



# Illinois Board of Higher Education

## IBHE Illinois Longitudinal Data System User Authorization

To: Executive Officer  
Re: Authorization of Primary System User

Greetings:

The IBHE has established a portal for the collection and viewing of individual student records at your institution pursuant to the P-20 ILDS Act. The individual whose information is provided below has submitted a request to the IBHE to be recognized as the Primary System User for your institution. This distinction allows him or her to submit the required individual student data on behalf of your institution, to view individual student records in data previously submitted, and to authorize additional users at your institution. Therefore, it is necessary for the IBHE to ensure that each Primary System User has the authorization of their institution's administration. This authorization will be valid for a period of two years and must then be renewed.

\_\_\_\_\_ has requested access to the IBHE IHEIS Data Portal for \_\_\_\_\_.

Your signature will grant \_\_\_\_\_ access to the IBHE IHEIS Data Portal on behalf of your institution(s).

I, \_\_\_\_\_, in my role as \_\_\_\_\_ at \_\_\_\_\_ affirm that \_\_\_\_\_ is the proper person to access the IBHE IHEIS Portal on behalf of the above named institution(s).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

You may contact IBHE to revoke this authorization or change the designee at any time.

Forms will be submitted during the registration process on-line at <https://iheis.ibhe.org>.

If you have any questions or concerns, please contact David Smalley ([smalley@ibhe.org](mailto:smalley@ibhe.org)) or Corey Hankins ([hankins@ibhe.org](mailto:hankins@ibhe.org)).