



COOPERATIVE INSTITUTIONAL RESEARCH PROGRAM  
*at the* HIGHER EDUCATION RESEARCH INSTITUTE AT UCLA

## **Anti-Spam Guidelines for TFS**

To ensure a smooth delivery of emails to intended survey respondents, you should instruct your institution's Information Technology department to add the following email address below to their Approved Senders List. This should allow emails coming from HERI's email distribution service to come through any bulk or junk mail screening processes your campus has in place.

Otherwise, emails may be routed directly to bulk or junk email folders without ever reaching the intended survey respondents, and consequently affecting your survey response rates.

You may also want to inform your survey respondents that they will be receiving an email from the following email address.

[CIRPFreshmanSurvey@datarecognitioncorp.com](mailto:CIRPFreshmanSurvey@datarecognitioncorp.com)

Your IT department may also ask for the following information:

DNS Name: outgoing.datarecognitioncorp.com  
IP Address: 207.250.34.245