

Key Contact Responsibilities

VFA Key Contact Role & Responsibilities

Each college assigns **one** Key Contact. The Key Contact is responsible for managing and maintaining the VFA membership and upholding all items agreed to in the [VFA Participation Agreement](http://vfa.aacc.nche.edu/Documents/VFAParticipationAgreement.pdf) [http://vfa.aacc.nche.edu/Documents/VFAParticipationAgreement.pdf]. Key Contacts have full access rights to the VFA account and are able to input, review, submit, and approve data for public release (publishing). In addition, Key Contacts are able to assign VFA user roles to other employees at the college.

As the VFA Key Contact you will:

- [Serve as the Main Point of Contact](#)
- [Manage the VFA Membership](#)
- [Manage and Coordinate all Aspects of Data Submission](#)
- [Manage Membership Access and User Roles](#)

» **Serve as the Main Point of Contact with AACC**

The Key Contact will serve as AACC's main point of contact and will receive all communications regarding VFA membership and data submission. It is the Key Contact's responsibility to relay this information to the appropriate parties at the institution. Please note that while Data Administrators and Inputters will be included on emails with relevance to their roles, Key Contacts will receive ALL emails, particularly emails about membership and account management. In order to ensure that all information is being received, please add VFA@aacc.nche.edu to your college's list of safe senders.

» **Manage the VFA Membership Information**

For new VFA Memberships, the Key Contact is identified during the VFA membership "Join" process. The Key Contact receives an email with login credentials and instructions on how to manage the VFA membership and begin data collection.

- LOGIN TO MY ACCOUNT. The Key Contact should familiarize him or herself with the VFA login process and the **My VFA** web page. The My VFA page is only accessible upon login to the VFA web site. (<http://vfa.aacc.nche.edu>)

The My VFA page contains a membership profile that lists basic information about your college, including information on your Key Contact.

- UPDATE MEMBERSHIP INFO. Key Contacts should send updates regarding membership information to VFA@aacc.nche.edu.

» **Manage and Coordinate all Aspects of Data Submission**

The Key Contact has full access to the VFA account as well as the ability to input, review, submit, and approve data for public release (publishing). In order to submit accurate data on time, the Key Contact must manage and coordinate all

aspects of data submission, including managing those assigned to extract data from on-campus systems to enter data into the VFA Data Tool. To fully report the VFA, it may be necessary for you to work with other offices at your institution to compile the necessary data. *See below on how to assign user roles to employees of your college.*

It is the Key Contact's responsibility to ensure that all contacts with designated VFA roles (Key Contact, Data Administrator, and Data Inputter) accept and respond accordingly to emails from the VFA. In addition, it is important to make sure your colleagues have all the information and materials they need to perform their role.

User Resources:

- » [Data Help Center](http://vfa.aacc.nche.edu/helpcenter/Pages/Help-Center.aspx): Collection of resources and documents to aid in data submission and website navigation, including links to the *VFA Metrics Manual*, *VFA User Guide*, and *VFA Bulk Upload* file instructions. [http://vfa.aacc.nche.edu/helpcenter/Pages/Help-Center.aspx]
- » [VFA Clip](http://vfa.aacc.nche.edu/connect/Pages/vfacliplibrary.aspx): This weekly email provides important reminders to the user community. Topics include reminders about the data collection, meetings and presentations, metric clarifications, and recently asked questions. [http://vfa.aacc.nche.edu/connect/Pages/vfacliplibrary.aspx]

Data Collection Schedule:

The Key Contact must conduct VFA reporting in a timely manner in order to meet all data deadlines. VFA data collection opens in March and data are due in August. [Please visit the VFA web site for the complete data collection schedule.](#)

» **Manage Membership Access and User Roles**

The Key Contacts are responsible for identifying employees of their college to serve as data inputters, data administrators, or other designated VFA roles. From the My VFA page, Key Contacts identify employees of their college to serve in the role of data inputters or data administrators. Role assignments are submitted using the [Role Assignment](#) form found on the My VFA page.

Important Notes about Role Assignments:

- A person is assigned only ONE role.
- You do not need to assign more than one role to a user because each role has a flow-down of rights. (In order of rights: Key Contact then Data Administrator then Data Inputter)
- Roles are vetted and set-up by AACC, so please allow up to (3) business days for this to be completed.
- Upon successful account set-up, all new assignees will receive a welcome email with log-in credentials and additional instructions. Key Contacts are copied on all welcome emails.

VFA Role Definitions:

- » **Key Contact** has all rights. S/he is able to assign roles, view, enter, review, submit, and approve data for publishing. There is only one Key Contact per college.
- » **Data Administrators** have all rights except the right to assign roles. Data administrators can view, enter, review, submit, and approve data for publishing.
- » **Data Inputters** have all rights except the rights to assign roles and approve data for publishing. Data inputters can view, enter, review, and submit data.