



COOPERATIVE INSTITUTIONAL RESEARCH PROGRAM
at the HIGHER EDUCATION RESEARCH INSTITUTE AT UCLA

Using HERI's Email Distribution Service

To ensure a smooth delivery of emails to intended survey respondents, you should instruct your institution's Information Technology department to add the following email addresses in the list below to their Approved Senders List. This should allow emails coming from HERI's email distribution service to come through any bulk or junk mail screening processes your campus has in place.

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

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).

If you are taking part in...	Emails will come from...
The Freshman Survey	CIRPFreshmanSurvey@datarecognitioncorp.com
Your First College Year Survey	YourFirstCollegeYearSurvey@datarecognitioncorp.com
Diverse Learning Environments Survey	DLE@datarecognitioncorp.com
College Senior Survey	CollegeSeniorSurvey@datarecognitioncorp.com
HERI Faculty Survey	HERIFacultySurvey@datarecognitioncorp.com

Your IT department may also ask for the following information:

DNS Name: outgoing.datarecognitioncorp.com

IP Address: 207.109.22.134