


Accessing the HEIRS Environment

HEIRS is available on the ESE Security Portal – web address - <https://gateway.edu.state.ma.us>

 MA Education Security Portal

Portal messages:

Welcome to the MA Education Security Portal. If you need assistance, please view our [help](#) and support information.

*******System Maintenance*******System maintenance has been scheduled for Thursday, September 14, 2023 from 5:30 PM to, potentially, 9:30 PM

During maintenance, users may experience intermittent connectivity. We apologize for any inconvenience. Please plan accordingly and thank you for your cooperation.


Message Updated: September12,2023 05:57:06 PM

Log in to your account

[Why can't I login?](#)

[Log in](#)


[Forgot Username?](#) [Forgot Password?](#)

 **ELAR (Online Licensure System)**

NEW USERS will need to [create an ELAR profile](#).

EXISTING USERS who did not pre-register for ESP may need to [reactivate account](#).


Learn more about [ELAR](#), and gain access to the new Education Security Portal.

 **Administrative**

Read [help information](#) for administrative users in the Education Security Portal.

To reactivate your existing DESE Security Portal account, contact your [local Directory Administrator](#) or the [ESP Help Desk](#) at 781-338-MESP(6377).

Once connected Select **HEIRS** from the Applications List

**MA Education Security Portal**

[Update Profile](#) [Logout](#)

Welcome sriley32


Portal messages:

Welcome to the MA Education Security Portal. If you need assistance, please view our [help and support information](#).


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Message Updated: September12,2023 05:57:06 PM

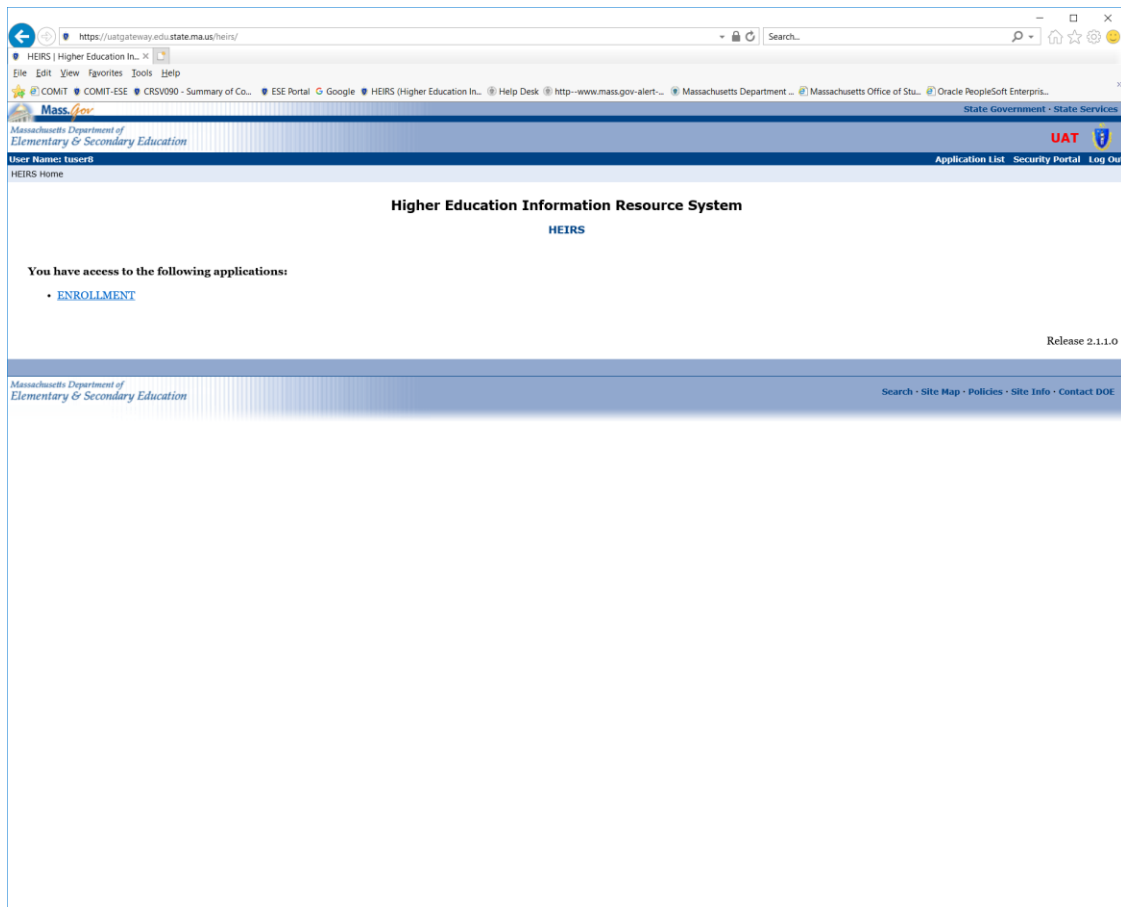
Applications

HEIRS

Training

Edwin Analytics Training

The following menu should appear – Select the **ENROLLMENT** option



You are ready to begin the HEIRS process

The screenshot shows a web browser window with the URL <https://uatgateway.edu.state.ma.us/heirs/enrollment/datasubmission/default.aspx>. The browser's address bar and tabs are visible at the top. Below the browser window, the HEIRS application interface is displayed. The header includes the Massachusetts Department of Elementary & Secondary Education logo and the text "State Government - State Services". The user is logged in as "User Name: tuserb". The main content area is titled "Higher Education Information Resource System" and "Data Submission". A left sidebar contains a navigation menu with links such as "HEIRS Home", "Enrollment Home", "Information", "Deadlines", "Data Dictionary", "Instructions", "Status Overview", "Error Processing", and "Data Submission". The "Data Submission" section is highlighted, showing a list of steps: "Step 1: Transmit Data", "Step 2: Check Status", "Step 3: Review Data", and "Step 4: Sign-Off Data". The bottom of the page features a footer with the Massachusetts Department of Elementary & Secondary Education logo and a search bar.

https://uatgateway.edu.state.ma.us/heirs/enrollment/datasubmission/default.aspx

Data Submission | Higher E... x

File Edit View Favorites Tools Help

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Mass.gov State Government - State Services

Massachusetts Department of Elementary & Secondary Education UAT

User Name: tuserb Application List Security Portal Log Out

HEIRS Home > Enrollment Home > Data Submission

Higher Education Information Resource System

Data Submission

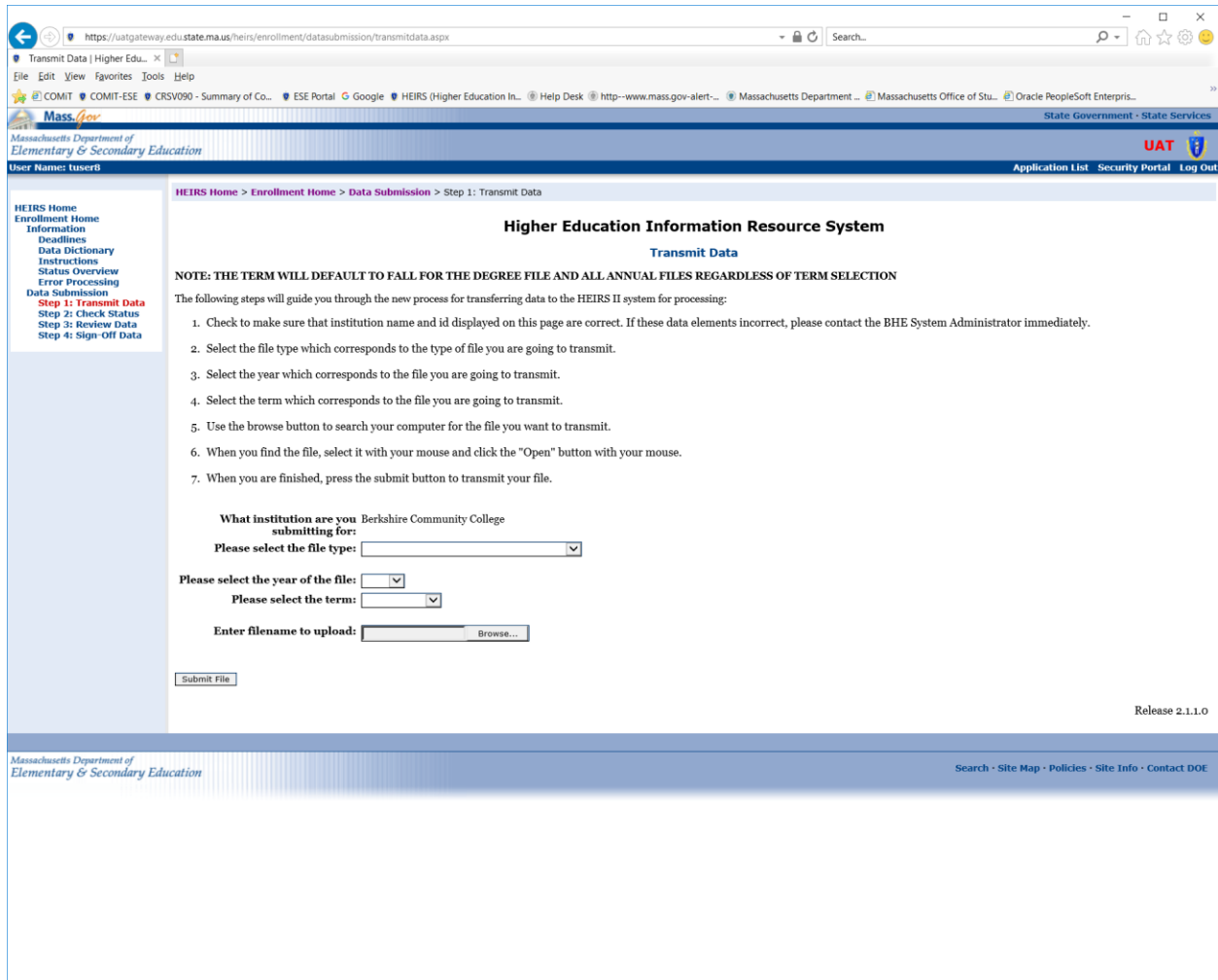
- [Step 1: Transmit Data](#)
- [Step 2: Check Status](#)
- [Step 3: Review Data](#)
- [Step 4: Sign-Off Data](#)

Release 2.1.1.0

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STEP 1 – Transmit Data – This is where you should submit the HEIRS files to be Processed

You will get instant feedback; if you submit a file with the wrong # of data elements or you submit a file with Invalid ASCII characters (the row # and part of the line will be displayed). You will receive a message if the file you are trying to submit needs to be Deleted from the Check Status Page – Delete for Resubmission.



The screenshot shows a web browser window with the URL <https://uatgateway.edu.state.ma.us/heirs/enrollment/datasubmission/transmitdata.aspx>. The page is titled "Higher Education Information Resource System" and "Transmit Data". It includes a navigation menu on the left with links like "HEIRS Home", "Enrollment Home", "Information", "Deadlines", "Data Dictionary", "Instructions", "Status Overview", "Error Processing", "Data Submission", and "Step 1: Transmit Data". The main content area contains a "NOTE: THE TERM WILL DEFAULT TO FALL FOR THE DEGREE FILE AND ALL ANNUAL FILES REGARDLESS OF TERM SELECTION" and a list of seven steps for submitting data. Below the steps are form fields for "What institution are you submitting for:" (Berkshire Community College), "Please select the file type:" (dropdown), "Please select the year of the file:" (dropdown), "Please select the term:" (dropdown), and "Enter filename to upload:" (text input with a "Browse..." button). A "Submit File" button is at the bottom left. The footer includes "Massachusetts Department of Elementary & Secondary Education" and "Release 2.1.1.0".

Transmit Data | Higher Edu...
File Edit View Favorites Tools Help
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User Name: tuserb Application List Security Portal Log Out
HEIRS Home > Enrollment Home > Data Submission > Step 1: Transmit Data
Higher Education Information Resource System
Transmit Data
NOTE: THE TERM WILL DEFAULT TO FALL FOR THE DEGREE FILE AND ALL ANNUAL FILES REGARDLESS OF TERM SELECTION
The following steps will guide you through the new process for transferring data to the HEIRS II system for processing:
1. Check to make sure that institution name and id displayed on this page are correct. If these data elements incorrect, please contact the BHE System Administrator immediately.
2. Select the file type which corresponds to the type of file you are going to transmit.
3. Select the year which corresponds to the file you are going to transmit.
4. Select the term which corresponds to the file you are going to transmit.
5. Use the browse button to search your computer for the file you want to transmit.
6. When you find the file, select it with your mouse and click the "Open" button with your mouse.
7. When you are finished, press the submit button to transmit your file.
What institution are you submitting for: Berkshire Community College
Please select the file type:
Please select the year of the file:
Please select the term:
Enter filename to upload: Browse...
Submit File
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STEP 2 – CHECK Status –This is where you want to Check the Status of the File Recently submitted to be processed. Once you see the status as ‘PROCESSED’, you may proceed to Step 3 to review your data. Note that if errors are found, you will come back to this step to press the delete for resubmission button before resubmitting a new file with corrections.

https://uatgateway.edu.state.ma.us/heirs/enrollment/datasubmission/checkstatus.aspx

Check Status | Higher Education Information Resource System

File Edit View https://uatgateway.edu.state.ma.us/heirs/enrollment/datasubmission/checkstatus.aspx

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User Name: tuserb Application List Security Portal Log Out

HEIRS Home Enrollment Home Information Deadlines Data Dictionary Instructions Status Overview Error Processing Data Submission Step 1: Transmit Data Step 2: Check Status Step 3: Review Data Step 4: Sign-Off Data

HEIRS Home > Enrollment Home > Data Submission > Step 2: Check Status

Higher Education Information Resource System

Check Status

Year	Term	File Type	File	Status	Date and Time
2018	Spring	End of Term	011ENP20183.txt	PROCESSED	5/10/2018 8:52:12 AM
				Delete for Resubmission	
2017	Fall	Commonwealth Commitment End of Term	011COM20171.TXT	SIGNED OFF	5/10/2018 8:45:38 AM
2018	Fall	STEM Exit Survey	011STX20181.TXT	SIGNED OFF	5/10/2018 8:37:58 AM
2018	Fall	STEM Starter Academy	011STM20181.TXT	SIGNED OFF	5/10/2018 8:36:43 AM
2017	Fall	Degrees Conferred	011DGR20171.TXT	SIGNED OFF	5/10/2018 8:32:38 AM
2015	Full Summer	Institution Sites	011SIT20154.TXT	SIGNED OFF	5/10/2018 8:30:41 AM
2018	Spring	GPSTEM	011GPS20183.TXT	SIGNED OFF	5/10/2018 8:30:36 AM
2016	Full Summer	Program/Major	011PRG20164.TXT	SIGNED OFF	5/10/2018 8:30:29 AM
2017	Fall	Annual Student	011ANS20171.TXT	SIGNED OFF	5/10/2018 8:17:46 AM
2017	Fall	Annual Course	011ANS20171.TXT	SIGNED OFF	5/10/2018 8:17:46 AM
2017	Fall	Annual Course	011ANS20171.TXT	SIGNED OFF	5/10/2018 8:17:46 AM
2018	Fall	Annual Student	011ANS20181.txt	RECEIVED AND PROCESSED WITH ERRORS	5/10/2018 8:11:16 AM
2018	Fall	Annual Course	011ANN20181.txt	RECEIVED AND PROCESSED WITH ERRORS	5/10/2018 8:10:12 AM
2018	Spring	Student	011STU20183.TXT	SIGNED OFF	5/10/2018 8:08:38 AM
2018	Spring	Course	011STU20183.TXT	SIGNED OFF	5/10/2018 8:08:38 AM
2018	Spring	Enrollment	011STU20183.TXT	SIGNED OFF	5/10/2018 8:08:38 AM
2018	Winter	Institution Sites	011SIT20182.txt	RECEIVED AND PROCESSED WITH ERRORS	5/9/2018 12:44:11 PM
2018	Fall	Institution Sites	011SIT20181.TXT	SIGNED OFF	5/3/2018 7:33:39 AM
2017	Fall	End of Term	011ENP20171.TXT	SIGNED OFF	1/24/2018 2:34:53 PM
2017	Fall	STEM Exit Survey	011STX20171.TXT	SIGNED OFF	12/21/2017 3:26:02 PM
2017	Fall	STEM Starter Academy	011STM20171.TXT	SIGNED OFF	12/21/2017 2:03:44 PM
2017	Full Summer	STEM Starter Academy	011STM20174.TXT	SIGNED OFF	12/21/2017 11:57:30 AM
2017	Fall	Student	011STU20171.TXT	SIGNED OFF	12/15/2017 11:53:42 AM
2017	Fall	Enrollment	011ENR20171.TXT	SIGNED OFF	12/15/2017

STEP 3 – Review Data Reports for PROCESSED and ERROR FILES–This is where you should check the ERROR reports if the file submitted has been PROCESSED WITH ERRORS. This is also where you should check the PROCESSED files to review the Data submitted to verify the data submitted. There is a **Download report data as a comma delimited text file: (TXT)** on every report

Select the **Early College Private Institutions Reports**

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HEIRS > Enrollment Home > Data Submission > Step 3: Review Data

Higher Education Information Resource System

Review Data

Verify Data Using Discrepancy and Verification Reports

The HEIRS Discrepancy and Data Verification System is designed for campus representatives to review each of their HEIRS files upon submission and prior to signing-off to ensure that the data is accurate and appropriate for the Department of Higher Education to use for analyses. Discrepancy reports will aid in pointing out where any errors or discrepancies lie within or between data files/tables. Data verification reports will aid in profiling the data in your files/tables, thereby making it easier to ensure that the data accurately represents your campus. Please review ALL of these reports prior to notifying the Department that you are ready to sign-off. If you have any questions or comments about this system, or if you would like to see a specific type of report added, please contact us!

The following discrepancy and data verification reports are tools by which you can verify that the data in your submission file is correct prior to signing-off. For a full description of each of the report available, select a link below:

SUBMISSION ERROR REPORTS

Term Specific Error Reports

Annual Error Reports

Other Error Reports

Special Collections Error Reports

Students Reports

Students Discrepancy Reports

Students Data Verification Reports

Courses Reports

Courses Data Verification Reports

Institution Sites Reports

Institution Sites Data Verification Reports

Annual Student Reports

Annual Student Reports

Out Of Range Reports

Range Reports

End of Term Reports

End of Term Reports

Support Data

Support Data

Early College Private Institutions Reports

Early College Private Institutions Reports

Admissions Reports

Admissions Discrepancy Reports

Admissions Data Verification Reports

Degrees Reports

Degrees Discrepancy Reports

Degrees Data Verification Reports

Programs Reports

Programs/Majors Data Verification Reports

Annual Courses Reports

Annual Courses Discrepancy Reports

Annual Courses Data Verification Reports

Summary Reports

Summary Reports

Dual Enrollment Reports

Dual Enrollment Reports

STEM Starter Reports

STEM Starter Reports

Success Fund Reports

Success Fund Initiative Reports

Success Fund Initiative Comparison Group Reports

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Higher Education Information Resource System

Early College Private Institutions Reports Index

Submission Error Reports

ECC_ERRORS Listing of Errors in the Early College COURSE file

ECS_ERRORS Listing of Errors in the Early College STUDENT file

ECE_ERRORS Listing of Errors in the Early College ENROLLMENT file

Data Verification Reports

ECS_INVALIDSAS Listing of Students with invalid SASIDs

EC_LIST001 Listing of Early College Students Enrollment

Summary Reports

EC_SUM001 Early College Private Institutions of Higher Education Collections Summary Report

Massachusetts Department of Elementary & Secondary Education

STEP 4 – Sign-off – Access this page when you have finished the submission cycle and want to indicate the files are ready for use by the DHE.

The screenshot shows a web browser window with the URL <https://uatgateway.edu.state.ma.us/heirs/enrollment/datasubmission/signoffdata.aspx>. The browser's address bar and tabs are visible at the top. Below the browser window, the page header includes the Massachusetts Department of Elementary & Secondary Education logo and navigation links like "Application List", "Security Portal", and "Log Out". The main content area is titled "Higher Education Information Resource System" and "Sign-off Data". It contains a "Please NOTE:" section with a list of four statements that the user must agree to. Below the statements, there is a radio button for "2018 Spring End of Term File" and a button labeled "I Agree". A note at the bottom states: "NOTE: By signing-off on your data, you will not be able to modify your data!". The page footer includes the "Release 2.1.1.0" version number and a search bar.

Sign-off Data | Higher Education Information Resource System

HEIRS Home > Enrollment Home > Data Submission > Step 4: Sign-Off Data

Higher Education Information Resource System

Sign-off Data

You have chosen to "Sign-Off" your data. After completion of the sign-off process your HEIRS data will become part of the HEIRS data system and available to the BHE for system planning and policy analysis.

Sign-Off should occur only after you have completed the data quality checks in "Step 3: Review Data", you may initiate the sign-off process. Please make sure that you have followed the guidelines set forth by BHE.

Please NOTE:

Signing off on Either the Term Specific or Annual Course, Student and Enrollment files is not possible until all three files are at the PROCESSED Status.

By signing-off on your data, you are AGREEING TO THE FOLLOWING STATEMENTS:

1. I am the Primary HEIRS User for my institution.
2. My institution has transmitted all required data accurately to BHE for the given year and term entered below.
3. I have reviewed all the appropriate data quality checks and reports in Step 3, and corrected any data inconsistencies.
4. I have reviewed my data and it is consistent with my institution's data reported to IPEDS and in other reports.

Choose the file for Sign-Off and click on "I Agree"

☐ 2018 Spring End of Term File

NOTE: By signing-off on your data, you will not be able to modify your data!

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