

Team Logistics

Team Members

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Team Name

The X Factor

Meeting Schedule

Wednesdays, 1400-1600

Thursdays: 1855-2045

Meeting Information

Wednesday meetings are run in our Discord server.

Thursday meetings are run in Nooks (typically room X)

Brooke records the minutes and posts them to the team Discord server.

Project Work Storage Location

<https://github.com/SD-D-XFactor/UnifiedNameChanger>

Project Summary

Executive Summary

The X Factor Unified Name Changer is a name change system that allows RPI students to change either preferred or legal names in all of RPI's systems. It will streamline the work needed to change a student's name within RPI's system. This system will work with all stakeholders to ensure that a name change is propagated throughout all systems requiring a name. This project would ideally directly work with the registration/name system to update names and would not require the student to contact any other departments.

Project Stakeholders and Interests

Student: Wants to update name.

Other Students: Need to know how to refer to their classmates.

Professors: Need to know what to call student.

Administration: Need to know what to call student.

Clubs: Need to know best name to refer to student.

Fraternities/Sororities: Need to know best name to refer to student.

Registrar: Updates legal name, issues new diploma.

Campus Card Office: Updates name on ID card, issues new ID card.

RPI Health Center: Updates name in RPI's health insurance database.

CDPHP: Updates name on CDPHP insurance card after RPI Health Center updates health insurance database.

DotCIO Support Center: Updates legal name in DotCIO ticketing system, and WebEx.

Diploma Printing Company: Need to know name to print on new diploma, ships diploma to student.

Project Feasibility

This project is feasible because it takes existing name-change systems and aggregates them together. There is little reason why it would not be feasible.

Project Scope

The scope of the project is restricted to RPI, and as such will only be directly interfacing with RPI-specific systems. However, in some cases, after interfacing with said systems, those systems will interface with outside systems.

Project Risks

There are very few risks, but the risks that do exist are accidental removal from an email list/missing essential information due to email not being properly updated, or leakage of RPI login information or name-change related documentation.

Use Case 1: Update Preferred Name in LMS

Primary Actor

Student.

Stakeholders and Interests

Student: Wants to update preferred name in LMS.

Other Students: Need to know how to refer to their classmates.

Professors: Need to know students in classes

Success Scenario

1. Student logs into application with RCSID and password.
2. Student selects preferred name change in system.
3. Student inputs preferred name.
4. System changes preferred name in LMS.

Extensions

4a: Student enters incorrect login information, return to Step 1.

4b: Student misspells preferred name, return to step 3.

4c: LMS is down, use case fails.

Preconditions

Student is a student at RPI.

Student has an LMS account.

Minimal Guarantees

Student is still a student.

Student still has an LMS account.

Success Guarantees

Student's name is updated in LMS.

Use Case 2: Update Preferred Name in RPI's Directory

Primary Actor

Student.

Stakeholders and Interests

Student: Wants to update preferred name in RPI's directory.

Professors: Need to know what to call students in class.

Administration: Need to know student preferred name in order to properly address student.

Success Scenario

1. Student logs into application with RCSID and password.
2. Student selects preferred name change in system.
3. Student inputs preferred name.
4. System changes preferred name in RPI's directory.

Extensions

4a: Student enters incorrect login information, return to Step 1.

4b: Student misspells preferred name, return to step 3.

4c: Directory name change page is down, use case fails.

Preconditions

Student is a student at RPI.

Student has a directory entry.

Minimal Guarantees

Student is still a student.

Student still has a directory entry.

Success Guarantees

Student's name is updated in RPI's directory.

Use Case 3: Update Preferred Name in RPI's Housing System

Primary Actor

Student.

Stakeholders and Interests

Student: Wants to update preferred name in RPI's housing system.

Administration: Need to know student preferred name in order to properly address student.

Success Scenario

1. Student logs into application with RCSID and password.
2. Student selects preferred name change in system.
3. Student inputs preferred name.
4. System changes preferred name in RPI's housing system

Extensions

4a: Student enters incorrect login information, return to Step 1.

4b: Student misspells preferred name, return to step 3.

4c: Housing system name page is down, use case fails.

Preconditions

Student is a student at RPI.

Student is in RPI's housing system.

Minimal Guarantees

Student is still a student.

Student is still in RPI's housing system.

Success Guarantees

Student's name is updated in RPI's housing system.

Use Case 4: Update Preferred Name in Submitty

Primary Actor

Student.

Stakeholders and Interests

Student: Wants to update preferred name in Submitty.

Other Students: Need to know how to refer to their classmates.

Professors: Need to know what to call student.

Success Scenario

1. Student logs into application using RCSID and password
2. Student selects preferred name change in system.
3. Student inputs preferred name into application.
4. Application accesses Submitty's name update function and updates name.

Extensions

4a: Student enters incorrect RCSID or password, student returns to step 1.

4b: Student enters incorrect preferred name, student returns to step 3.

4c: Submitty is down, use case fails.

Preconditions

Student is a student.

Student has a Submitty account.

Minimal Guarantees

Student is still a student.

Student still has a Submitty account.

Success Guarantees

Student is still a student.

Student's name is updated in Submitty.

Use Case 5: Update Preferred Name in WebEx

Primary Actor

Student.

Stakeholders and Interests

Student: Wants to update preferred name in WebEx.

Other Students: Need to know how to refer to their classmates.

Professors: Need to know what to call student.

Success Scenario

1. Student logs into application using RCSID and password
2. Student selects preferred name change in system.
3. Student inputs preferred name into application.
4. System inputs preferred name into WebEx profile.

Extensions

4a: Student enters incorrect RCSID or password, student returns to step 1.

4b: Student enters incorrect preferred name, student returns to step 3.

4c: WebEx is down, use case fails.

Preconditions

Student is a student.

Student has a WebEx account.

Minimal Guarantees

Student is still a student.

Student still has a WebEx account.

Success Guarantees

Student is still a student.

Student's name is updated in WebEx.

Use Case 6: Update Preferred Name in Email

Primary Actor

Student.

Stakeholders and Interests

Student: Wants to update preferred name in email.

Other Students: Need to know how to refer to their classmates.

Professors: Need to know what to call student.

Clubs: Need to know best name to refer to student.

Fraternities/Sororities: Need to know best name to refer to student.

Success Scenario

1. Student logs into application using RCSID and password
2. Student selects preferred name change in system.
3. Student inputs preferred name into application.
4. System inputs preferred name into Roundcube.

Extensions

4a: Student enters incorrect RCSID or password, student returns to step 1.

4b: Student enters incorrect preferred name, student returns to step 3.

4c: Roundcube is down, use case fails.

Preconditions

Student is a student.

Student has an email address.

Minimal Guarantees

Student is still a student.

Student still has an email address.

Success Guarantees

Student is still a student.

Student's name is updated in Roundcube.

Use Case 7: Update Legal Name with Registrar

Primary Actor

Student.

Stakeholders and Interests

Student: Wants to update legal name in administrative database.

Registrar: Updates legal name.

Other Administrators: Need to know legal name for financial aid, bursar, etc.

Professors: Need to know what to call student.

Success Scenario

1. Student logs into application using RCSID and password
2. Student selects legal name change in system.
3. Student uploads legal documentation detailing name change into system.
4. Student inputs legal name into system.
5. System sends automated email to registrar.
6. Registrar verifies legal documentation.
7. Registrar updates name in administrative database.

Extensions

5a: Student inputs incorrect login information, return to step 1.

6a: Student provides insufficient/incorrect documentation, registrar notifies student, student returns to step 3.

6b: Registrar doesn't receive email, use case fails.

Preconditions

Student is a student.

Minimal Guarantees

Student is still a student.

Success Guarantees

Student is still a student.

Student's name is updated in administrative database.

Use Case 8: Update Legal Name with Campus Card Office

Primary Actor

Student.

Stakeholders and Interests

Student: Wants to update legal name on ID card.

Campus Card Office: Updates name on ID card, issues new ID card.

Success Scenario

1. Student logs into application using RCSID and password.
2. Student selects new ID card in system.
3. Student is linked to campus card name change form.
4. Student completes form, including legal documentation.
5. Campus card office receives and processes name change request form.
6. Campus card office prints new ID card
7. Campus card office alerts Student via email.

Extensions

3a: Form is down, use case fails.

5a: Student provides incorrect information on form, campus card office does not approve form, return to step 4.

Preconditions

Student is a student.

Student has legally changed their name with the registrar.

Minimal Guarantees

Student is still a student.

Success Guarantees

Student is still a student.

Student receives a new ID card.

Use Case 9: Update Legal Name with RPI Health Insurance

Primary Actor

Student.

Stakeholders and Interests

Student: Wants to update legal name on CDPHP insurance card.

RPI Health Center: Updates name in RPI's health insurance database.

CDPHP: Updates name on CDPHP insurance card after RPI Health Center updates health insurance database.

Success Scenario

1. Student logs into application using RCSID and password.
2. Student selects legal name change in system.
3. Student uploads legal documentation detailing name change into system.
4. Student inputs legal name into system.
5. System sends automated email to RPI Health Center.
6. RPI Health Center verifies legal documentation.
7. RPI Health Center updates name in Health Center database.
8. CDPHP updates name in CDPHP's database.

Extensions

5a: Student inputs incorrect login information, return to step 1.

6a: Student provides insufficient/incorrect documentation, RPI Health Center notifies student, student returns to step 3.

6b: RPI Health Center doesn't receive email, use case fails.

Preconditions

Student is a student.

Minimal Guarantees

Student is still a student.

Success Guarantees

Student is still a student.

Student's name is updated in updated in RPI Health Center Database.

Student's name is updated on their CDPHP insurance card.

Use Case 10: Update Legal Name in DotCIO Ticketing System

Primary Actor

Student.

Stakeholders and Interests

Student: Wants to update legal name in DotCIO ticketing system.

DotCIO Support Center: Updates name in DotCIO ticketing system.

Success Scenario

1. Student logs into application using RCSID and password.
2. Student selects legal name change in system.
3. Student uploads legal documentation detailing name change into system.
4. Student inputs legal name into system.
5. Student inputs phone number.
6. DotCIO Support Center receives ticket.
7. DotCIO Support Center delegates staff member to handle ticket.
8. DotCIO Support Center verifies documentation
9. DotCIO Support Center changes student's legal name in ticketing system.

Extensions

6a: Student inputs incorrect login information, return to step 1.

6b: Ticketing system is down, use case fails.

8a: Student provides insufficient/incorrect documentation, DotCIO Support Center notifies student, student returns to step 3.

Preconditions

Student is a student.

Minimal Guarantees

Student is still a student.

Success Guarantees

Student is still a student.

Student's name is updated in DotCIO ticketing system.

Use Case 11: Update Legal Name in WebEx

Primary Actor

Student.

Stakeholders and Interests

Student: Wants to update legal name in WebEx.

DotCIO Support Center: Updates name in WebEx.

Success Scenario

1. Student logs into application using RCSID and password.
2. Student selects legal name change in system.
3. Student uploads legal documentation detailing name change into system.
4. Student inputs legal name into system.
5. Student inputs phone number.
6. DotCIO Support Center receives ticket.
7. DotCIO Support Center delegates staff member to handle ticket.
8. DotCIO Support Center verifies documentation
9. DotCIO Support Center changes student's legal name in WebEx.

Extensions

6a: Student inputs incorrect login information, return to step 1.

6b: Ticketing system is down, use case fails.

8a: Student provides insufficient/incorrect documentation, DotCIO Support Center notifies student, student returns to step 3.

Preconditions

Student is a student.

Minimal Guarantees

Student is still a student.

Success Guarantees

Student is still a student.

Student's name is updated in WebEx.

Use Case 12: Reissue Diploma to Graduated Student

Primary Actor

Student.

Stakeholders and Interests

Student: Wants reissued diploma.

Registrar: Needs to order new diploma.

Diploma Printing Company: Need to know name to print on new diploma, ships diploma to student.

Success Scenario

1. Student logs into application using RCSID and password.
2. Student selects diploma reissue in system.
3. Student is provided with diploma reorder form.
4. Student fills out diploma reorder form.
5. Student notarizes form.
6. Student returns form, old diploma, and payment to Registrar.
7. Registrar receives form, old diploma, and payment.
8. Registrar confirms form is filled out properly and notarized.
9. Registrar puts in order for new diploma.
10. Printing company prints diploma.
11. Printing company sends diploma to student.

Extensions

7a: Student fills out form incorrectly, Registrar informs student, return to step 4.

7b: Student doesn't properly notarize form, Registrar informs student, return to step 5.

7c. If student doesn't return diploma, Registrar informs student. Either student returns to step 6, or if student still doesn't return diploma, Registrar continues and informs student that new diploma will be marked as duplicate.

7d. Form is lost in mail, use case fails.

Preconditions

Student has graduated.

Student has received a diploma.

Minimal Guarantees

Student was a student.

Success Guarantees

Student was a student.

Student receives updated diploma.