

## Using HERI's Email Distribution Service

To ensure a smooth delivery process, you should instruct your institution's Information Technology department to add the following email addresses in the list below to their Approved Senders List. You may also want to inform your survey respondents that they will be receiving an email from one of the following email addresses (depending on which survey you are administering).

This should then allow emails coming from HERI's email distribution service to come through their bulk or junk mail screening processes.

Otherwise, the emails may be routed directly to the bulk or junk email folder without ever reaching the intended survey respondents, and consequently affect your survey response rates.

<b>If you are taking part in...</b>	<b>Emails will come from...</b>
The Freshman Survey	<a href="mailto:CIRPFreshmanSurvey@datarecognitioncorp.com">CIRPFreshmanSurvey@datarecognitioncorp.com</a>
Your First College Year survey	<a href="mailto:YourFirstCollegeYearSurvey@datarecognitioncorp.com">YourFirstCollegeYearSurvey@datarecognitioncorp.com</a>
College Senior Survey	<a href="mailto:CollegeSeniorSurvey@datarecognitioncorp.com">CollegeSeniorSurvey@datarecognitioncorp.com</a>
HERI Faculty Survey	<a href="mailto:HERI.Faculty.Survey@datarecognitioncorp.com">HERI.Faculty.Survey@datarecognitioncorp.com</a>