

PDP Dashboard Access

Postsecondary Data Partnership Login Portal: <https://id.studentclearinghouse.org/>

To gain access to dashboards, you will need to work with your institution's PDP User Administrator and create new roles and accounts for others. Instructions on how User Administrators give account access to others can be found below. If you are unsure who the PDP User Administrator is for your institution, contact your institution's Registrar, as they are likely a User Administrator. If you believe you already have a National Student Clearinghouse account, but do not have PDP access, please email PDP Support directly at PDPService@studentclearinghouse.org for assistance.

Understanding Dashboards

The National Student Clearinghouse offers its PDP Knowledge Base, which has insightful courses on getting acquainted with and navigating the PDP. When familiarizing yourself with the PDP Dashboards, there are two courses we recommend:

Postsecondary Data Partnership: An Introduction

This course provides an overview of the PDP, a nationwide initiative helping colleges and universities understand student progress and outcomes, meet reporting requirements, and focus resources effectively. Both institutions and educational organizations can participate, with optional third-party collaborations to ease reporting burdens. You'll learn about the PDP's purpose, functionality, dashboard metrics, and recommended videos based on your interests.

[Access Course Here](#)

Postsecondary Data Partnership: Getting to Know the Dashboards

The PDP offers various dashboards, including general, early momentum metrics, outcomes over time, and benchmarking; allowing different departments to conduct their own research. Dashboards are created after institutions validate their PDP course and cohort files. This course provides a high-level overview of PDP dashboards, covering their functionality, unique dimensions and filters, purposes, navigation, and the impact of dimensions and filters on data visualizations.

[Access Course Here](#)

ADDING USERS TO THE PDP

Step 1: Access the Clearinghouse Portal

- Go to the National Student Clearinghouse website: studentclearinghouse.org
- Click on the “**User Login**” link.
- Enter your credentials to log in.
 - If you’ve forgotten your username or password, use the “**Forgot Username/Password**” option to reset or retrieve your login information.

Step 2: Navigate to User Management

- Once logged in, click on “**My Account**” at the top right of the screen.
- Select “Manage Users” from the “**Account Tools**” menu on the right.
- Carefully read the prompt about your responsibilities as a user administrator.
- Click “**I Accept**” to proceed.

Step 3: Manage Existing Users or Add New Ones

- You’ll see a list of current users.
 - To add a new user, scroll to the bottom and click “**Create New User.**”
 - To edit an existing user, click on their name.

Step 4: Assign Roles for PDP Access

- Review the user’s current roles.
- Assign the following roles as needed:
 - PDP Data Submission: Allows the user to view and manage data file submissions.
 - View Dashboard Reports: Grants access to PDP Tableau dashboards.
 - *Note: Ignore the Billing and FTP roles—they are not applicable here.*
- After selecting the appropriate roles, click “**Submit.**”

 *Important: It may take up to 24 hours for the Tableau dashboard reports role to take effect.*

Step 5: Maintain Your User List

- Review your user list twice a year.
- If someone has left the organization or changed roles:
 - Go to “**My Account**” > “**Manage Users.**”
 - Find the user and click on their name.
 - Choose “**Delete**” or “**Deactivate**” to remove their access.