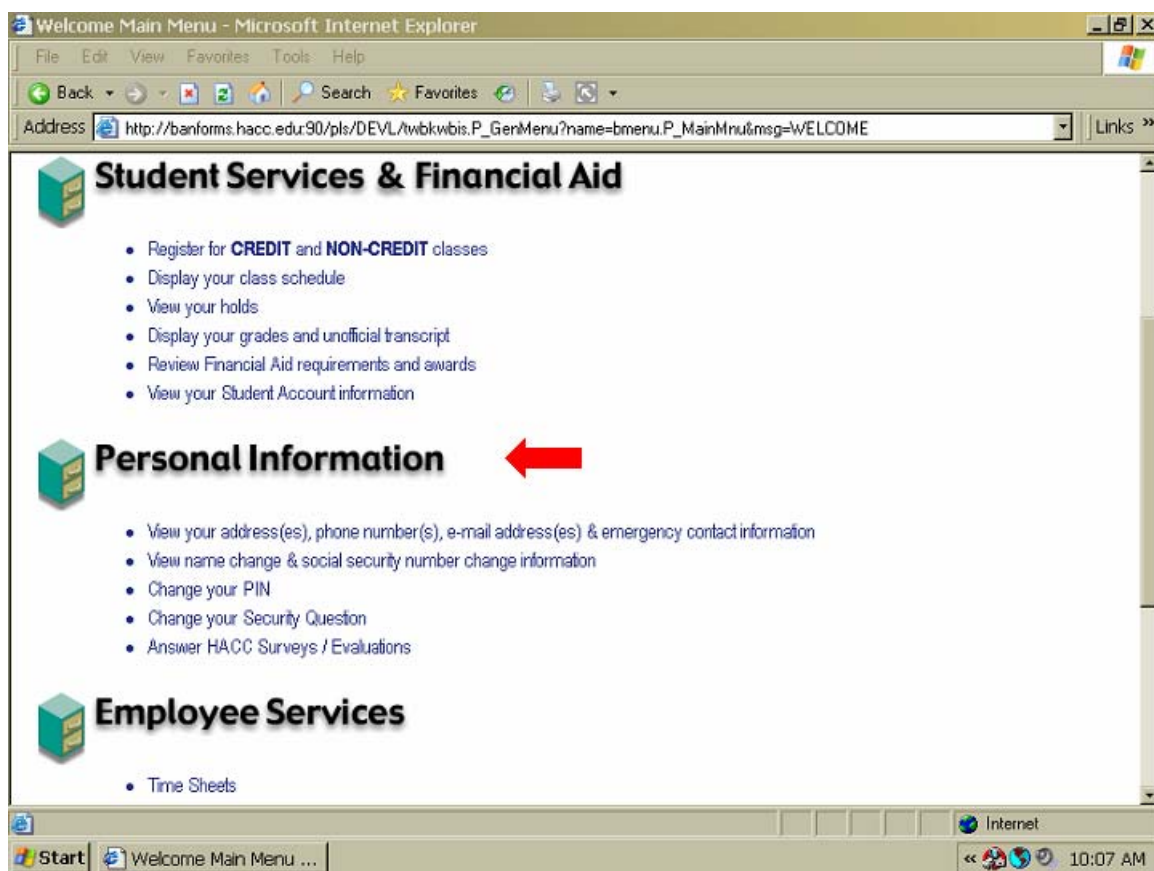


How to Access Research Office Surveys and Evaluations in HACCWeb

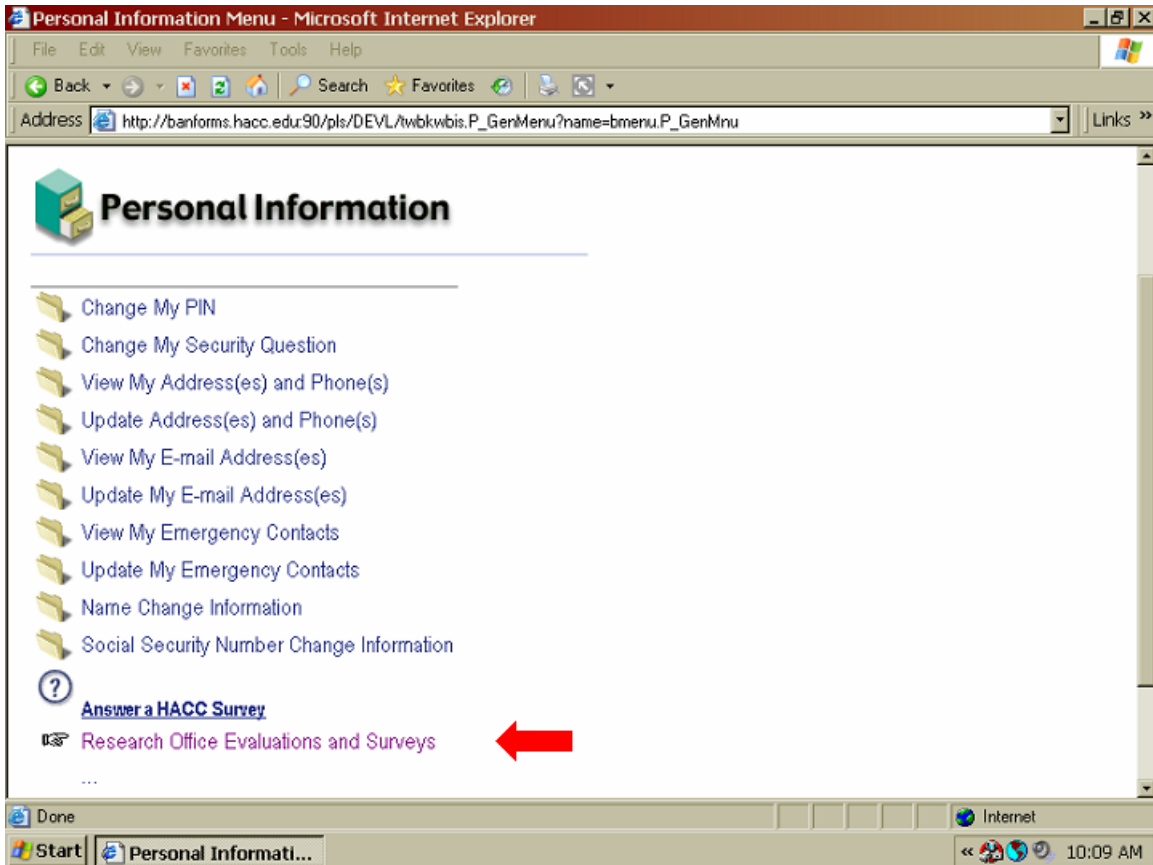
In the Spring of 2006, the Research Office will begin administering some surveys and evaluations through the Internet. Access to these surveys will be controlled through HACCWeb. HACCWeb will be used to allow each individual to complete only the surveys for which they are eligible, and to assure that only one response is submitted by each person.

To get to the surveys, you must first login to HACCWeb. HACCWeb can be accessed from the link on the intranet or on the hacc.edu homepage. Once you have logged into HACCWeb, your screen should look similar to the picture below.

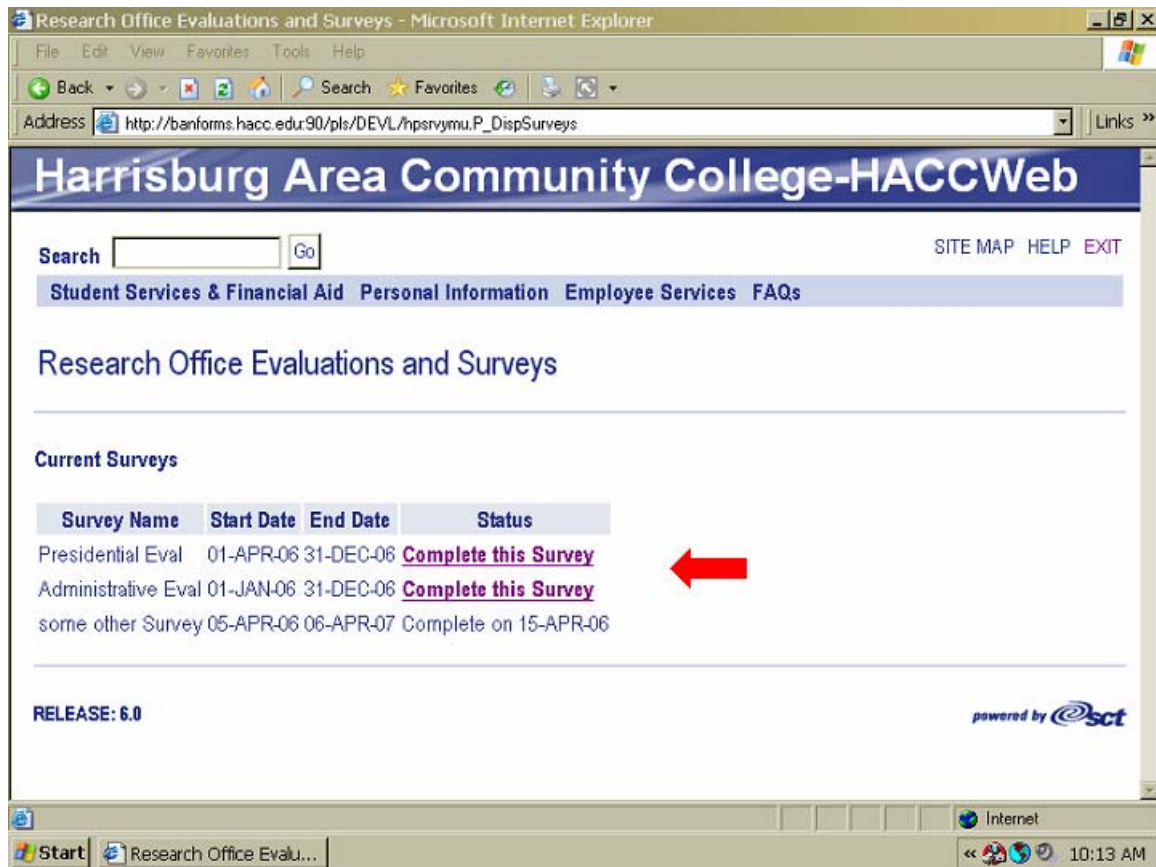


Click on the **Personal Information** header to advance to the next page.

The next page will look similar to the image below. Near the bottom of the page is link that says **Research Office Evaluations and Surveys**. Clicking on this link will open the Research Office Evaluations and Surveys page.



On the Research Office Evaluations and Surveys page, you will find a list of surveys that you are currently eligible to take.



Clicking on the link will open the survey in a new browser window. Once the survey is opened, the status will change to **Attempt on {Date}**, as in the image on the next page.

Research Office Evaluations and Surveys - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Links

Address http://banforms.hacc.edu/90/pls/DEVL/hpsrvymu.P_Dispsurveys

Harrisburg Area Community College-HACCWeb

Search Go SITE MAP HELP EXIT

[Student Services & Financial Aid](#) [Personal Information](#) [Employee Services](#) [FAQs](#)

Research Office Evaluations and Surveys

Current Surveys

Survey Name	Start Date	End Date	Status
Presidential Eval	01-APR-06	31-DEC-06	Attempt on 26-APR-06
Administrative Eval	01-JAN-06	31-DEC-06	Complete this Survey
some other Survey	05-APR-06	06-APR-07	Complete on 15-APR-06

RELEASE: 6.0

powered by @sct

Done Internet

Start Research Office Evalu... 10:09 AM

When the survey has been submitted, the status will change to **Complete on {Date}**.

If the survey is not submitted, the status will revert to the link to **Complete this Survey** after 30 minutes. This will allow for situations that prevent completion of the survey at the time it is attempted, such as computer difficulties or interruptions.