Employee Survey Connectivity Guidelines

The following important information will facilitate a smooth survey process for you and your employees. The employee survey is conducted from **March 1 – March 26, 2027**. Should you have any questions, please contact ModernThink at 888.684.4658.

INTERNET AND EMAIL REQUIREMENTS:

- **Survey Audience:** The audience for the employee survey includes full-time Faculty, Administrators, Exempt Professional Staff and Non-exempt Staff (Adjuncts are also included for two-year schools) who are employed at campuses located in the United States and its territories. Participating institutions are asked to provide a random sample of up to 400 or 600 of the above job categories. Colleges with fewer than 500 Administrators, Faculty, Exempt Professional Staff, Non-exempt Staff and Adjuncts will be asked to survey ALL of their Administrators, Faculty and Exempt Professional Staff and a sample of their Non-exempts and Adjuncts.

  Please review the table under Uploading Emails on the Administrative Portal for the exact sample requirements for each job category for your school. If you are already registered for the program, you will receive access to the Administrative Portal by **February 8** (at the latest). For more information go to http://greatcollegesprogram.com/registered-institutions/.

- **Internet:** First and foremost, all employees participating in the online survey will need Internet access. If some employees do not have their own computers, you may consider setting up a workstation in a private area for them to use. Employees may also take the survey from home or use the campus computer centers.

  To complete the survey, your employees will need to access the following websites. Please ensure that these addresses are accessible to your employees:

  http://www.modernthink.net/highered/login/greatcolleges
  https://www.modernthink.net/highered/login/greatcolleges

- **Email:** Your employees must be able to receive email messages from an external source. All ModernThink survey emails are distributed via the modernthink.net domain. All outbound email campaigns are DKIM-signed to meet Microsoft requirements as part of our DMARC implementation for email authentication and repudiation. Please be sure the following email addresses, domains, and IP addresses are "white-listed" with your IT department to ensure your employees can receive the survey invitations that include the web link and their unique login information:

  From: **surveys@modernthink.net**,
  Return-path: **surveys@modernthink.net**,

Trusted & Dedicated IP Address: 149.72.139.47
Secondary IP Address: 54.240.46.220

- **Spam Filters & Rate Delimiters**: Many institutions frequently have spam filters to screen emails that are sent in large batches from one email address. Therefore, in addition to being "white-listed," please be sure your spam filters and security settings allow multiple email messages to your institution originating from these addresses. Similarly, please configure your filters to allow the "Username" and "Password". The subject line of the emails will read: **Great Colleges to Work For 2027 Faculty/Staff Survey.**

  Email Invitations and Reminders: Email notifications will be sent to your institution throughout the survey process. Primary and IT Contacts will be notified prior to each email blast.

- **Connectivity Testing:** On **Monday, February 23,** we will send a test email invitation to your institution's Primary Contact and IT Contacts. This email message will include a link to the online survey so that you can ensure access to the survey website for your institution. Please be sure to read that email carefully and respond by **February 27** (see email for details).

- **Response Rate:** During the survey administration period (**March 1 – March 26**), the Primary Contact will be given access to a response rate report so that IT can immediately see if there are issues when the survey launches on **March 1**. We recommend that the Primary Contact and IT Contact be in communication while the survey is open to ensure emails have arrived.