



Setting the Standard. Connecting the Industry.

Since your membership has expired, we wanted to make sure you are aware of our transition to a new Employment Data System (EDS) as of December 31, 2014.

[Click here](#) to view the initial notification that was sent to all member schools in April, 2014.

In addition, please find below some additional information and reminders:

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. Member schools will be notified when the system is live.
2. 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 to the new system, 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**.
3. We would love to have you back! If you would like to renew your membership so you can access our new EDS (and other member benefits), please visit our [web site](#). Enter your username and password in the top right side of the screen. You will most likely need to request that your username and password be sent to you, as we transitioned to a new web site in August and all login credentials were reset.

Instructions for downloading 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.

Please do not hesitate to contact us if you have any questions or concerns. We hope to see you at one of our upcoming conferences!

Regards,
MBA Career Services & Employer Alliance