Completing the Education Survey

The education survey report is available at the following address:

http://www.wvrnsurvey.com/

To log on to the system, you will need a username and password. You may use your **previous year's user name and password** to log on and fill out the report. It is generally in the form of the following example:

Username: marshall   password: 40cc287b   (this is an example, it does not work)

If you don't have your last year's username and password, call the Board office at 304-744-0900 (ask to speak with **John Jarvis**) and we will provide this information for you.

The survey system has a **Forgot Password Reset** system, but to use it you must first update and **confirm your email address**. Click your Username at the top (Hello username). Your email address will be shown on this page – if it is not correct click Change and enter the correct address.
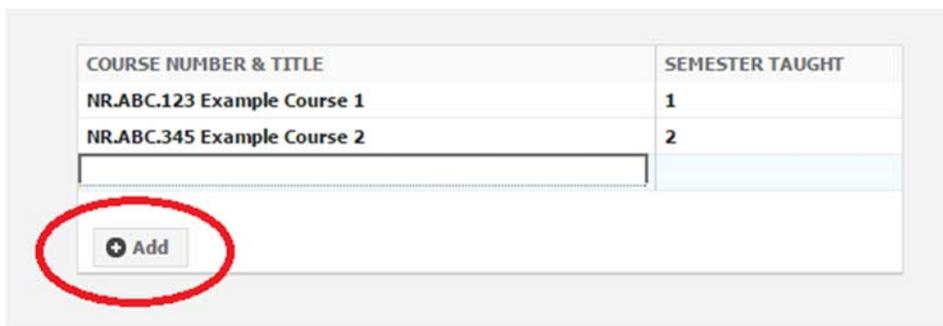
You may also **change your password** on this screen.

On to the survey

After logging in click the **Go to Survey** button.

The survey is divided into 7 sections. Please complete each section.

Some questions have a grid to accept answers. If you need to add more rows to the grid, click the Add button within the grid to add rows, as shown below:
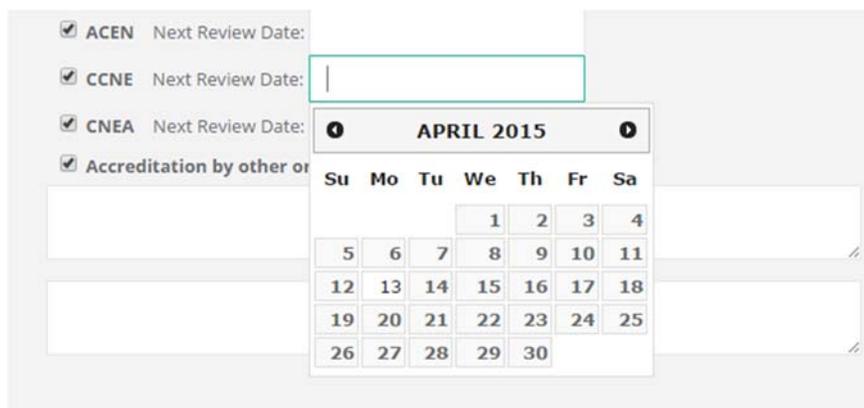
COURSE NUMBER & TITLE	SEMESTER TAUGHT
NR.ABC.123 Example Course 1	1
NR.ABC.345 Example Course 2	2

⊕ Add

Please do not try to paste a spreadsheet into the grid. Data can only be entered into a single cell at a time.

On questions that require a date for an answer, a calendar pull-down menu is provided when the box is clicked. Please select the correct date from the pull-down.

After you have completely finished with a section, click Save and then go on to the next section.

The last page (**Section 7**) is a **signature page**. The __Dean__ or **Administrator of the Nursing Program** will be able to enter a series of numbers that have been previously assigned, and a date. These numbers represent a "signature" for the survey.

After you have completed all 7 sections, the survey will need to be signed using the above method by the **Administrator of the Nursing Program**.

After the survey has been **completed AND signed**, the survey will no longer be editable, and you will only be able to view the responses.

Support and Contact Information:

Techincal Issues - If you have difficulty signing in to the survey, or any technical issues with the survey, please contact John Jarvis at John.R.Jarvis@wv.gov or (304) 744-0900.

Other Issues - If you have any other questions related to the data or content of the report please contact Robin A. Lewis at Robin.A.Lewis@wv.gov or (304) 744-0900.