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### <u>Authors:</u>

Becky Jeong

Geneviève Lemiuex

Mike Martel

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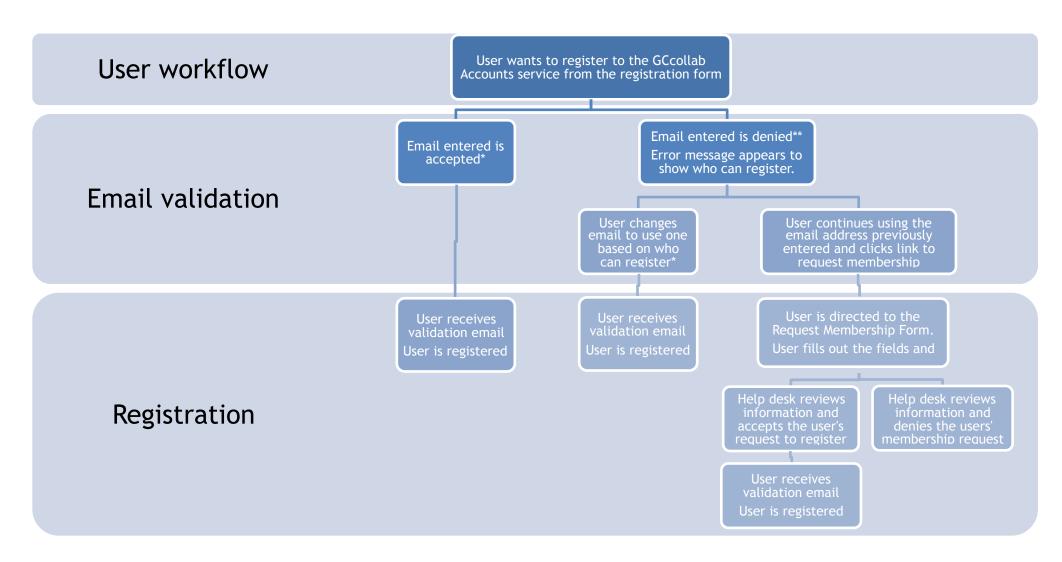
### **1.1 Workflows**

General workflows are captured below:

#### User workflows - registration process

There are 3 user workflow when creating an account with the GCcollab Accounts service.

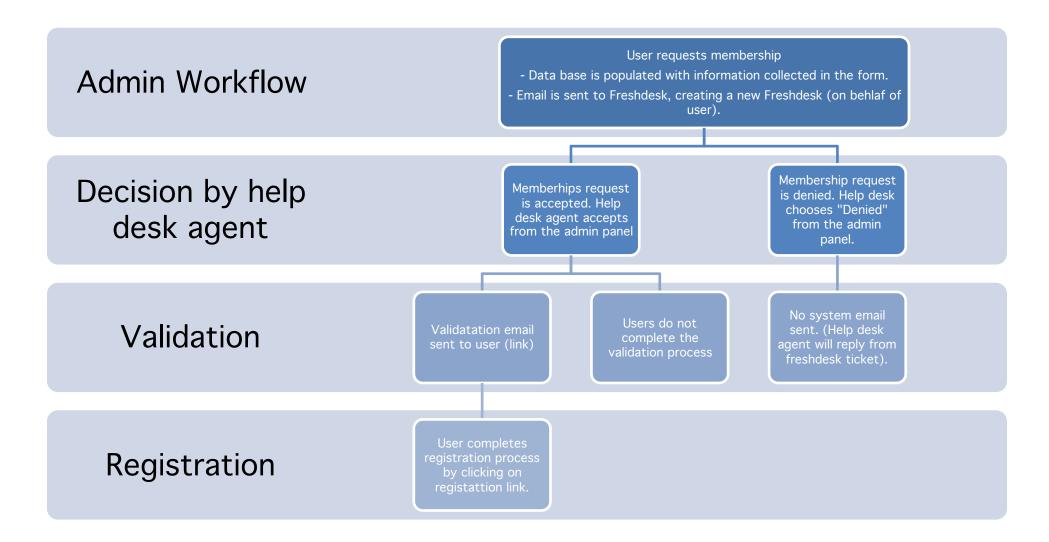
\* The email is accepted, it is included in the list of whitelisted email addresses (e.g., government, academic institutions, etc.) \*\* The email is denied, it is not part of the list of whitelisted email addresses (e.g., personal emails)



#### Workflow to accept/deny a membership request

When a user requests a membership, the information collected in the form will:

- 1. Be entered in the database.
- 2. Send an email on freshdesk to create a new ticket. The user's email used in the form will be used to populate the "From" field, so that the Freshdesk ticket is created under that user's name.



### **2.1 Softcopy for interactions**

**SOFT COPY CONTENT for key interactions:** 

#### **Content for Help Information Boxes**

#### Email entered is accepted (?) hover button

#### 1. First Name, Last Name:

Provide your first and last name, as you they appear on your government issued IDs (i.e., John Doe).

2. Email:

Please use the email address provided to you by your institution, organization or business, if applicable (i.e., John.Doe@canada.ca). Who can register?

- Canadian public servants (federal, provincial, territorial and municipal) can register by using their government email addresses.
- Academics and students of all Canadian universities and colleges can register using their institution email addresses.

#### 3. Password:

Your password must:

- Be at least 8 characters in length
- Contain at least 1 lowercase and 1 uppercase letter
- Contain at least 1 special character (!@#\$%^&\*)
- Contain at least 1 number (0–9)

#### Your password should:

- Be adequately complex and not contain simple patterns like "abc123"
- Not contain words from the dictionary
- Not contain personal data (like your Social Security number or address)

#### Copy: Email entered is denied

When the user enters an email that is not whitelisted, the following error message will appear:

The email address used to register is not included in our list of pre-approved emails or domain.

#### Who can register?

- · Canadian public servants (federal, provincial, territorial and municipal) can register by using their government email addresses
- Academics and students of all Canadian universities and colleges can register using their institution email addresses.

#### Copy: once Request for Membership forms (Steps) are completed

Your request to become a member has been submitted!

If you do not receive the email, please contact the GCcollab help desk.

GCcollab is hosted by the Government of Canada, facilitates collaboration between academics, students, Canadian public servants, as well as other key communities.

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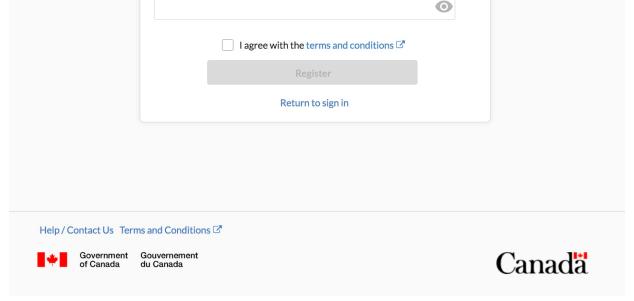
## **3.1 Wireframe walkthroughs**

To be read left to right. Covers registration with a whitelisted email, condition that creates a Request for Membership (email not part of whitelist) and requirements for Requesting a Membership. Some fields shown are not final.

🕺 GCcoll	ab Account	
	(Valid	email 1.1)
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	to create an account <b>Provide your first and last name, as you they appear</b> <b>on your government issued IDs (i.e., John Doe).</b>	
	John Paul Doe	
	* Email 😧	
	* What is your occupation? (Identify one only, please) 🚱	▼
	* Password @	
	Confirm password	
	I agree with the terms and conditions 🗗	
	Register	
	Return to sign in	
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GCcoll     GCc	du Canada ab Account (Valid Register	EN
GCcoll     GCc	du Canada ab Account (Valid Register to create an account	EN
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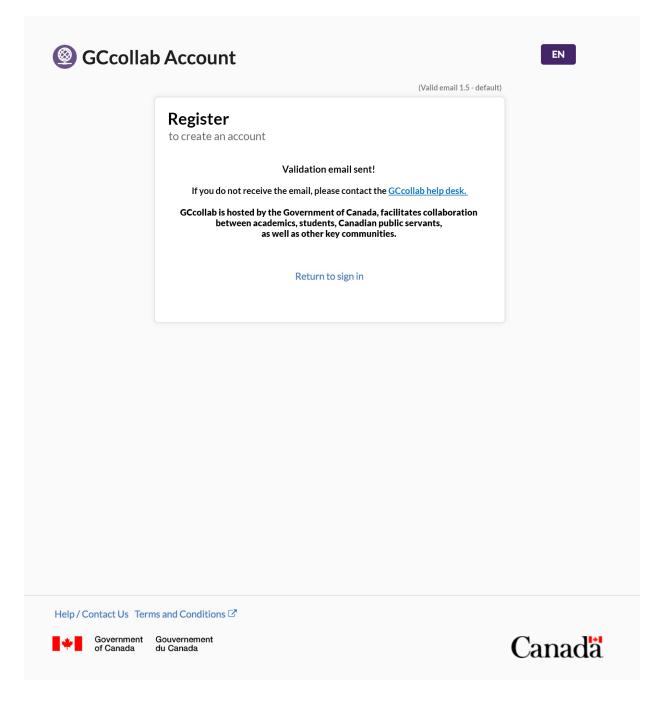
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		(Valid email 1.3)
	egister	
	o create an account	
	rst and last name 😧	
	John Paul Doe	
* Er	nail 😧	
	John.Doe@canada.ca	
* W	/hat is your occupation? (Identify one only, please) 😧	<b>•</b>
* Pa	assword 😧	
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	John Paul Doe	
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	John.Doe@canada.ca	<ul> <li>Image: A start of the start of</li></ul>
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	/hat is your occupation? (Identify one only, please) ?	
* Pa	hat is your occupation. (identity one only, prease)	
* Pa	Academic	•



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	* Email 😧		
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	Institution University	▼	
	University Concordia University	▼	
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	I agree with the terms and conditions C	0	
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of Canada d	Account          Register         to create an account         * First and last name @         John Paul Doe         * Email @         John.Doe@canada.ca         * What is your occupation? (Identify one only, please) @		_
of Canada d	Account          Register         to create an account         * First and last name @         John Paul Doe         * Email @         John.Doe@canada.ca		_
of Canada d	Account  Register to create an account  First and last name  John Paul Doe  Email  Loe@canada.ca  What is your occupation? (Identify one only, please)  Academic Institution University		_
of Canada d	Account          Register         to create an account         * First and last name @         John Paul Doe         * Email @         John.Doe@canada.ca         * What is your occupation? (Identify one only, please) @         Academic         Institution		_
GCcollab	Account          Register         to create an account         * First and last name ?         John Paul Doe         * Email ?         John.Doe@canada.ca         * What is your occupation? (Identify one only, please) ?         Academic         Institution         University         University         Concordia University         * Password ?         Your password must:         • Be at least 8 characters in length         • Contain at least 1 lowercase and 1 uppercase letter         • Contain at least 1 special character ((@#\$%^&))	<ul> <li>▼</li> <li>▼</li> <li>▼</li> </ul>	_
GCcollab	Account          Account         Register         to create an account         * First and last name ②         John Paul Doe         * Email ②         John.Doe@canada.ca         * What is your occupation? (Identify one only, please) ②         Academic         Institution         University         University         Concordia University         * Password ③         Your password must:         • Be at least 8 characters in length         • Contain at least 1 owercase and 1 upercase letter         • Contain at least 1 special character (U#\$%*^%r)         • Not contain words from the dictionary	✓ ✓ ✓ ✓ ✓ • <p< td=""><td>_</td></p<>	_
GCcollab	Account          Register         to create an account         * First and last name ?         John Paul Doe         * Email ?         John.Doe@canada.ca         * What is your occupation? (Identify one only, please) ?         Academic         Institution         University         Concordia University         * Password ?         Your password must: <ul> <li>Be at least 1 characters in length</li> <li>Contain at least 1 special character (!@#\$%^&amp;?)</li> <li>Contain at least 1 special character (!@#\$%^&amp;?)</li> <li>Your password should:</li> <li>Be adequately complex and not contain simple patt</li> </ul> <li>Your password should:</li>	✓ ✓ ✓ ✓ ✓ • <p< td=""><td>_</td></p<>	_
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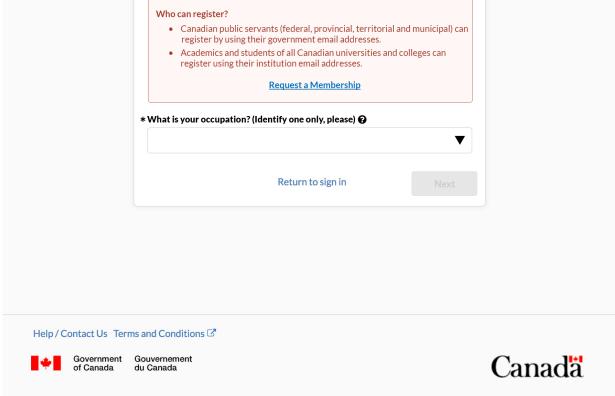
		(Valid email 1.8)	
	Register		
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	* First and last name <b>@</b>		
	John Paul Doe		
	* Email 😧		
	John.Doe@canada.ca		
	* What is your occupation? (Identify one only, please) 😧		
	Academic	▼	
	Institution		
	University	▼	
	University		
	Concordia University	▼	
	* Password 😧		
	*****	•	
	Confirm password		
	******	0	
	I agree with the terms and conditions <sup>C*</sup>		
	Register		
	Return to sign in		
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GCcolla	Register         to create an account         * First and last name @         John Paul Doe         * Email @         John.Doe@canada.ca         * What is your occupation? (Identify one only, please) @         Academic         Institution         University		
GCcolla	Register         to create an account         * First and last name ②         John Paul Doe         * Email ②         John.Doe@canada.ca         * What is your occupation? (Identify one only, please) ③         Academic         Institution         University         University         Concordia University		
GCcolla	Register         to create an account         * First and last name ②         John Paul Doe         * Email ②         John.Doe@canada.ca         * What is your occupation? (Identify one only, please) ②         Academic         Institution         University		
GCcolla	Register   to create an account   * First and last name ②   John Paul Doe   * Email ②   John.Doe@canada.ca   * What is your occupation? (Identify one only, please) ③   Academic   Institution   University   University   Concordia University   * Password ②	<ul> <li>•</li> <li>•&lt;</li></ul>	
GCcolla	Register   to create an account   * First and last name ?   John Paul Doe   * Email ?   John.Doe@canada.ca   * What is your occupation? (Identify one only, please) ?   Academic   Institution   University   University   Concordia University   * Password ?   * transmitted in the statement	<ul> <li></li> &lt;</ul>	
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GCcolla	Register   to create an account   * First and last name ?   John Paul Doe   * Email ?   John.Doe@canada.ca   * What is your occupation? (Identify one only, please) ?   Academic   Institution   University   University   Concordia University   * Password ?   * transmitted in the structure	<ul> <li></li> &lt;</ul>	
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GCcolla	Register   to create an account   * First and last name ?   John Paul Doe   * Email ?   John.Doe@canada.ca   * What is your occupation? (Identify one only, please) ?   Academic   Institution   University   University   Concordia University   * Password ?   * massword   ************************************	<ul> <li></li> &lt;</ul>	



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Screens for case where an email address is not whitelisted, showing error message.

	ab Account	EN
		(inValid email 2.1a - default)
	Register     Possib       to create an account     * First and last name @	le progress indicator
	John Paul Doe	
	* Email 😧	
	* What is your occupation? (Identify one only, please) 😧	
	Return to sign in	
Help / Contact Us Te	erms and Conditions 🖙	
Government		
of Canada	Gouvernement du Canada	Canada
		EN
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	-	le progress indicator
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	to create an account <b>* First and last name @</b> John Paul Doe	le progress indicator
	to create an account  * First and last name @ John Paul Doe  * Email @	
	to create an account <b>* First and last name @</b> John Paul Doe	le progress indicator



Screens showing the Request Membership path and requirements if email not whitelisted

	Request a Membership     Possible progress indicator       to create an account     Image: Comparison of the progress indicator
	* First and last name @
	John Paul Doe
	* Email @
	John.Paul.Doe@unlisted.com
	* Address of Residence @ Please use your legal address as stated on your (Passport? Driver's license?)
	Number Apt. # Street/RR
	City Province/State
	Country Postal Code
	Return to sign in Next
Contact Us Te Government of Canada	erms and Conditions 🗗 t Gouvernement du Canada
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ernment Inada	t Gouvernement du Canada ab Account
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overnment f Canada	t       Gouernement du canad       Concord         ab Account       (Request a Membership 3.2)         Request a Membership       Possible progress indicator         to create an account       * First and last name @         John Paul Doe       John Paul Doe         * Email @       John Deul Doe         I John Paul Doe       Image: City image: C
ernment anada	t       Gouvernement       Concord         ab Account       Request a Membership 3.0       No         Request a Membership       Possible progress indicator       to create an account         * First and last name @       John Paul Doe       John Paul Doe         * Email @       John Paul Doe@@unlisted.com       To create an account         * Low of the so of Residence @       Number       Apt. #       Street/RR         1264       33       John Doe Lane       City       Province/State
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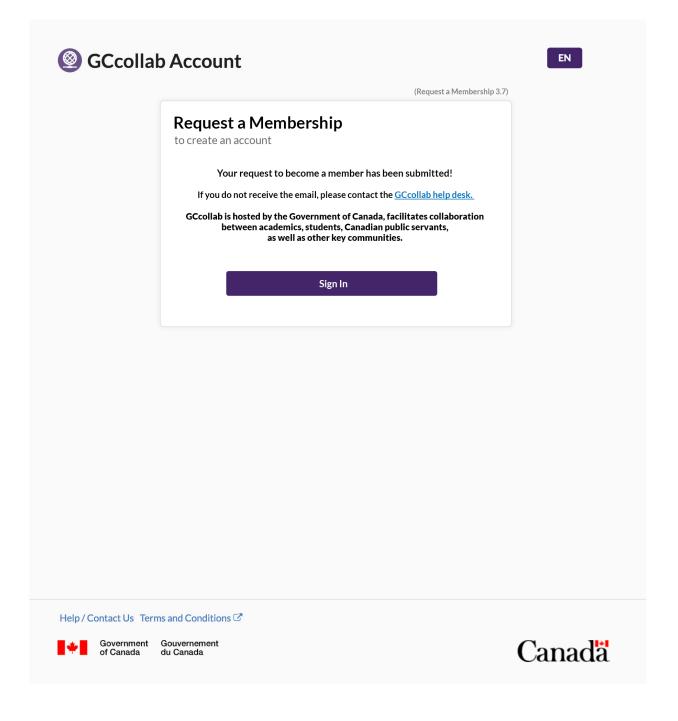
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GC colla	b Account	EN
	(Request a Membership 3.	3)
	Request a Membership Possible progress indicator to create an account	
	How did you hear about GCcollab?	
	Other	
	* What is your occupation? (Identify one only, please) 🚱	
	Institution	
	What is the website URL of the Institution?	
	* Password 😧	
	Confirm password	
	I agree with the terms and conditions C	
	Back         Return to sign in         Register	
Help / Contact Us Ter		Canadä
		Canada
GCcolla	b Account	EN
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	Other	
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	Found it on Google	
	* What is your occupation? (Identify one only, please) 🚱	
	▼	
	Institution	
	What is the website URL of the Institution?	

	* Password 😧		0	
	Confirm password		Θ	
		agree with the terms and conditions 🗗		
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Help / Contact Us Tern	ns and Conditions 🕑			
Government of Canada	Gouvernement du Canada			Canada

	(Request a Membership 3
Request a Membership	Possible progress indicator
to create an account	
How did you hear about GCcollab?	
Other	▼
Please provide more information:	
Found it on Google	
* What is your occupation? (Identify one only, ple	ease) 😧
Academic	▼
Institution	
Concordia University	▼
What is the website URL of the Institution?	
https://www.concordia.ca/academics/undergra	aduate/design.html
* Password 😧	
****	•
Confirm password	
*****	•
I agree with the terms and	d conditions 🖾
Back Return to sign	in Register
: Us Terms and Conditions 🗗	

🙆 GCcolla	b Account		EN
		(Request a Membership 3.6	)
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	Other	▼	
	Please provide more information:		
	Found it on Google		
	* What is your occupation? (Identify one only, plea	se) 😧	
	Academic	▼	
	Institution		
	Concordia University	$\checkmark$	
	What is the website URL of the Institution?		
	https://www.concordia.ca/academics/undergrad	luate/design.html	
	* Password 😧		
	****		
	Confirm password		
	****	•	
	<ul> <li>I agree with the terms and</li> </ul>	conditions 🗗	
	Back Return to sign in	Register	
Help / Contact Us Ter	ms and Conditions 🗗		
Government of Canada			Canada



### **4.1 References**

Github Wireframes for Request Access - DRAFT 01 #30

https://github.com/gctools-outilsgc/concierge/issues/30

Rocketchat new\_accounts\_page group

https://message.gccollab.ca/group/new\_accounts\_page

Canada Post Address guidelines:

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