

Records Management Solution for Higher Education

Business Information Solutions

RICOH
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Are “old school” ways of working preventing you from delivering a positive experience throughout the student lifecycle?

Does This Sound Like Your Current Situation?

Colleges and universities face stiff competition – and high expectations around student experience. Yet many are still challenged by legacy systems and processes. Often inconsistent and highly manual, “old school” ways of managing student records may prevent your school from achieving its full potential for operational speed and efficiency and overall student experience.

Change the way you capture, integrate, share and manage student information.

While many factors influence student experience, the way that you process and manage information can have a significant impact not only on operating costs but also on your image and reputation. Institutions often have opportunities to improve information management at one or more phases of the student lifecycle. Those opportunities include more tailored recruitment campaigns for prospective students. Better capture and routing of countless documents involved in the complex admissions process. Populate line of business applications with the relevant extracted data. Achieve faster, more integrated management of active students’ registration, testing and grading information. And more targeted outreach after students graduate, transfer or otherwise leave the institution.

Your Challenge: Improving recruitment, retention and reputation by elevating the student experience

Our Solution: Student records are very much “alive” – continually changing as individuals transition from candidates to active and then former students. Ricoh’s Records Management Solution for Higher Ed offers you a suite of services and software solutions for improving the way you manage student records at each phase of the constituent lifecycle. For example, our software can automate your admissions workflow – enabling faster, more accurate capture and routing of the student’s application, transcripts, test scores, recommendations, immunizations and other content that each applicant submits. We can also help you in digitizing legacy records so that you can more effectively communicate with past students.

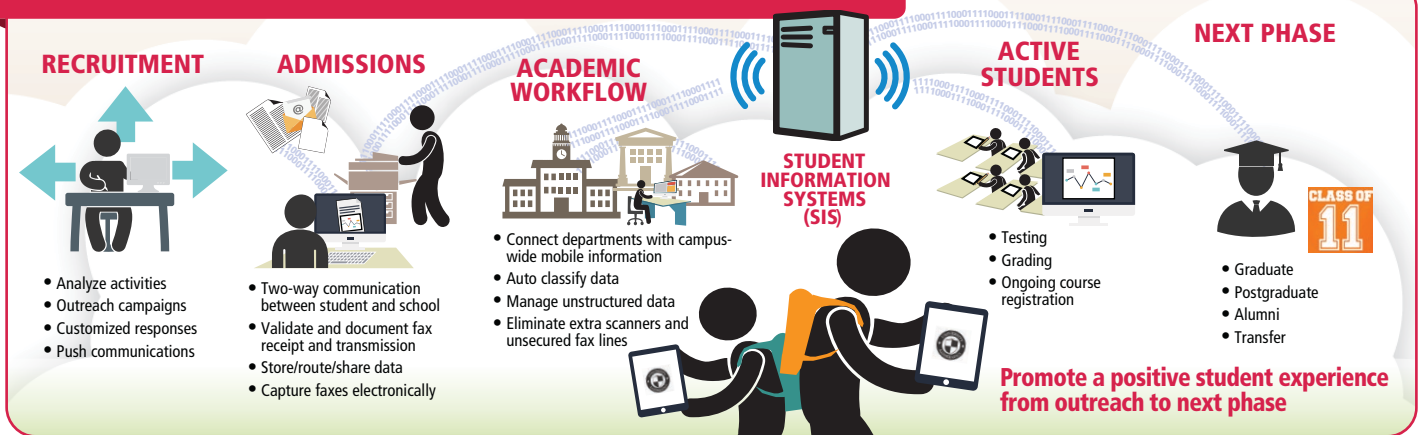
Your Challenge: Capturing, extracting, populating, routing and managing documents and data

Our Solution: Managing admissions content is just the beginning. Every institution faces ongoing needs to update student records across a number of dimensions. That includes tracking course registration, managing testing and grading data and facilitating convenient two-way communication with students – an increasingly common expectation among those who’ve grown up with technology. With a suite of software solutions and decades of experience helping schools make information work, Ricoh can collaborate with you to automate and enhance the way you capture, extract, populate, route and manage documents and data in any or all of your departments.

Your Challenge: Enhancing communication and Information Mobility

Our Solution: At many colleges and universities, each department maintains its own systems and processes – making it difficult to obtain a truly integrated view of student records. Working with Ricoh, your school can build an integration layer while still preserving current technology investments. With “big-picture” perspective on student records, you can facilitate better interdepartmental communication and enhance Information Mobility – all of which translates into a more positive student experience.

Records Management Solution for Higher Education



Feature #1: Efficient information management

- Automate workflow, including capturing electronic or paper-based documents, extracting data and populating the line of business (LOB) or learning management system (LMS) application, routing it to the appropriate departments/reviewers
- Drive speed and cost efficiency by minimizing manual steps and reducing human intervention
- Enhance processing times without sacrificing the accuracy or security of information

Feature #2: Innovative work styles for students, faculty and staff

- Make the most of existing technology investments, including MFPs, to automate the capture and management of information – regardless of source
- Increase your ability to provide timely, convenient and appropriate access to student information
- Improve efficiency by better integrating and sharing a wide range of student records

Feature #3: More connected and effective infrastructure

- Build an integration layer to enhance communication and Information Mobility across your departments
- Lay the groundwork for improving communication, transparency and, ultimately, the student experience
- Facilitate better tracking and auditability of information as it moves throughout the institution

Putting It All Together For You

Your institution already has a wealth of data and documents about prospective, active and former students. Working with Ricoh, you can take a more effective approach to managing student information and supporting infrastructure – whether you're working to recruit new candidates, providing support to current students or staying in touch with those who have moved on from your institution.

Everything we do is about helping you support Information Mobility – enhancing responsiveness and efficiency, delivering greater transparency and promoting a more positive experience for all of your students.

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