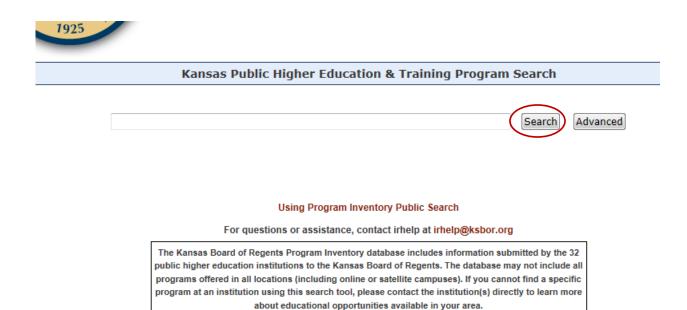


# Using the Kansas Public Higher Education & Training Program Search

The Program Inventory Public Search tool allows anyone to search the programs offered by the 32 public higher education institutions submitting data to the Kansas Board of Regents. Those data may not include programs offered at all locations (including online and satellite campuses). Contact the institutions directly to learn more about educational opportunities available.

### **Basic Search Option**

Navigate to https://submission.kansasregents.org/public/pi\_search.jsp.

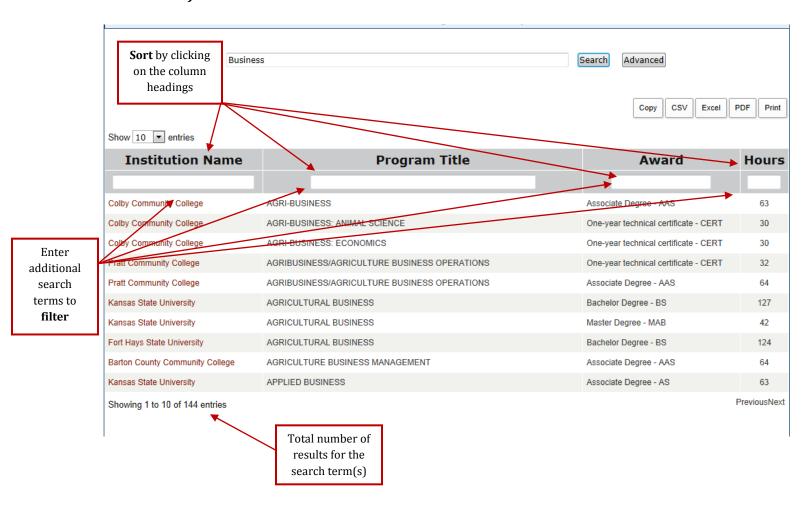


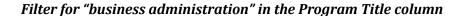
Perform a basic search by entering terms and selecting the "Search" button. Names of institutions, names of programs, types of awards, or words describing programs can be used to perform a search.

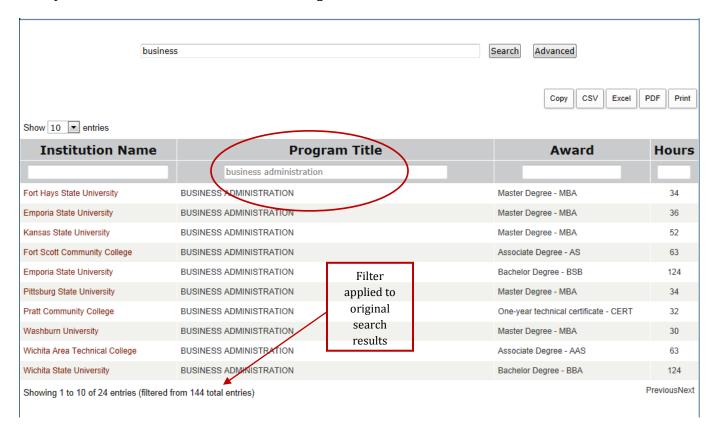
Results are displayed based on a search of the terms in the Program Title and Award fields, and the Classification of Instructional Programs (CIP) description of the programs in the data system. The display order is based on how closely a program or award fits the search term(s).

Further narrow results by sorting and/or filtering within the initial search. Sort each of the display columns by clicking on the column heading. Filter the results by entering terms into the search bars below Institution Name, Program Title, Award, or Hours.

#### Search results for the term "business"





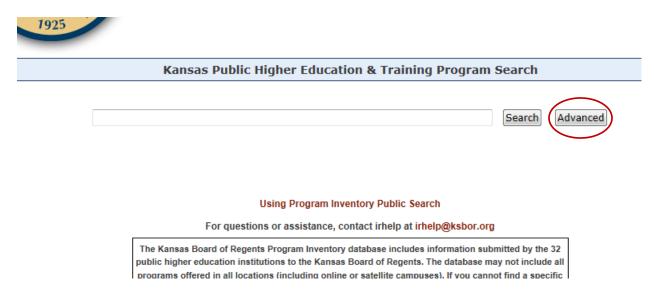


Institution names displayed in the results are links to that school website to allow the user to learn more about the educational opportunities available.

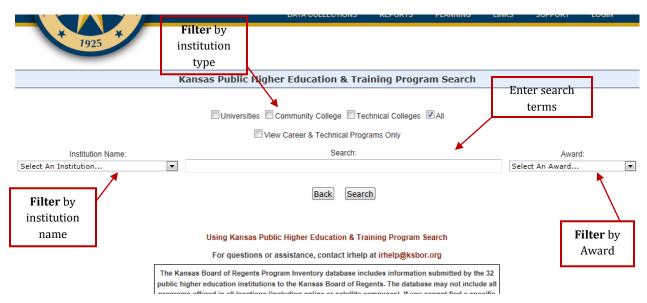
## **Advanced Search Option**

To perform an advanced program search, navigate to <a href="http://data.kansasregents.org/index.jsp">http://data.kansasregents.org/index.jsp</a> and select the "Program Inventory Public Search" link.

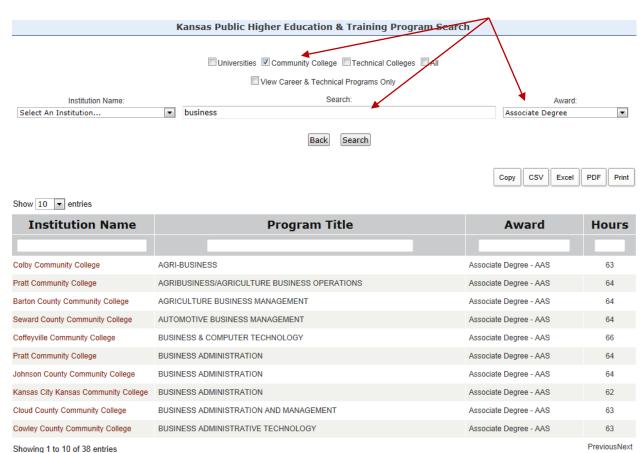
Select the "Advanced" button.



Narrow search results by selecting the type of institution, the name of the institution, type of award, using a search term, or a combination of those elements.



#### Search term "business" with "Community College" and "Associate Degree" filters applied



Using Kansas Public Higher Education & Training Program Search

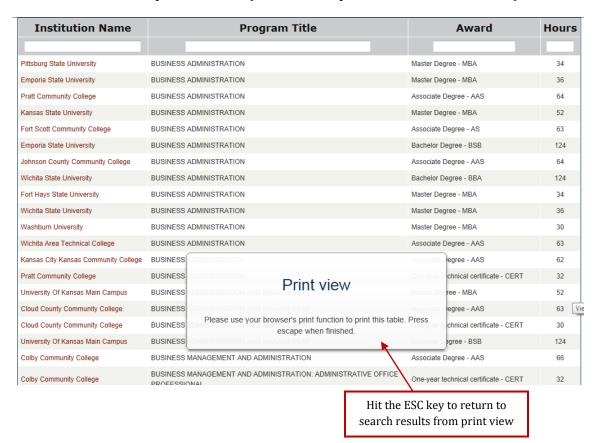
Institution names displayed in the results are links to that school website to allow the user to learn more about the educational opportunities available.

## **Printing Search Results**

Search results can be downloaded or printed in a variety of formats.



- <u>Copy:</u> Select to copy the table of results and paste into another document (a spreadsheet will maintain the table properties).
- <u>CSV, Excel, PDF</u>: Select to download the search results (if file extensions are not working properly and the document cannot be saved, it may be a view setting on the computer. See the last section of this document for assistance).
- Print: Select to print the table (hit the **ESC** key to return to results screen)



#### **Troubleshooting CSV and Excel Downloads**

When selecting CSV or Excel download from the print options, file extensions may not automatically appear if computer folder settings are selected to "hide extensions for known file types". If users are experiencing issues saving these types of files, the settings can be changed by taking the steps below.

Navigate to the computer's Control Panel, then select **Folder Options**. Navigate to the **View** tab and uncheck the box next to "Hide extensions for known file types". Select **Apply**, then **OK**.

