

# **GCcollab Account**

## **Request Membership User Workflow**

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# GCcollab Account

## Request Membership User Workflow

### 1.1 Workflows

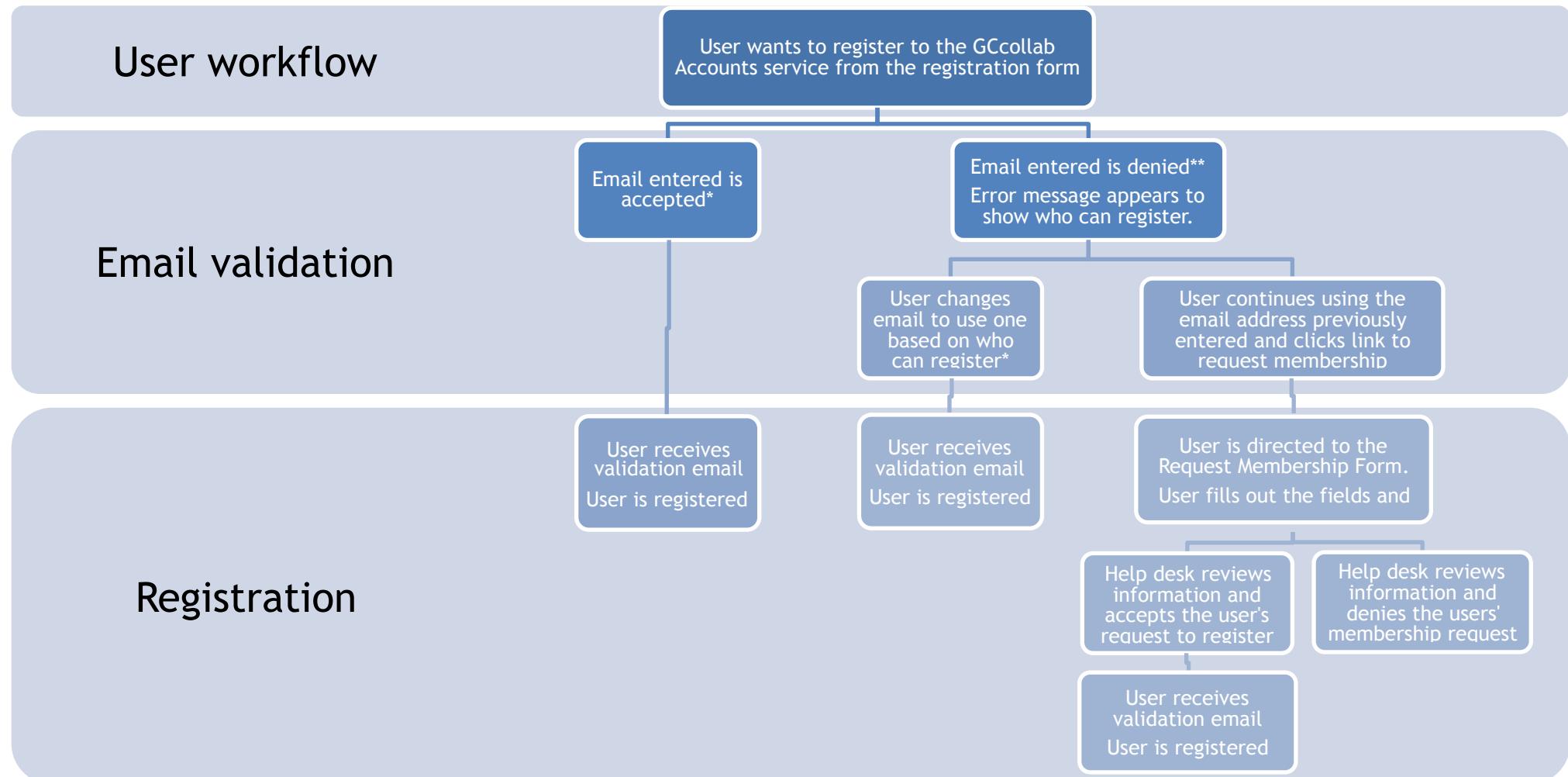
General workflows are captured below:

#### 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.)

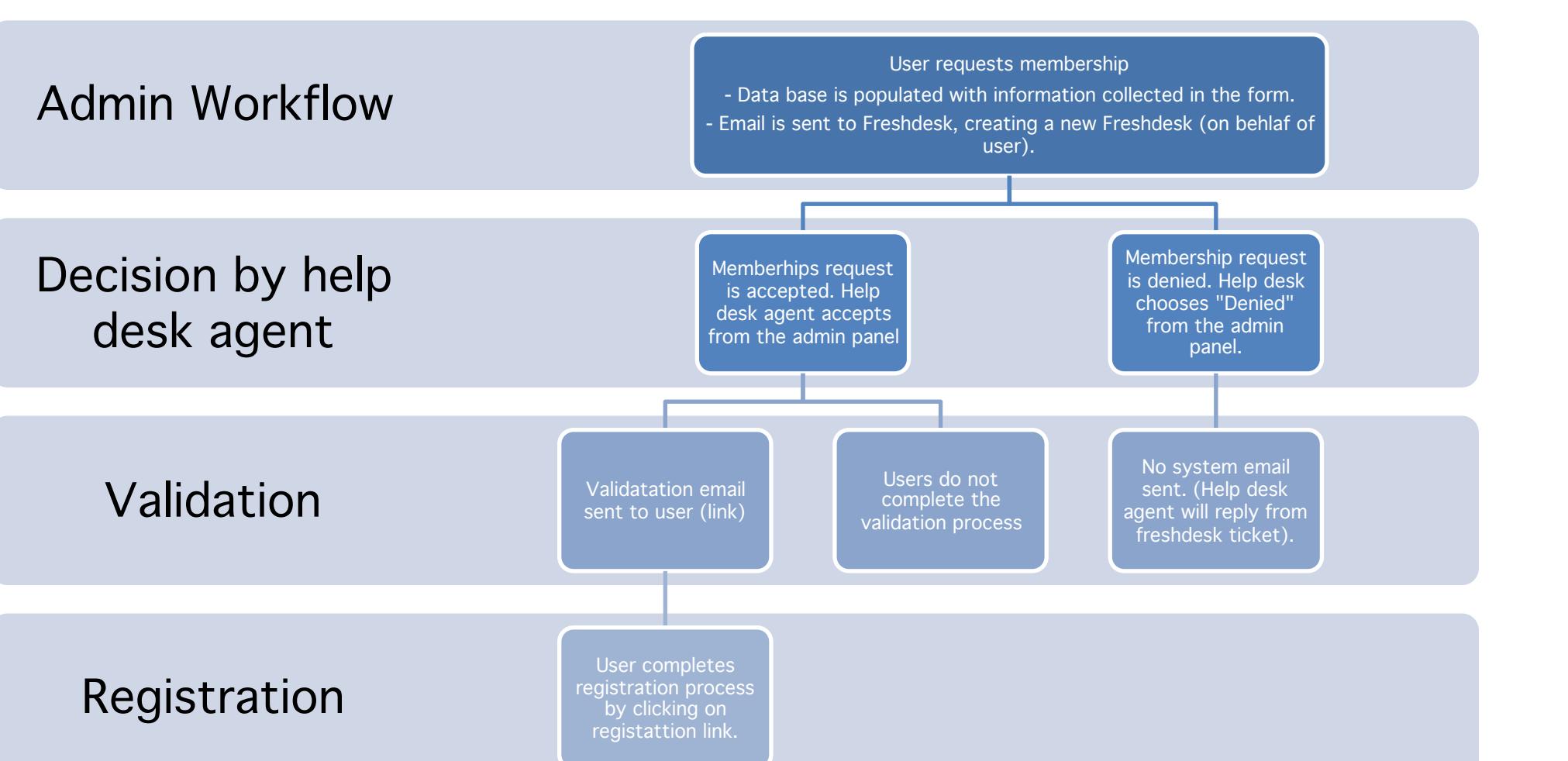
\*\* The email is denied, it is not part of the list of whitelisted email addresses (e.g., personal emails)



#### 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.



# GCcollab Account

## Request Membership User Workflow

### **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.

# GCcollab Account

## Request Membership User Workflow

### 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.

 GCcollab Account EN (Valid email 1.1a)

**Register** Possible progress indicator  
to create an account

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

\* Email ?

\* What is your occupation? (Identify one only, please) ?

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 GCcollab Account EN (Valid email 1.1b)

**Register** Possible progress indicator  
to create an account

\* First and last name ? John Paul Doe

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

\* 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.

\* What is your occupation? ?

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## GCcollab Account

### Request Membership User Workflow

 GCcollab Account EN

(Valid email 1.1c)

**Register** Possible progress indicator  
to create an account

\* First and last name 

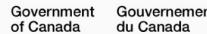
\* Email   
 

\* What is your occupation? (Identify one only, please)   
  


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 GCcollab Account EN

(Valid email 1.1d)

**Register** Possible progress indicator  
to create an account

\* First and last name 

\* Email   
 

\* What is your occupation? (Identify one only, please)   
  


Please identify your main/primary occupation

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## GCcollab Account

### Request Membership User Workflow

 GCcollab Account EN

(Valid email 1.1f)

**Register** Possible progress indicator  
to create an account

\* First and last name ?

\* Email ?  
 ✓

\* What is your occupation? (Identify one only, please) ?

Institution

University

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 GCcollab Account EN

(Valid email 1.2)

**Register** Possible progress indicator  
to create an account

\* 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)

Confirm password ?  
 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)

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## GCcollab Account

### Request Membership User Workflow

 GCcollab Account EN

(Valid email 1.3)

**Register** Possible progress indicator  
to create an account

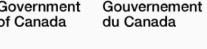
\* Password  ✓

Confirm password  ✓

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 GCcollab Account EN

(Valid email 1.4)

**Register** Possible progress indicator  
to create an account

\* Password  ✓

Confirm password  ✓

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## GCcollab Account

### Request Membership User Workflow

The screenshot shows the GCcollab Account registration page. At the top left is the GCcollab logo and the text "GCcollab Account". At the top right is a purple "EN" button. Below the header is a note "(Valid email 1.5 - default)". A central box contains the word "Register" and the sub-instruction "to create an account". Inside this box, a green success message says "Validation email sent!" followed by "If you do not receive the email, please contact the [GCcollab help desk](#)". Below this is a note about GCcollab's purpose: "GCcollab is hosted by the Government of Canada, facilitates collaboration between academics, students, Canadian public servants, as well as other key communities." At the bottom of the central box is a blue link "Return to sign in". At the very bottom of the page, there are links for "Help / Contact Us" and "Terms and Conditions", along with the Canadian government logo and the word "Canada".

## GCcollab Account

### Request Membership User Workflow

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

GCcollab Account EN

(inValid email 2.1a - default)

**Register** Possible progress indicator  
to create an account

\* First and last name ?

\* Email ?

\* What is your occupation? (Identify one only, please) ?

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GCcollab Account EN

(inValid email 2.1b )

**Register** Possible progress indicator  
to create an account

\* First and last name ?

\* Email ?  
 ×

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.

[Request a Membership](#)

\* What is your occupation? (Identify one only, please) ?

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## GCcollab Account

### Request Membership User Workflow

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

GCcollab Account EN

(Request a Membership 3.1)

**Request a Membership** Possible progress indicator  
to create an account

\* First and last name ?

\* Email ?

\* 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

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GCcollab Account EN

(Request a Membership 3.2)

**Request a Membership** Possible progress indicator  
to create an account

\* First and last name ?

\* Email ?

\* Address of Residence ?  
Number  Apt. #  Street/RR

City  Province/State

Country  Postal Code

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## GCcollab Account

### Request Membership User Workflow

 GCcollab Account EN (Request a Membership 3.3)

**Request a Membership** Possible progress indicator  
to create an account

How did you hear about GCcollab?

\* What is your occupation? (Identify one only, please) 

Institution

What is the website URL of the Institution?

\* Password 

Confirm password 

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 GCcollab Account EN (Request a Membership 3.4)

**Request a Membership** Possible progress indicator  
to create an account

How did you hear about GCcollab?

Please provide more information:

\* What is your occupation? (Identify one only, please) 

Institution

What is the website URL of the Institution?

\* Password 

Confirm password 

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# GCcollab Account

## Request Membership User Workflow

GCcollab Account EN

(Request a Membership 3.5)

**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, please) ?**

Academic

**Institution**

Concordia University

**What is the website URL of the Institution?**

<https://www.concordia.ca/academics/undergraduate/design.html>

**\* Password ?**

\*\*\*\*\*

**Confirm password**

\*\*\*\*\*

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GCcollab Account EN

(Request a Membership 3.6)

**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, please) ?**

Academic

**Institution**

Concordia University

**What is the website URL of the Institution?**

<https://www.concordia.ca/academics/undergraduate/design.html>

**\* Password ?**

\*\*\*\*\*

**Confirm password**

\*\*\*\*\*

I agree with the [terms and conditions](#) ?

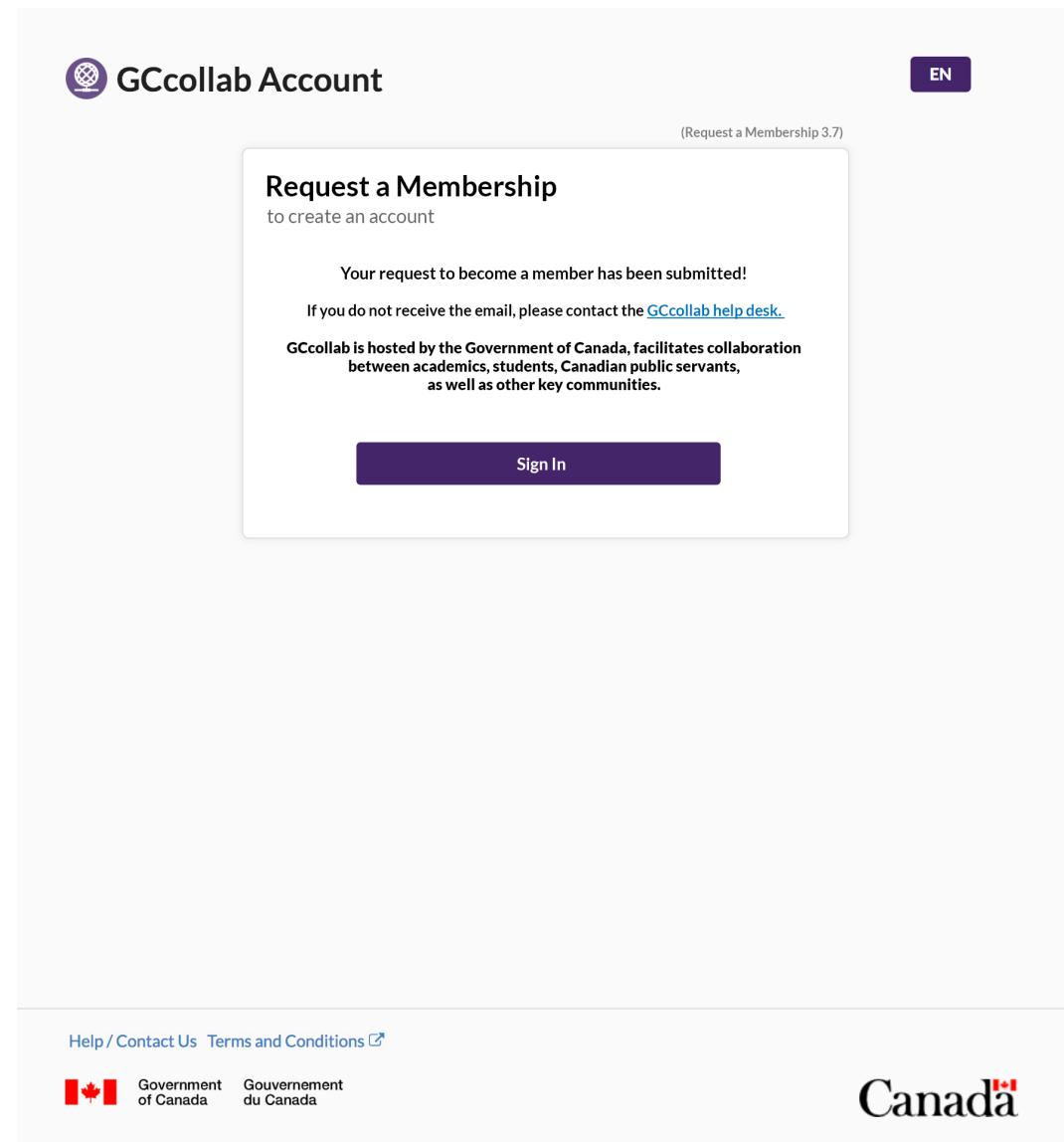
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# GCcollab Account

## Request Membership User Workflow



### 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](https://message.gccollab.ca/group/new_accounts_page)

Canada Post Address guidelines:

<https://www.canadapost.ca/tools/pg/manual/PGaddress-e.asp?ecid=murl10006450#1416993>