

# ANNEX A

## Accessing example target lists

Example national student survey target lists can be accessed from the HEFCE extranet at <https://extranet.hefce.ac.uk>.

Before you are able to access the HEFCE extranet site, you will need to have registered. This can be done by clicking the register link on the login screen. In order to register, you will require your e-mail address together with the 'organisation key' and 'group key', detailed below.

Organisation key:

Group key: N299-D2EB289B

Once you have registered, you should be able to log in by entering the e-mail address you used during registration, and the password that you created.

After verifying the e-mail address and password, your browser will be directed to the 'HEFCE extranet – available resources' page where you will have access to the example target lists. Full help on using the HEFCE extranet is available from the web-site.

Institutions are reminded that the example target lists are covered by the Data Protection Act. Therefore if there are concerns that the password has been revealed to an unauthorised member of staff within the institution, we will be happy to change the password. Please contact Richard Puttock on 0117 931 7472 for details.