

# Xerox® DocuShare® for Managing Student Records

Institutions are increasingly looking to digitally transform to manage student records, but success requires the right technology. Xerox® DocuShare® content management platform helps manage student records allowing the digitization, automation, scaling, and seamless integration of student data.



## RECORDS MANAGEMENT SOLUTIONS WITH XEROX DOCUSHARE

DocuShare delivers student record management solutions to automate record and lifecycle management processes. Enhance and advance workplace processes and collaboration across departments and across the institution.

### Digital Transformation

Configure DocuShare to meet your organization's unique student records management needs. Streamline record lifecycle processes and digitally transform student support services, registration, student records, career services, housing, financial aid, and more.

### Consolidated Record-Keeping

Bring student records management for multiple locations and departments together into a single platform, empowering you to integrate and manage records efficiently and effectively.

### Compliance, Security, and Anytime, Anywhere Access

Protect sensitive data and minimize risks with maximum security, transparency, and data-safeguarding precautions. Accelerate decision-making with easy, 24/7 access to records from any device.

### Agile, Versatile Scalability

Unlock the ability to scale with ease to better manage student record growth and consolidation needs. Ensure access to student records and documents quickly and easily across departments, applications, and systems, to meet even the most niche requirements.

### Bridging Physical and Digital Records

Bridge the gaps between your physical and digital worlds. Join paper and digital records management, integrate MFP and digital, and transform incoming mail processes to digital mail solutions with DocuShare's comprehensive, tailored solutions.

Support digital transformation with Xerox® DocuShare® content management platform for student records management. Experience a curated collection of capabilities to enhance every interaction across the physical and digital divide.

## STUDENT RECORDS MANAGEMENT CHALLENGES:

- Policy compliance
- Retention and archival practices
- Purge guidelines
- Secure scanning
- Retention practices
- Record disposal
- Archival cycles
- Underutilization of current ECM
- Lifecycle management
- Transparent audit review and tracking
- Paper and digital records
- Webform utilization
- Secure scanning and printing
- Integration of incoming mail

## DOCUSHARE OUTCOMES:

- Increased integration and mobility
- Compliant retention and purge cycles
- Faster and more efficient processes
- Secure record capture
- Better sharing capability
- Increased collaboration
- Sustainability

## XEROX DOCUSHARE SEAMLESS INTEGRATION CAPABILITIES:

- Admissions
- Financial Aid
- Registration
- Student Records
- Student Support Services
- Student Life
- Housing Career Services

Learn more about working better through digital transformation with DocuShare at [www.xeroxscanners.com/docushare](http://www.xeroxscanners.com/docushare)