



<https://nau.datacookbook.com>

Please enter the same credentials that you use to log into your email account.

What is the Data Cookbook?

The Data Cookbook is an online data dictionary that stores information about terminology commonly used at NAU. It contains definitions for:

- policy terminology
- frequently used acronyms and synonyms
- data in NAU's administrative systems
- specifications for reports and dashboards

Who can use it?

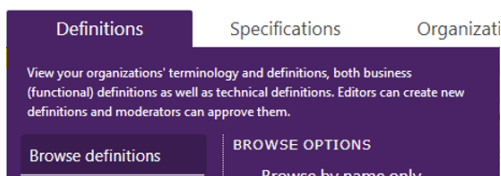
All current NAU employees have rights to log in and view information within the Data Cookbook. No additional security access is required. Your account will be set up the first time you log in.

How do I find data definitions?

There are several ways to do this. On the right hand side of the Home screen, there is an option to search all existing Definitions:



OR you can hover over the menu bar at the top of the screen and select "Browse Definitions" from the drop-down menu:



Or you can enter your key word into the search field under the Data Cookbook logo:



All searches provide a list of matches that include the name and the first couple of sentences of the functional definition.
Click on the Definition's name to see more information.

The Lingo

Definitions

NAU terminology and data elements that are in the Data Cookbook have functional definitions in the "Definitions" section.

Specifications

A specification in the Data Cookbook is a set of information used to help define and then create a process that produces data. Specifications typically describe and define reports and dashboards.

Source of Definition

The source identifies a third party organization, i.e. IPEDS, National Center for Education Statistics, etc. or acknowledges an official source of a definition within NAU, i.e. LOUIE databases, Enterprise Reporting, etc.

Classification

The classification indicates the level of sensitivity or security of the data according to the NAU Data Class and Handling Standards [Data-Classification-and-Handling.pdf \(nau.edu\)](#)

History and Comments

The History and the comments of a definition and specification are available below the Technical Definitions section.

You may submit a comment on any definition and specification, asking questions or suggesting improvements. A functional area representative will receive notification of your comment and will contact you to discuss it. **Please be aware that ALL comments are publicly viewable.**

Functional Area

The functional area is the business unit responsible for the accuracy and integrity of the data and/or terminology.

Synonyms

Synonyms are commonly used acronyms and are searchable in the Search function. Definitions may have multiple synonyms. However, a synonym may only be associated with one definition.

Related Definitions

Related Definitions are those that have a similar usage or are terms that appear in the definition's functional definition.

Related Specifications

Related Specifications are the specifications that include the definition.