

ERN Email Validation

- Bulk Email Validation
- Individual Email Validation

Bulk email validation is located in the **Email Validation** tab from **My School** menu.

Validation Options:

- Addresses never previously validated – the 3rd party product QAS Email Validation Service will only verify email addresses that have not yet been validated
- Addresses currently listed as invalid – only invalid email addresses will be verified by QAS
- Addresses currently listed as valid – QAS will re-validate previously validated email addresses

The screenshot displays the 'Email Validation' interface within the ERN School Enrolment system. The left-hand navigation menu shows 'My School' as the active section. The main content area is titled 'Email Validation' and shows the school name 'Elderslie High School'. A 'School Email Validation Counter' is set to 0. Under 'Email Type', three checkboxes are checked: 'Validate Parent Email Addresses', 'Validate Family Email Addresses', and 'Validate Emergency Contact/Doctor Email Addresses'. Under 'Validation Options', three checkboxes are checked: 'Addresses never previously validated', 'Addresses currently listed as invalid', and 'Addresses currently listed as valid'. A 'Schedule Email Validation (includes CSV Email Report)' button is visible, along with a 'Schedule CSV Email Report' button. A 'My Reports' link is also present, with a callout indicating it is used to submit and schedule reports.

Individual Email Validation is found in **Student Enquiry** under the following sections:

- Page 4 of the Full Registration form
- Contact Details (Contact Type – Email)
- Emergency Contact Details (Contact Type – Email)

To validate an individual email address click on the:

1. ? icon validate the email address against the Contact Data
2. ✓ icon to re-validate the email address against the Contact Data

The screenshot shows the 'Save Contact Details: Family; E-Mail' form. The 'Contact Data' field contains the email address 'e. @yahoo.com.au' and has a red arrow pointing to a question mark icon. The 'Comments' field contains the text 'eMail Address has not been validated (click to validate)'.