Version <1.0>

Revision History

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| **Date** | **Version** | **Description** | **Author** |
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# Email Alumni form

## Brief Description

Allows advisors to email student added to the alumni list to request updated contact information

# Flow of Events

## Basic Flow

Advisors will be able to log in to the system in order to email graduated students being added to the alumni email list to provide their updated contact information. Advisors will be able to select one, multiple, or all students on the alumni list to send email requesting updated contact information. System will provide a templated which will automatically personalize email for each alumnus.

## Alternative Flows

### None selected

At least one student must be selected for the task to be completed otherwise it will result in an error.

#### Cancel

In the event, an error is generated where advisor doesn’t make required selections, system will allow user to cancel the task and go to the previous screen.

### Reset Form

Form would allow user to reset the form which will unselect all selections for user to start over.

# Special Requirements

## System Requirements

* Microsoft windows server 2012
* SQL 2016

## Student must be alumni

Student must be on the alumni list before they can be emailed to request updated information

## Legal Requirements

System must be compliant with FERPA regulations and hence must keep student information safe. Advisors will need to access system from behind the university firewall.

# Pre-conditions

## Access to system

Advisors must have access to system via a secure network

## Student required

Student must be in the database with appropriate information and be on the alumni list before they can be contacted

# Post-conditions

## Alumni List emailed

Selected students will be added to the alumni list.

## Errors Generated

Errors will be generated in the event student information is corrupt, invalid, or student has been contacted in the last 7 days.

# Extension Points

## Information Requested

Information requested via email will include current non-university email address, updated phone number, and mailing address.