



Email Validation – Training Document for SC

DDD IT Department

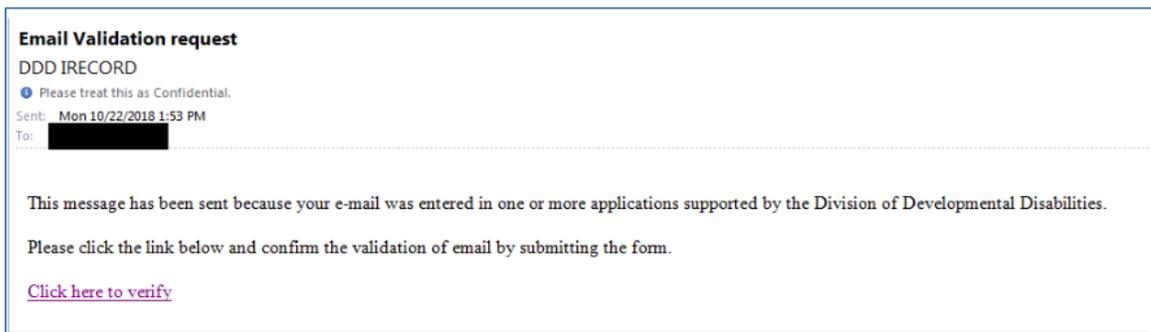


Introduction

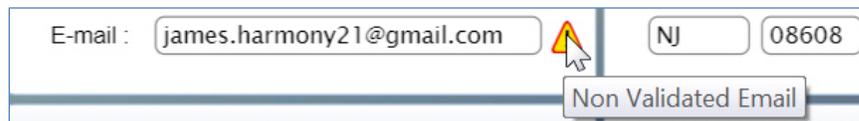
iRecord will start validating the email address added to the system to ensure that the email address entered into the system is verified and is maintained by the intended recipient. This will help us to establish secured communication via email and send email to the verified recipient. In the near future, iRecord will send email to only those email addresses that have been verified. Based on the role, the email validation process will slightly differ. This is a training document for a Support Coordination Agency staff member (i.e., SC, SCS or SC-VO).

Email Validation process

1. When an email address is entered into a DDD application such as iRecord, an email will be sent to that email address with a link to validate the email address.
2. DDD will send an email with a link to verify the email address as shown below:



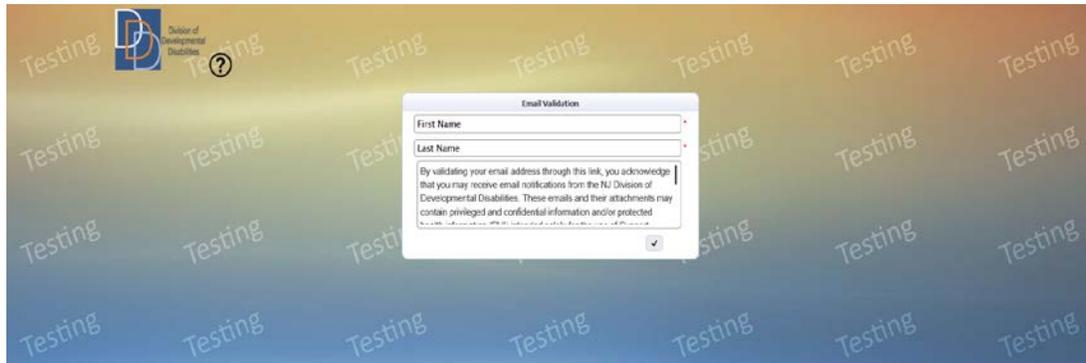
3. The link to validate email is valid for 7 days.
4. In iRecord, a Warning icon will be displayed next to the email field for emails that have not been verified as shown in the layout below, until the email address is validated:



5. The recipient of the email will click on the link in the email. The user's default browser will open a new tab or window and display an anonymous page to validate the email, as shown below.



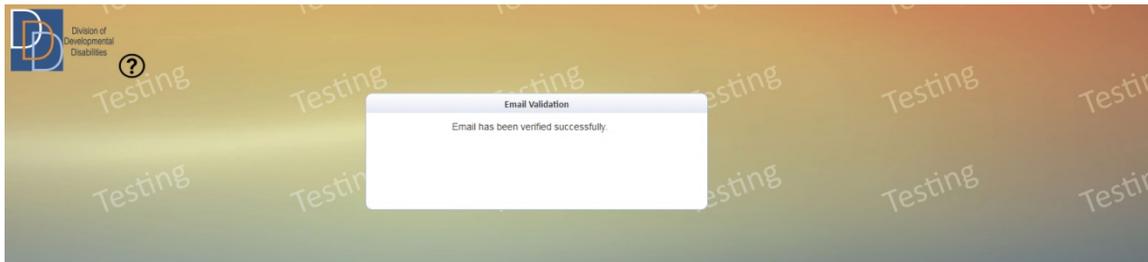
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6. Enter the details in each field; refer to the table below for the description of the field:

Field	Description
First Name	Enter first name of the user performing the email validation
Last Name	Enter last name of the user performing the email validation
Submit	Click on “  ” to submit the form

7. After entering the required information and clicking on submit, email will be validated and a confirmation message will be displayed.



8. Once the email address is validated, the warning icon next to the email field in iRecord will no longer appear.

Note: On clicking a URL which is inactive (URL > 7 days old), a page shall be displayed with the message “URL is expired. Please contact the DDD IT HelpDesk for receiving a new validation email”



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Due-List: Re-send Validation Email

When an email with a link to verify the email address is not verified within 7 days, an item will be created in SC's Due-List to Re-send validation email. In order to re-send the email for Email Validation, follow the steps below.

1. Click on Re-send Validation Email row in Due-List.

The screenshot shows the iRecord Due-List dashboard. The central table lists items with columns for ID, Name, Due Date, Plan ID, Status, and Action Required. Two rows are highlighted in red, both with 'Re-send validation e' in the Action Required column.

ID	Name	Due Date	Plan ID	Status	Action Required
105556	Ma...		-	-	Re-send validation e
105556	Ja...		-	-	Re-send validation e
100453	Ja...		-	-	Re-send validation e
100216	Ca...	04/29/18	-	-	Add Eval. Service E.
100216	Ch...	04/29/18	-	-	Add Eval. Service E.
100299	Ne...	05/31/18	-	-	MC May-2018

2. Upon clicking on the Due-List item, user will be re-directed to the Re-send Email Validation page.

The screenshot shows the 'Email Validation' page for James Harmony. It features a sidebar with personal information and a main table with columns for Email, Name/s, LastSentDate, and Re-send. A 'Re-send' button is visible next to the email address 'Alfredo Crawford'.

Email	Name/s	LastSentDate	Re-send
Jeyaraj.Elango@dhs.state.nj.us	Alfredo Crawford	09-14-2018	<input checked="" type="checkbox"/>

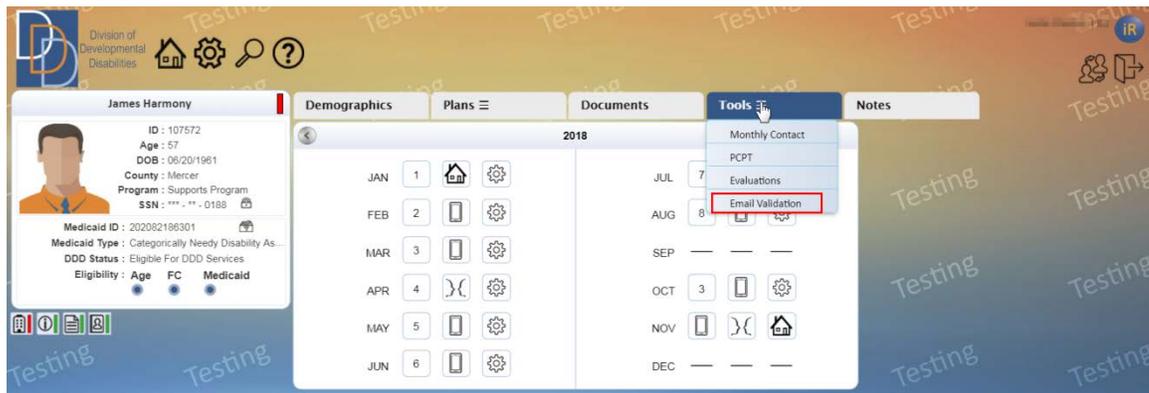
3. Upon clicking re-send validation button, system will send a new email to the selected email address to request the email address be validated.



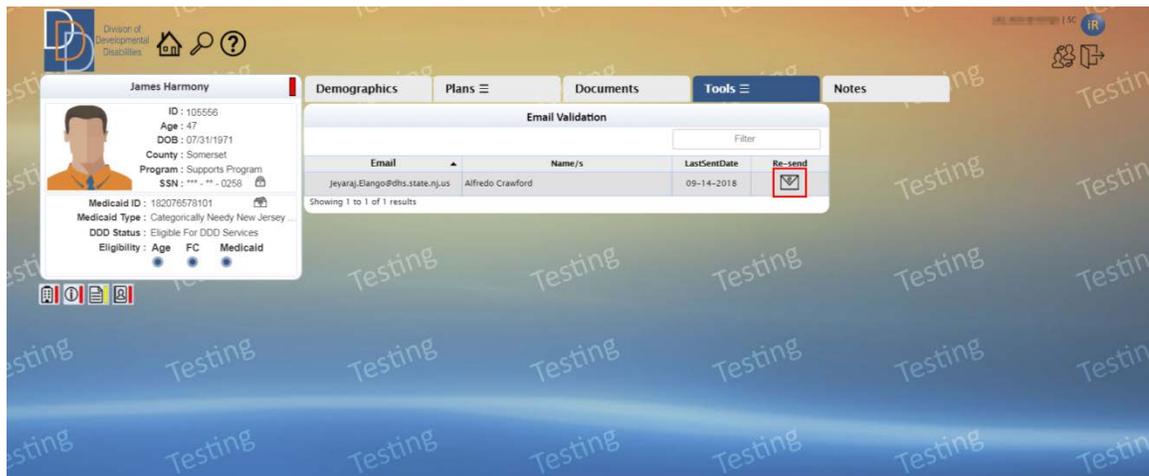
Tools: Email Validation

User can re-send email for validation related to a participant through the Email Validation tile. You can access this tile by following the steps below:

1. Select a Participant and iRecord will navigate to the Participant's main demographics screen.
2. Click on the Tools tab.
3. Click on Email Validation on the Tools tab menu.



4. On the Email Validation grid, select the email and click on Re-send button. The following table provides a description of the columns within the grid.



Column	Description
Email	View the email that needs to be validated.
Name/s	View the name(s) registered with the listed email.



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Column	Description
Re-send	View <input type="checkbox"/> button that resends the verification email.

5. A confirmation message will be displayed when an email is sent successfully.