Ellucian Content Management
Student Records

Ellucian Content Management uses our proven content management technology to streamline the review and processing of registration forms and transcripts while keeping records protected in a secure online environment. This document management approach in the Registrar's office is more efficient than paper-based filing systems that hinder student service and cause delays.

To fulfill its significant responsibility for maintaining overall security and accuracy of student records, Registrars need a reliable and reputable solution. They need Ellucian Content Management.

Ellucian Content Management protects sensitive information by allowing the Registrar's office to provide controlled access to student documents for authorised parties. This feature enables the office to stay compliant with local regulations. Unlike paper files, electronic records managed with Ellucian Content Management can be instantly accessed from anywhere without concern for physical damage or deterioration.

With Ellucian Content Management, colleges and universities cost effectively and proactively manage student records throughout the record's lifecycle and also comply with institutional retention policies.

WITH ELLUCIAN CONTENT MANAGEMENT, YOUR INSTITUTION CAN:

- ✓ Accelerate registration and change-forms processing

- ✓ Improve student service and increase student retention

- ✓ Reclaim office space through physical storage elimination

- ✓ Boost employee productivity and satisfaction

- ✓ Improve information sharing and collaboration across campus

- ✓ Enhance privacy, security and protection of records

ellucian

FASTER DOCUMENT PROCESSING

Ellucian Content Management helps institutions efficiently process students' documents in the following ways:

- Students' documents are scanned or imported into Ellucian Content Management, eliminating manual data entry.

- Documents are linked to students' records in Banner® by Ellucian.

- Ellucian Content Management workflow routes documents to the appropriate queue for processing.

- Mail-merge letters and other documents are captured and stored in Ellucian Content Management with the appropriate student record.

MORE WAYS TO AUTOMATE

Ellucian Content Management helps you to further increase efficiency in students' records with these additional automation options:

✓ Use barcodes on documents and forms sent to students to streamline identification.

✓ Use kiosks and eForms to enable students to complete and submit forms and supporting documents anytime, anywhere.

✓ Automatically detect common form types at the point of document capture.

USING ELLUCIAN CONTENT MANAGEMENT WITH BANNER:

1. Open a student record in Banner.
2. Click on the yellow icon.
3. The Explorer Grid displays the list of associated student documents.
4. Select a specific document to view.
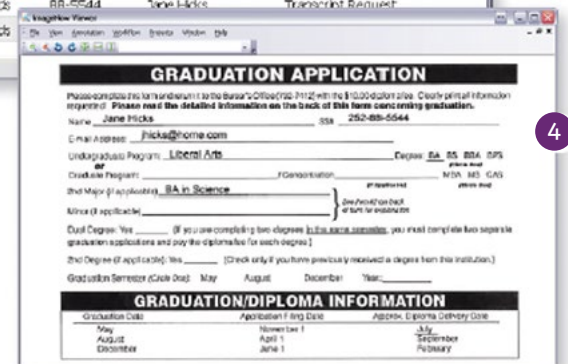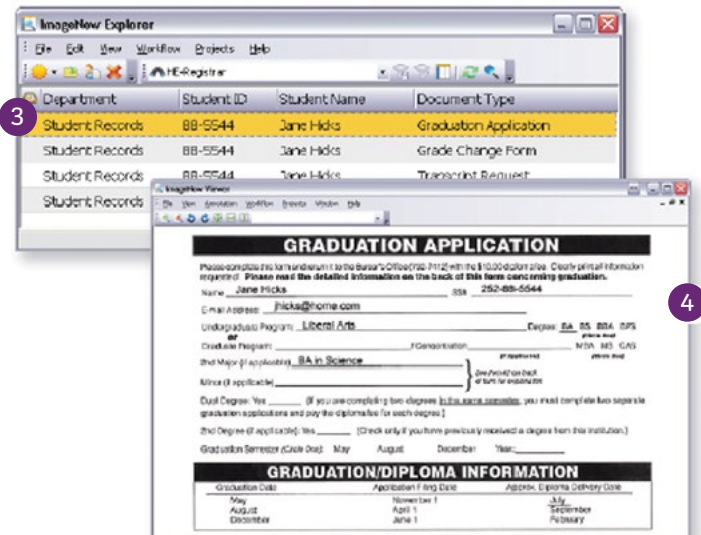
ABOUT ELLUCIAN

Ellucian helps education institutions thrive in an open and dynamic world. We deliver a broad portfolio of technology solutions, developed in collaboration with a global education community, and provide strategic guidance to help education institutions of all kinds navigate change, achieve greater transparency and drive efficiencies. More than 2,400 institutions in 40 countries around the world look to Ellucian for the ideas and insights that will move education forward, helping people everywhere discover their futures through learning.

To learn more, visit www.ellucian.com/emea-ap.