



2023 ANNUAL SURVEY – GENERAL INFORMATION

What's New!

- Added Pediatric CNS (Wellness through Acute Care) to the Master's CNS and Post-Master's CNS sections.

Accessing the Survey

You will be able to access the survey by going to <https://aacnsurveys.org/as/>. Once you log in, **you will need to complete the Institutional Data and Types of Nursing Programs section first**. You will not be able to access most of the other survey sections until you finish this section. Once this section is submitted, the system will customize the survey to the programs your school offers.

Deadline

The deadline for the survey is **Friday, October 27, 2023**. If you have any difficulty completing your survey by this date, please let us know. Your school's data can be included in the published reports only if we receive it in a timely manner.

Security and Passwords

Each school has three sets of logins and passwords, included in the survey invitation email, to allow access to the School, Dean/Chief Nursing Administrator, and Faculty sections. **The Dean and Faculty logins and passwords should only be shared with your staff that have access to your dean/chief nursing administrator and faculty salary information and sensitive demographic information, such as age.** Please convey to all individuals at your school who are helping to complete the Annual Survey the importance of confidentiality of data within your institution.

Completing the Survey Sections

Each section has a set of directions to guide you through data entry and general questions. You will also find links to the blank survey PDF files of all the sections on the survey home page. You are encouraged to print out the PDF files of the section(s) you oversee as a means to guide your data gathering and entry. You may return to a survey section to update your answers and re-submit the section at any time, if your school has not clicked Final Submit at the bottom of the survey Home page.

Warning Messages and Comment Boxes

After completing each section of the survey, you may be prompted with a series of warning messages. Please read these messages carefully. These messages will occur if there are questions about the data you have entered, but do not necessarily indicate errors. They are simply trying to catch typing errors, major differences in your reporting compared to last year's data, or other common issues. If you feel what you have entered is correct, please go back to the relevant survey section and note this or any other explanatory comments in the Comment field under the Contact and Comments tab of that particular section.

Assignment of Survey Coordinator and Responsibilities

A survey coordinator will need to be assigned at each school. They will be responsible for ensuring that all sections are completed by the due date. This person will also be responsible for distributing the section logins and passwords that are included in this PDF file. Other tasks include verifying that sections are reviewed by the appropriate faculty members and retaining a printed copy of the entire survey for your school's records.

Questions and Technical Assistance

If you have any questions about the information requested in the survey, how to navigate the online survey, or any other concerns, please email jkeyt@aacnnursing.org, cbyrne@aacnnursing.org, dfang@aacnnursing.org or call (202) 868-4328 (Ms. Keyt), (202) 868-4323 (Ms. Byrne), or (202) 463-6934 (Dr. Fang).



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You will need to take the following steps to begin the 2023 AACN Annual Survey:

1. Either click on the link provided in the survey invitation email or type in the following URL into your web browser: <https://aacnsurveys.org/as/>
2. Utilize the appropriate login and password included in the survey invitation email to log in.
3. Read the instructions on the survey home page (the page that begins with “2023 Annual Survey: Welcome”).
4. Complete the Institutional Data and Types of Nursing Programs section **first**.
5. After you submit the institutional Data and Types of Nursing Programs section, the survey sections that are relevant to your school’s nursing programs will become accessible. This is because the system would select the sections for your school based on the program information you’ve provided.



ANNUAL SURVEY – LOGINS & PASSWORDS

In the survey invitation email you will find 3 sets of different logins and passwords: (1) School, (2) Faculty, and (3) Dean/Chief Nursing Administrator

School Section Login and Password

1. Distribute this login and password to survey participant(s) who do NOT have access to your school's faculty and dean/chief nursing administrator salary information and sensitive demographic information.
2. This login and password will allow participants to access the institutional and programmatic sections of the Annual Survey (not Faculty and Dean/Chief Nursing Administrator sections).

Faculty Section Login and Password

3. Distribute this login and password to survey participant(s) who should have access to institutional and programmatic sections of the Annual Survey as well as faculty section.
4. This login and password will allow participants to access the institutional and programmatic sections of the Annual Survey and the faculty section (not Dean/Chief Nursing Administrator section).

Dean's Section Login and Password

5. Distribute this login and password to survey participant(s) who should have access to institutional and programmatic sections of the Annual Survey, the faculty section, and the Dean's section (the entire survey).
6. This login and password will allow participants to access the institutional and programmatic sections of the Annual Survey, the Faculty section, and the Dean/Chief Nursing Administrator section (the entire survey).