

# Clarkson University

## *Submitting Your Online SED (Survey of Earned Doctorates)*

Welcome to the online Survey of Earned Doctorates! The two-step process for accessing and completing the SED online is described below. If you have any trouble with any of the steps, please contact NORC at [4800-sed@norc.org](mailto:4800-sed@norc.org) or 1-800-248-8649.

### Step 1: Registration

The online SED is hosted on a secure server, and requires each user to enter their PIN and password. To receive a pin and password, you must first register at:

<http://survey.norc.org/doctorate>

Complete the information requested.



### Survey of Earned Doctorates

Welcome to the electronic registration for the Survey of Earned Doctorates.  
To complete the questionnaire via the web, please submit the information below.  
The URL, PIN and password information will be e-mailed to you shortly.

**All fields are required.**

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Institution State:	NY <input type="text"/>
Institution Name:	Clarkson University <input type="text"/>
School/College:	Graduate School <input type="text"/>
Graduation Month:	<input type="text"/>
Graduation Year:	<input type="text"/>
E-mail:	<input type="text"/>
E-mail Confirmation:	<input type="text"/>

If you already registered using this email address, or you forgot your PIN and password, the same information will be sent to you.

E-mail NORC: [sed-registration@norc.uchicago.edu](mailto:sed-registration@norc.uchicago.edu)  
Call NORC: 1-800-248-8649

Once you submit this information, you will be asked to confirm:

## NORC

Just to confirm, we have recorded the following information:

### Registrant Information

First Name: Jane  
Last Name: Doe  
Institution Name: Purdue Univeristy  
Department: Electrical & Computer Engineering  
Graduation Month: May  
Graduation Year: 2010  
E-mail: jane.doe@purdue.edu

If this information is correct, please select Submit.  
If corrections are required, please select Edit.

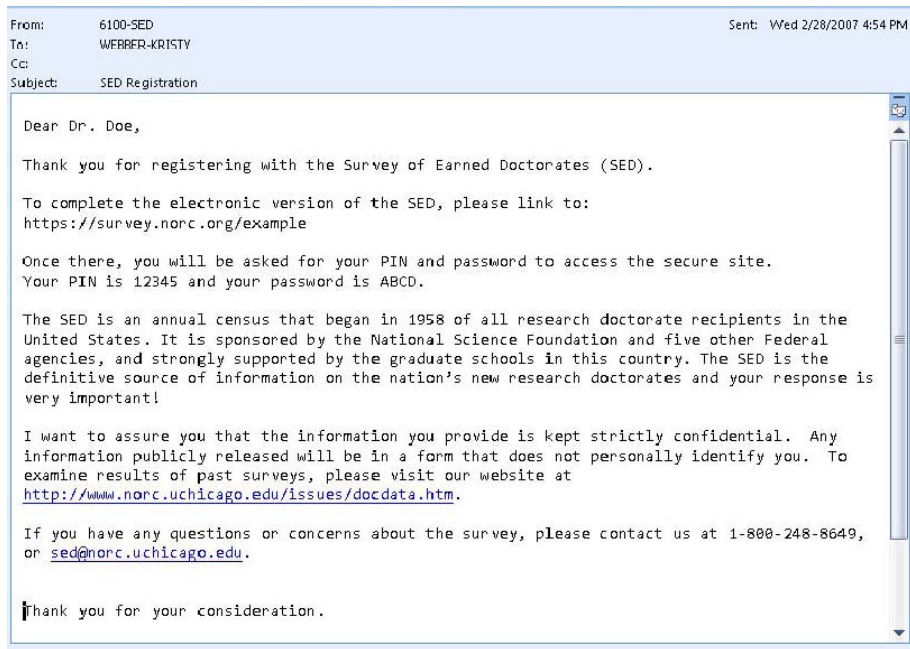
Submit

Edit

E-mail NORC: [sed-registration@norc.uchicago.edu](mailto:sed-registration@norc.uchicago.edu)  
Call NORC: 1-800-248-8649

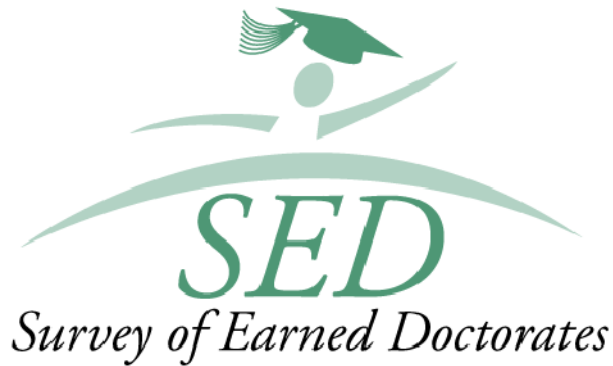
If everything is correct, hit the "Submit" button. If any of the fields are incorrect, select "Edit" to return to the previous screen and make the corrections.

Once you submit, you will receive an email at the address you provided, which contains your PIN, password, and the URL to the web survey.



## Step 2: Completing the SED online

The URL to the web survey will take you to the SED welcome screen.



[Continue](#)



### DISCLAIMER FOR ACCESSIBILITY STANDARDS

The SED team is making efforts to ensure that the 2010 SED Web Survey site is accessible to all. However, the pages of the survey may not be compatible with all the assistive technology devices. If you have trouble reading any page of the survey, you may request a paper version of the survey.

Please contact NORC toll-free at 1-800-248-8649 or send an E-mail to [SEDWEB@norc.uchicago.edu](mailto:SEDWEB@norc.uchicago.edu).

[email NORC Tech Support](#)

Once you click “Continue”, you will be taken to the login screen, where you will enter your PIN and password.

The welcome screen features the text 'Welcome' in a large, light blue font, followed by the National Science Foundation logo and the tagline 'Where discoveries begin.' Below this, it states that the National Opinion Research Center (NORC) at the University of Chicago is conducting the Survey of Earned Doctorates on behalf of several organizations. A list of these organizations is provided, including the National Science Foundation, National Institutes of Health, U.S. Department of Education, National Endowment for the Humanities, U.S. Department of Agriculture, and National Aeronautics and Space Administration. Instructions for users are provided, including a 'Continue' button and input fields for PIN and password. At the bottom, there are links for 'E-mail NORC Tech Support' and 'Information on the SED'.

Welcome  
National Science Foundation *Where discoveries begin.*

Welcome\_Masthead\_1.gif

The National Opinion Research Center (NORC) at the University of Chicago is conducting the Survey of Earned Doctorates on behalf of:

- The National Science Foundation
- The National Institutes of Health
- The U.S. Department of Education
- The National Endowment for the Humanities
- The U.S. Department of Agriculture
- The National Aeronautics and Space Administration

*You should have received a Personal Identification Number (PIN) and a password to gain access to this survey. Please enter them in the fields below, and then click the "Continue" button. If you do not have your PIN or password, please contact 1-800-248-8649 or email at [SEDWEB@norc.uchicago.edu](mailto:SEDWEB@norc.uchicago.edu)*

Please enter your PIN:

Please enter your password:

[Continue](#)

[E-mail NORC Tech Support](#)

[Information on the SED](#)

You will now be able to advance through the questionnaire. You have the option of suspending your progress at any time using the “suspend” button on the bottom of each page. You can re-access your survey by logging back in using the original URL. Your previous responses will be saved, and your survey will start back at the point at which you left off.

When you reach the end of the survey, you will be given the option to enter up to two email addresses to receive a notification of completion. The **primary address** may be prefilled – however you can edit this on this screen if necessary.

The **secondary address** will be blank – please enter your graduate coordinator’s email address in this box:

School of Engineering – Kelly Sharlow  
[ksharlow@clarkson.edu](mailto:ksharlow@clarkson.edu)

School of Arts & Sciences – Jeni Reed  
[jreed@clarkson.edu](mailto:jreed@clarkson.edu)

Institute for a Sustainable Environment – Mary Jane Smalling  
[msmallin@clarkson.edu](mailto:msmallin@clarkson.edu)



The screenshot shows a web form titled "Survey of Earned Doctorates" with a graduation cap icon. Below the title, a message states: "A notification of completion will be sent to the e-mail address below. If this address is incorrect or is missing, please make corrections in the Primary address box. You may also provide an additional address where you would like the notification to be sent." The form contains two input fields: "Primary address" with the value "jane.doe@purdue.edu" and "Secondary address" which is empty. At the bottom, there are three buttons: "< Previous Page", "Suspend", and "Next Page >". A footer bar contains three links: "Instructions", "E-mail NORC Tech Support", and "Information on the SED".

**The email notification will act as evidence of completion of this requirement. You MUST complete the SED and submit a completion notification as part of your graduation requirements.**

On the next page you will see your certificate of completion, which you may also print and maintain as a record of completion.



The image shows a certificate of completion for the Survey of Earned Doctorates. At the top right is an illustration of a graduation cap and diploma. The title "Survey of Earned Doctorates" is in blue, and "Certificate of Completion" is in a large black serif font. Below the title, it states: "This certifies that Jane Doe, a student at Purdue University, has completed the Survey of Earned Doctorates on 10/15/2009." A note below says: "If required you may print this certificate ( [press Ctrl-P](#) ) and present it to your graduate school to show completion of the Survey of Earned Doctorates." There are three buttons: "< Previous Page", "Suspend", and "Next Page >". At the bottom of the page are three links: "Instructions", "E-mail NORC Tech Support", and "Information on the SED".

NOTE: in order to submit your survey and be counted as complete, you MUST advance past the certificate screen by clicking the "Next Page" button. The submission screen will then appear.



The image shows a thank you screen for the Survey of Earned Doctorates. At the top right is an illustration of a graduation cap and diploma. The title "Survey of Earned Doctorates" is in blue. Below the title, it says: "Thank you for completing the Survey of Earned Doctorates Questionnaire. We value your responses." There is a "Logout" button. At the bottom of the page are three links: "Instructions", "E-mail NORC Tech Support", and "Information on the SED".

**You have successfully submitted your Survey of Earned Doctorates!**