IEE Web for Students

Processes

IEE Helps

○ **NOTE REMINDERS:**

 Students can use the IEE website to enter and prioritize notes and reminders for their professional and personal use. Perhaps there are technical questions or concerns in mind in preparing to attend an IEE course. Notes can be added by entering at the top, removed by entering the note and clicking on the X that appears to the right. To move a note to a new priority level, click and hold the icon to the left and drag to another position in the list.

○ **CALENDAR AND WEATHER REPORT :**

 A google calendar showing holidays and access to the weather report for your area by:

○ **RSS NEWS FEEDS:**

 The top menu option for News offers the latest from organizations related to our shared environmental fields of interests.

Student Information Views

○ **STUDENT UPDATES ALLOWED:**

 Phone, address, email. Changes automatically update the MySQL database. In this current phase, an audit record is written for Onemaster update in a merge process which overrides. It is understood if students are updating their own information, this should rule.

○ **UPDATE AUDITS:**

 The audits of student changes will be made available to administrators as well

○ **STUDENT COMPANY VIEW:**

 The company association allows the student a view only of the company information.

Student Member Signups

2 signup scenarios, login processes, email invites and welcoms

○ **STUDENT SIGNUP TO WEBSITE INVITATIONS:**

 Administrators can send email invites to students. Student groups are setup to send 975 emails at a time. These emails facilitate existing student signups to the website by directly linking to the signup screen with their id input.

○ **SIGNUP SCENARIO 1:**

 Current IEE students must enter their student id number. This is the only true unique identifier in the system. Once entered, their name and address information is presented on screen and they are required to click on a Verify question before proceeding. If checked, a username is defaulted (1st char of first name and 14 chars of last name) which they can accept or change. Usernames are verified whether available and remarked so to the student screen. Of note, if the student information is missing either a phone number or email, I am requiring this be entered at signup. They also can/should update these at signup time. This info is stored on their web user record for IEE contact purposes.

○ **SIGNUP SCENARIO 2:**

 New IEE students must enter their general information and proceed to enter a username and password. Their unique student id is generated w/4, i.e. 4xxxxx. (fyi onemaster=2xxxxx, rrps= 3xxxxx).

○ **SIGNUP PASSWORD ENCRYPTION:**

 Passwords are securely encryted. Ask me for the details (since this current document is publicly available.)

○ **SIGNUP EMAILS:**

 Emails are not secure - so I send a welcome only, but with an additional link to re-enter their portal again with their student id defaulted and requiring only their password entry.

Student New Registration Shopping Cart

○ **SHOPPING CART:**

 The shopping cart dropdown on the top menu is available at any time to students, whether logged in or not. The display increments as each course schedule is added. The cart icon provides access to this cart. If clicked when empty, a notification is given. Otherwise, their selections appear in a list for their review with totals for #of courses,# of registrations (though required by company process), and a total amount.

○ **ACCESS TO PURCHASE BY COURSE :**

 The course list allows easy selections by Discipline and Type (initial, refresher) as well as ability to enter a text string to search in either titles or shortname. Column headers are sortable as well. A link to the current schedules for each course is provided.

○ **ACCESS TO PURCHASE BY SCHEDULES :**

 All new registrations are added to a student shopping cart from the schedules list. The schedule list allows easy selections by Discipline and Type (initial, refresher), an individual course selection as well as ability to enter a text string to search in either titles or shortname. Colum n headers are sortable as well by dept, start date, etc. A click on the purchase buttcn displays a message that the course has been added to their shopping cart.

Student New Registration Shopping Cart

○ SHOPPING CART OPTIONS:

Click X to remove a counrse from the shopping cart. Other options are to Continue Shopping or Save the Cart (to their next logon session). Note: saved carts include only the course selections, no other info, i.e. personal info changes here or financial info in progress. If the student is not logged in, only a button to log in is displayed and a message informing them of this requirement. If logged in, a button to check out is displayed. When the Check Out is clicked, the 1- Review Purchase list is hidden (but can be clicked to open again) and the next steps are displasyed.

○ SHOPPING CART FINAL STEPS:

Current process is to require payment for purchases online. The logged in student information is displayed but can/should be changed here. Payment card types can be selected by icon display. The IEE web site is authorized with an SSL certificifate (note the https://) and provides secured authentication of financial transactions.

○ COMPLETED NEW REGISTRATION(S) !:

Students can review their purcased courses immediately from their Registry-Upcoming menu option.

Student Registry Views

○ STUDENT REGISTRY HISTORY:

Each student can review their registry history, whether attended or cancelled. Course, schedule dates, fees and grades. Search and filtering options are available.

○ STUDENT UPCOMING REGISTRY:

Each student can review their upcoming registrations, with information similar to the above.

○ STUDENT EXPIRING REGISTRY:

Each student can review their registrations for any course certifications which contained an expiring period. The expiring/expired date is calculated and displayed on a page similar to the above.

Student Website Logins

○ LOGIN - PROCESS:

After signups, students can choose between entering either their username or student id number to re-enter their portal.

○ LOGIN - SESSIONS:

Each login occurrence is tracked in a login session (by student id) with time of entry and exit upon logout. Each page visited is tracked as well. This provides the ability to moitor online training courses as well as review any visitor reported issues, and perform statistics as well as to the likeability of pages.

○ LOGIN - SAVED CARTS:

Saved shopping cart courses are retrieved and a message displayed at login to remind the student.