

## QRA: Email as Username – Student View

### Student process for new or existing student profile using 'Email as Username'

The first process identifies how a student creates a profile using email as a username. The second process identifies how a student edits an existing profile to use email as a username.

### Student Creates New Profile (with Email as Username)

#### New Students

Click "Create New Profile" to create your own username, password and profile.

Create New Profile

Sign In Page (select Sign in or Log in from the Menu Navigation bar):

- Click 'Create New Profile'

#### Profile Creation

##### Choose what kind of profile you want to create

Update your site by replacing this text with your own message.

- Create a Student Profile (single user)
- Create a Household Profile
- Create a Member Profile

Create Profile

Determine type of profile to create:

- Choose 'Create a Student Profile (Single user)
- Click 'Create Profile'

*The 'Email as Username' feature applies to Household and Member profiles as well.*

#### Create New Student Profile

Update your site by replacing this text with your own message.

\*denotes required information.

##### Profile

**E-mail\*** You will use your email address as your username on this site. If you do not have an email address, please contact Registration Staff for your organization at 999-999-9999 for assistance.

**Re-enter E-mail\***

**Password\*** Password: minimum 8 characters, must contain a number and any two of the following three: upper case, lower case, special characters (for example: !@#\$%^&\*)

Strength  
□ □ □ □

**Re-enter password\***

**Password hint\***

To create a new Student profile:

- Student enters preferred email address to use as username
- Student enters remaining required profile data
- If student doesn't have an email address, they are instructed to contact your organization at the contact phone number listed in System Options > System Preferences ('Organization Name' and 'Phone' field information)
- Enter and re-enter a password (please note password requirements)
- Enter data into all required fields (denoted with red asterisks)
- Click 'Submit'

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Profile Notice

Thank you for signing up with Registration Staff for your organization. Your Username is [L\\_oliver\\_hardy@augusoft.com](mailto:L_oliver_hardy@augusoft.com). Your Password will be sent in a separate email.

To register for classes on our site, you must go to the sign in page and type the Username and password. Remember to write down your Username and password in a safe place. If you need help with your password, on the sign in page, click Forget Password!

To edit your user profile, go to our website and sign in using your pre-assigned Username and password. Then, on the left hand column of our website, click my profile. Your profile will appear. To change any information, at the bottom of the page click Edit. You can then edit your profile fields. When you are finished, at the bottom of the page, click Submit.

To see what class you are enrolled in currently, on the left hand column of the website, click current registrations. To view which classes you have already attended, click my transcript. To view transactions to your account, click my transactions.

Thanks again for signing up with Registration Staff for your organization. Enjoy your class!

Sincerely,

Learner Profile Notice will be sent to student confirming their new profile was submitted. To register for classes, Student can now sign in using email address.

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## Student Edits Existing Profile (with Email as Username)

**Sign In**

Use your username and password to sign in here. Please note that the password is case sensitive.

Username

Password  [Forgot your password?](#)

- For student with existing Username and password:
- Student enters current Username
  - Student enters current Password
  - Click 'Sign in'

**Change Username to your Email Address**

In order to increase the security of your profile as well as make it easier to remember, you can now make your email your username, which you will use when signing in to this site. Please make a selection from your options below.

For Student to change current Username to Email address:

- Click 'Change it Now!'

'Remind Me Later' will prompt student at next sign in.  
'Don't Show Me this Message' prevents message from being displayed in the future.

**Update Student Profile**

Update your site by replacing this text with your own message.  
\*denotes required information.

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**Profile**

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**Student ID** 10108

**E-mail\*** You will use your email address as your username on this site.

**Re-enter E-mail\***

**Make my email my username**

**Username\*** Username: minimum 6, maximum 255 characters

For Student to change current Username to Email address (continued):

- Verify email displayed is preferred email to use as Username
- If email change is preferred, enter and re-enter email address
- Leave default 'Make my email my username' checked
- Click 'Submit'

**New Username**

In editing your email address, you are making your email address the username for this Profile.

To accept this change, select 'Close' and then select 'Submit' and please make a note of this in your records so that you can sign into this site without interruption.

If you do not wish to change your username, please select 'Close' and then select 'Cancel'.

If the Email address entered is changed from the original email:

- Click 'Close'
- Click 'Submit' in the 'Update Student Profile' screen

**Registration Staff for your organization**

Would you like your profile information changed on your class records?

Please select All Records to update your profile information on all class records and Profile Only to update only your student profile.

Dependent on what data is updated:

- Click 'All Records' (i.e. Name, address, city, state, zip)
- Click 'Profile Only' (i.e. Password, verification question or answer)

### Student Profile Review

[Edit Profile](#)

**Profile**

<b>Student ID</b>	10108
<b>Login</b>	fred@augusoft.net
<b>Password Hint</b>	pw
<b>First Name</b>	Fred
<b>Middle Initial</b>	
<b>Last Name</b>	Jones
<b>Maiden Name</b>	
<b>Alternate Id Number</b>	
<b>Member</b>	No
<b>Company</b>	Acme Tool
<b>Country</b>	U.S.A.
<b>Address1</b>	78987 West 15th St
<b>Address2</b>	
<b>City</b>	Mpls
<b>State</b>	MN
<b>Zip</b>	55456
<b>Zip+4</b>	
<b>Phone(s)</b>	866-289-7043 - Day
<b>E-Mail</b>	<a href="mailto:fred@augusoft.net">fred@augusoft.net</a>

'Student Profile Review' screen displays. No further action is required.

If any data is inaccurate and needs to be edited:

- Click 'Edit Profile'