

ACHA College Health and Well-Being Data Hub ("Data Hub") User Access Policy

Introduction: Welcome to ACHA's College Health and Well-Being Data Hub ("Data Hub")! Through our partnerships with Tyrula and Microsoft, we are providing eligible ACHA institutional members with a tool to assist in developing key insights into the determinants of health and inform decision making about resources, policies, programs, and services. The following policy outlines what we expect from you and what you can expect from us.

Institutional Requirements for ACHA Data Hub Access: Your institution is entitled to 2 Data Hub licenses as long as your institutional membership stays active, and you complete the most recent release of the Institutional Profile Survey (IPS) by the deadline. To ensure uninterrupted access to the Data Hub, your institutional membership must be paid annually no later than December 31st for the following membership year. Additionally, completion of the most current release of the IPS must be submitted by the deadline noted in the survey email. If a member institution fails to submit an IPS by the deadline OR fails to renew membership by Dec 31st, then their Data Hub access will be terminated.

User Access: Each institutional member is entitled to 2 Data Hub licenses. Once the institutional dues and IPS requirements are verified, ACHA will send the representative member of your institution (RMI) a Qualtrics form to complete to designate the 2 member users at your institution who should receive Data Hub access and the level of access. If your institution would like more than the 2 licenses included with your membership, you can purchase additional licenses for \$150 each, using the same Qualtrics form. Please ensure that the users you select are ACHA members. If they are not a member, please have them join [here](#) first.

There are 2 levels of access within the Data Hub:

- **Institutional comparison data** – this level of access allows you to view enhanced reports with aggregate data along with your institution's comparative data. RMI's will default to having this institutional comparison data.
- **General aggregate data** (without institutional comparison data) – this level of access only allows a user to view the aggregate data of all institutions **without** your institution's data. This will be the default setting for any additional user unless your RMI grants the additional user access to institutional comparison data in the Qualtrics form. (If you are unsure of your level of access, please ask your RMI)

In addition, the form should be completed if there are any changes to your Data Hub account such as:

- If you initially requested 1 license but would like to add a second license.
- If you would like to change the users at your institution who have access to the Data Hub (including if the RMI would like to give up their direct access to the Data Hub and re-assign it to another member at their institution).
- If you would like to remove a user(s) from Data Hub access (e.g. if they are no longer affiliated with your institution).
- If you would like to purchase additional license(s) for \$150 each (beyond the 2 included licenses).

Your Data Hub license is valid as long as your institutional membership stays active, and you complete the most recent release of the Institutional Profile Survey (IPS) by the deadline. If either of these requirements are not met, your license will be terminated (see below for exceptions).

If your institution has provided multiple years of data, you will be able to compare your data longitudinally. If your institution has not submitted any data in the past, you will only see your data from the current IPS you've submitted (but you will still see aggregate data of all institutions from previous years). ACHA has certain data checks in place to ensure the data follow the requirements of the survey question. In some instances, this may result in some or all of your data not being reported in the Data Hub.

Account Creation: To access the Data Hub PowerBI tool, a new Microsoft 365 ACHA account will be created for you. The individual(s) designated to receive Data Hub access will receive 2 emails regarding how to log into the Data Hub.

1. An email from Microsoft inviting you to access ACHA's Data Hub. Please click on "Accept invitation".
2. An email invitation from Tyrula (ACHA Data Hub's technical solutions provider) will provide specific instructions for how to access the Data Hub for the first time.

Please note that some of the email invitations will be subject to spam-filtering and/or quarantine by the user's organization. If you do not receive the email invitations, please check your spam folder first and email Tyrula at helpdesk@tyrula.com if you still have not received the email(s).

ACHA reserves the right to modify, suspend or terminate access to service on our system anytime without notice or refund, including the right to require you to change your login name and passcode. In efforts to prioritize cybersecurity and maintain confidentiality, we ask that you please refrain from sharing login credentials, such as usernames and passwords, with fellow coworkers and/or colleagues. We also reserve the right to remove all data files associated with your account and/or other information you have on our system.

Exceptions to this policy: Participating Data Hub Institutions that fail to submit an IPS by the stated deadline due to extenuating circumstances, may request an exception to maintain Data Hub access for an additional year. Consideration will be based on the specific circumstances, as well as past participation in IPS, Data Hub, and NCHA. Should an exception be granted to continue Data Hub access, the institution will incur a charge of \$200/user license. Note that the exception is exclusively about Data Hub access, submission of an IPS past the deadline is not permitted.

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Suggested citation: The American College Health Association, College Health and Well-Being Data Hub, [Name of report/Report Title], [Academic year(s) selected], [Applied descriptive filters used, if applicable], [Date accessed].

Questions: For general questions about the Data Hub, (e.g. adding an additional Data Hub user for your institution or providing permission to view institutional comparison data) or interpreting the data and reports within the Data Hub, please reach out to Kawai Tanabe at ktanabe@acha.org. For any access issues or technical difficulties, please reach out to helpdesk@tyrula.com. They are available Monday through Friday from 8am to 5pm EST.