

**USER’S GUIDE**

**University Survey System (USS)**

1. Introduction

Welcome, and congratulations on your acquisition of the University Survey System. This is a free (if you paid for it, go get your money back!) software package that was initially developed for Nate Bryant and the Career Services Department at Eastern Washington University. It was the basis of the Computer Science Senior Project / Senior Capstone classes for Nicholas Estrada, Matt McGee, Andy Sorenson, and Maxwell Winston, and was finished in the spring of 2018. Mr. Bryant was in need of a system through which he could determine the level of awareness of Career Services offerings among the other departments on campus, and then provide resources to those departments accordingly. The capabilities of the software have been expanded to provide an easy-to-use survey system for all EWU faculty. It offers multiple configurations for the administrator to choose from, a simple and efficient user interface, and the ability to export data for use with other software.

We hope you enjoy using our product!

1. Getting Started

If you are viewing this document, you have, most likely, already managed to access the software in the EWU network, and have created an account in order to administer surveys. In the interest of complete disclosure, however, we’ll start from the beginning.

* Accessing the software: The USS can be found at: www.CHANGE THIS /csdss/dev/pollster/pSignup.html
* Creating an account: Your user name will need to be unique within the USS, and you will need a valid email address. There are no requirements for your password, although we would strongly recommend using a combination of 8 or more characters, using upper- and lower-case letters, numbers, and special characters (such as: #$%) to keep your account secure. Once your account has been established, you can change your password and email address at any time through the “My Account” link on the Welcome page, but your user name will be permanently connected to the account. A single user can create multiple USS accounts, but each account must have a unique user name and email address associated with it.

1. Using the USS
2. Troubleshooting