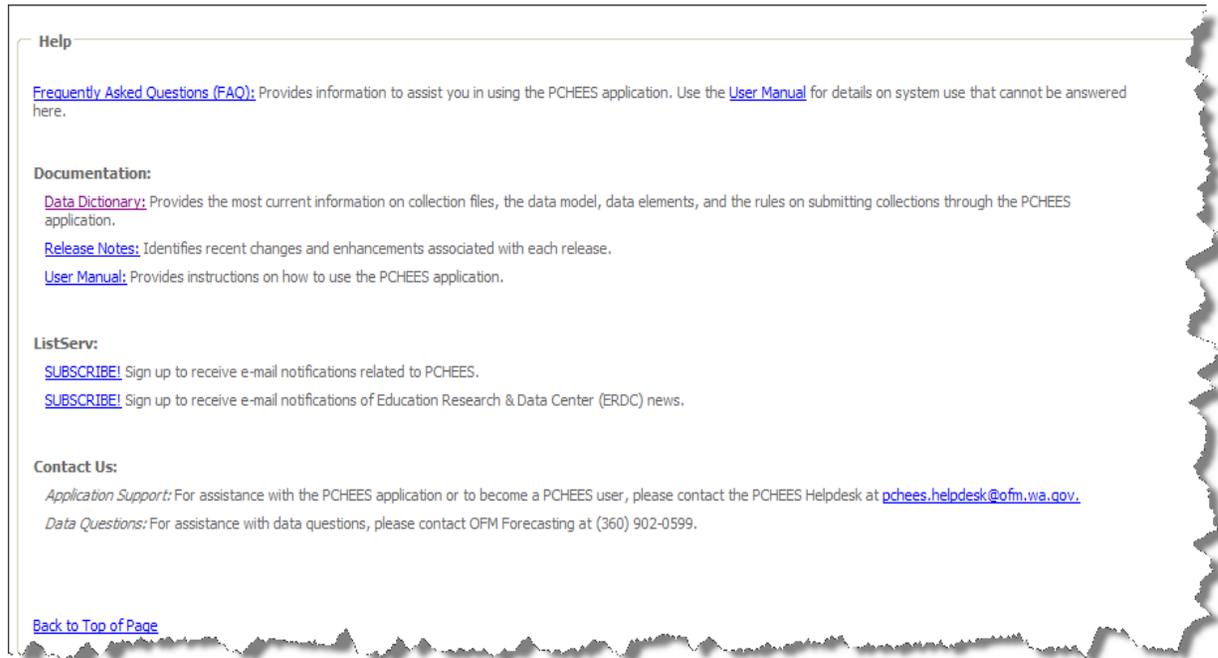
9. Help



9.1 Who has access?

1. Submitting Agency Data Manager
2. OFM Data Manager
3. Submitting Agency Analyst
4. Education Agency Analyst
5. Outside Analyst

9.2 Help Page



Help

[Frequently Asked Questions \(FAQ\)](#): Provides information to assist you in using the PCHEES application. Use the [User Manual](#) for details on system use that cannot be answered here.

Documentation:

[Data Dictionary](#): Provides the most current information on collection files, the data model, data elements, and the rules on submitting collections through the PCHEES application.

[Release Notes](#): Identifies recent changes and enhancements associated with each release.

[User Manual](#): Provides instructions on how to use the PCHEES application.

ListServ:

[SUBSCRIBE!](#) Sign up to receive e-mail notifications related to PCHEES.

[SUBSCRIBE!](#) Sign up to receive e-mail notifications of Education Research & Data Center (ERDC) news.

Contact Us:

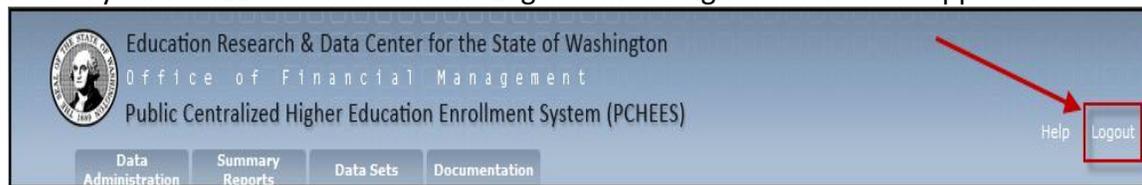
Application Support: For assistance with the PCHEES application or to become a PCHEES user, please contact the PCHEES Helpdesk at pchees.helpdesk@ofm.wa.gov.

Data Questions: For assistance with data questions, please contact OFM Forecasting at (360) 902-0599.

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10. How do I end my session?

To end your PCHEES session click on “Logout” in the right corner of the application.

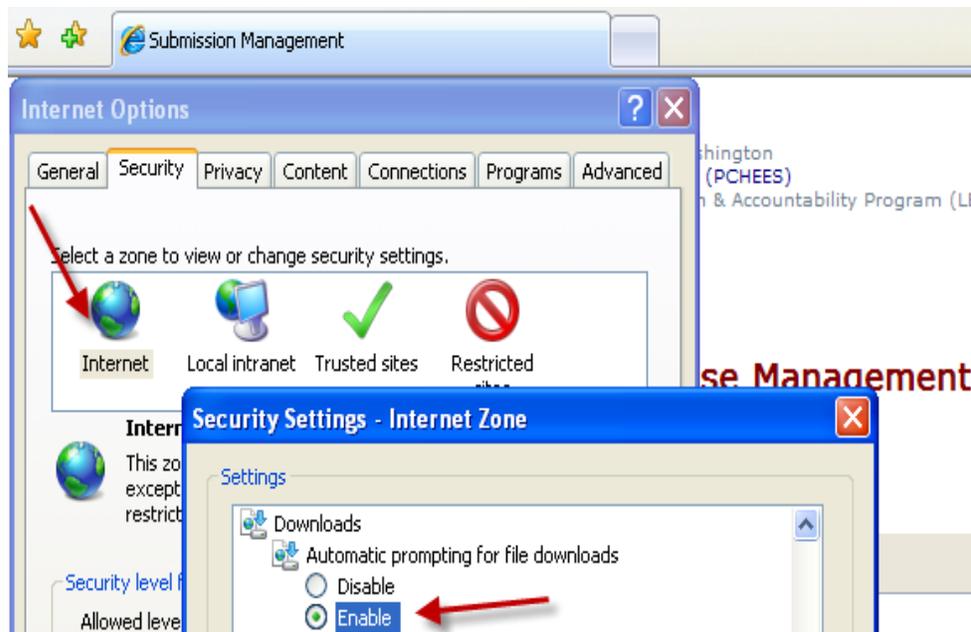


Closing the tab or browser window is also an acceptable way to end your session. Your PCHEES session will time out automatically after no activity in the application for 20 minutes. Your SAW session will time out automatically as well.

11. Browser Security Settings for Reports



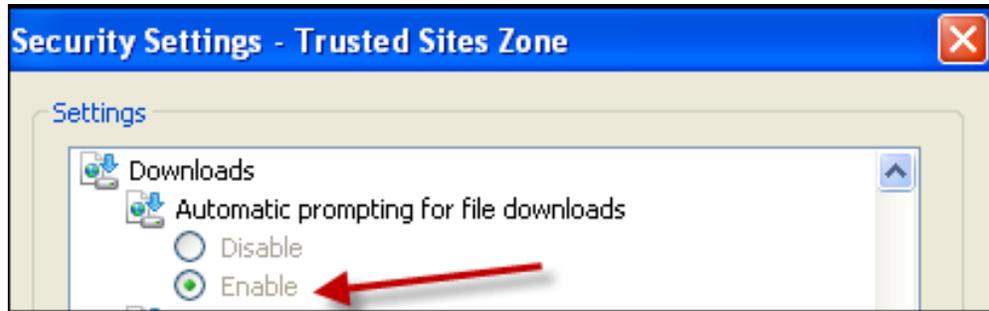
If you have trouble downloading reports you may need to make a Security Settings change in your browser via Tools and Internet Options then set the **Internet** **Custom Level** parameter to **Downloads** **Automatic prompting for file downloads** **Enable**.



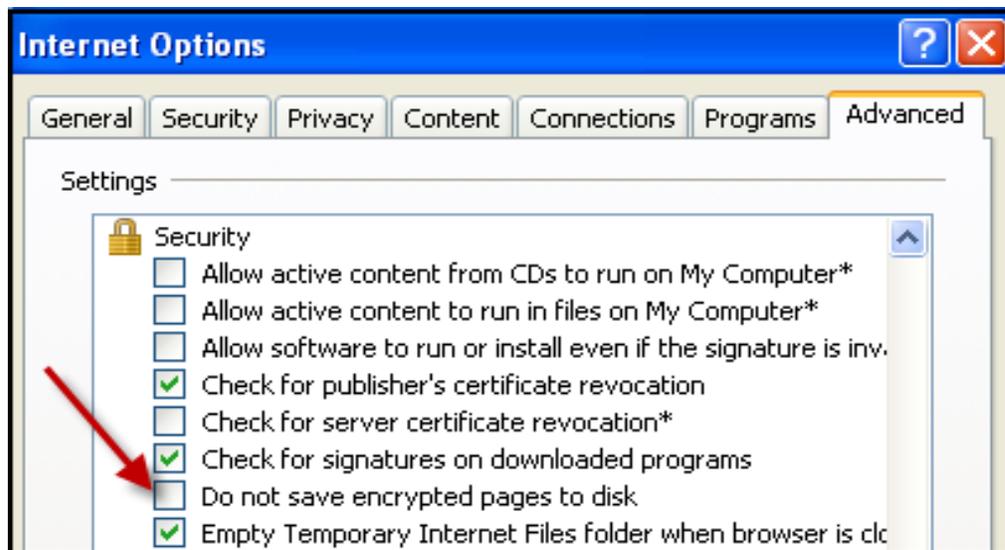
 If you have trouble downloading Microsoft Excel reports you may need to make a Security Settings change in your browser via Tools and Internet Options. Select the **Trusted sites** zone  **Sites** and then add Secure Access Washington as a “Trusted site”.



You may also need to set the **Trusted sites** **Custom Level** parameter to **Downloads** **Automatic prompting for file downloads** **Enable**.



 If you are still having trouble downloading reports you may need to make one more security setting change in your browser via: **Tools** **Internet Options** **Advanced** **Security** **Do not save encrypted pages to disk** selection is *not* checked.



12. Need Assistance?

Application Support: For assistance with the PCHEES application or to become a PCHEES user, please contact the PCHEES Helpdesk at pchees.help@ofm.wa.gov.

Data Questions: For assistance with data questions, please contact OFM Forecasting at (360) 902-0599.