QUICK Reference Guide – Email Address Validation

New functionality has been introduced into ERN to allow the validation of email addresses at the point of data entry.

How Email Validation Works

All requests for email address validation are forwarded to the third party product; QAS Email Validation Service. The QAS email validation service provides the following level of email validation:

- Validates the email address format to ensure it complies with email address format standards. i.e. syntax compliance.
- Verifies the Domain name associated with email address is a valid domain. (eg.gmail.com)
- Verifies the Domain name associated with the email address has a corresponding email server.
- Verifies the Domain is not listed within the QAS database of suspicious domains. i.e. domains which have security alerts for viruses, spamming, false email addresses etc.
- Attempts to connect to the email server.
- Checks if the email username exists on the email server. **Note:** this only works for some email server implementations.

Data entry areas in ERN that will use email validation

The email validation process has been applied to all data entry areas in ERN where an email address can be entered for a person. These include:-

Full Registration Form

The full enrolment form has a number of areas requiring email addresses; Parent Carer1 and 2 and the Family.

Full Enrolment Form – Parent Carer 1 – Page 1

Contact Email Address

Email Address

Full Enrolment Form Parent Carer 2 - Page 2

Contact Email Address

Email Address

Full Enrolment Form – Contact Details for Family – Page 4

Email address for correspondence
Maintenance Buttons in ERN
From Student Enquiry a number of action buttons are available to maintain data relating to a student.

The buttons that give access to the maintenance of an email addresses for a person are:-

**Parent/Carer**

**Contact Details**

**Emergency Contact**
Doctor Details

Entering an email address and the validation process

The process of validating an email address is identical for any of the areas that allow an email address to be entered for a person in ERN.

The scenario of creating an email address for a Parent Carer will be used as an example. Fred Jones is the parent of a student and his email address is FredJones533@gmail.com.

If we create a contact detail of type “EMAIL – E-mail” for Fred Jones the following screen will be displayed.

When you commence the entry of the email address an ? icon will appear at the end of the data entry field.

If you mouse over the ?, a message will be displayed indicating the email address has not been validated.
Once the email address has been typed into the data entry box press the ? to validate the email address.

*Contact Data : fred.jones533@gmail.com The spinning wheel icon indicates that the system is in the process of validating the email address.

If the email address entered is valid then a will be displayed as in the example below:-

*Contact Data : fred.jones533@gmail.com

Invalid email responses
If the email address is invalid the system will return a message indicating the reason the email address is invalid. A number of different messages are possible, including:-

**Mailbox does not exist**
The email address cannot be validated because the mailbox (fred.jones12345678) does not exist at the domain (gmail.com)

Pressing will display the email with a X

**Domain Name does not exist**
The email address is invalid as the domain name (blogxpg.com.au) does not exist
Email syntax is not correct
The email address is invalid as the address is not the correct syntax. It does not contain the @ sign

Note: An invalid email address can be saved in ERN but is flagged as invalid.

Saving a non-validated email address

A non validated email address not checked at the time of data entry can be “Saved” as non-validated.

The ? indicates a non-validated email address

ERN – Email Validation Job

A new tab “Email Validation” has been added to the “My School” section to allow schools to do a bulk validation of email addresses linked to currently active students at the school. This will allow administration staff to:-

• validate email addresses that have been previously entered.
• run a number of reports regarding email address validation status.
The job will have the option to validate the following email address types:

- Parent email addresses
- Family email addresses
- Doctor email addresses

The validations options are:

- Validate email addresses that have never been validated previously
- Re-Validate email addresses that were previously validated and determined to be invalid
- Re-Validate email addresses that were previously validated and determined to be valid.

An email validation counter is displayed on the screen for the school. This is to allow the school to monitor how many times the bulk email validation job has been run across the schools data so as to minimise email validation licensing constraints. Schools will be limited to running the bulk process to five (5) times per calendar year.

**Scheduling and running the bulk email validation job.**

Selecting the option “Schedule Email Validation” will schedule the process to be run for the options selected on the screen.

A message will be displayed on the screen to indicate the job has been scheduled.

Once the job has completed, a CSV report (EXCEL) will be generated and accessible to the user via the “My Reports” menu option.

The report output will contain the following fields:

1. Contact Name – The name of the Parent/Family/Doctor linked to the email address
2. Email Address
3. Type – described the email type of Parent/Family/Doctor.
4) Valid – Y(es) or N(o)
5) Validation message - If the email is invalid a reason message is displayed. No message is displayed for valid email addresses.
6) Student SRN – The SRN of the Student linked to the Parent/Family/Doctor.
7) Student Surname
8) Student First Name
9) Scholastic Year
10) Roll Class

Schedule the Email Validation report
Schools have the ability to only run the Email Report with doing the bulk validation of email addresses.

Selecting “Schedule CSV Email Report” will schedule the email report to run.

A message will be displayed on the screen to indicate the report has been scheduled.

Once the report has completed it be accessible to the user via the “My Reports” menu option.