MBA CSEA School Members:

As we transition to a new Employment Data System (EDS), we wanted to provide you with a few additional reminders as well as respond to some frequently asked questions:

1. We anticipate the new system will be live mid-December. Schools will be able to enter their Class of 2014 employment data into the new system from this time until mid-January.
   If you have entered your c/o 2014 data into the old EDS, you will not have to enter it again. We will transfer the data to the new system.
   If you have NOT entered your c/o 2014 data into the old EDS, we encourage you to hold off and enter it into the new system once it is live. You will not have to enter your data in both systems.
2. If you have not done so already, we strongly recommend you download your historical data from the old EDS, including your reports and student-level data (if applicable). We may not be able to transfer historical data, so it's important that each school download their information for archives purposes. If you need assistance with accessing the old EDS, please contact us as soon as possible. As a reminder, the old system will no longer be available as of **December 31, 2014**.

Instructions for dowloading your historical data from the old EDS:

To download reports:

1. Login to your member profile in the temporary EDS web site. If you need information about how to access this, contact us.
2. Go to: Employment Data > View Standard Reports
3. Select the statistic year you wish to download
   To download all reports for that year, select "Summary Report: All Standard Reports" for the Report Name.
   Select the Program Type
   Click on "Print Friendly" to develop a report in a separate browser that you can then save, print, or copy and paste into another file type such as Word.
4. Repeat these steps for each class year you want to download.

To download individual student data (if you entered the data at the student level using the import tool or student survey tool):

1. Login to your member profile in the temporary EDS web site. If you need information about how to access this, contact us.

2. Go to: Employment Data > Student Detail System (SDS)
3. Go to Student Profile
   Select the class year you wish to download.
   Select the "+" sign just underneath "Batch Options" on the left side of the screen. This will select all of the records.
   In the Batch Options menu, select Save as Excel > Selected Records (full details)
   Repeat these steps for each class year you want to download
4. Go to Student Offer and follow the same instructions as above.
5. Go to Student Reports and download any additional reports you want to archive.

Click here to view the original notification about the EDS transition, sent to members in April, 2014.

Please do not hesitate to contact us if you have any questions or concerns.

Regards,
MBA Career Services & Employer Alliance