

January 2020: Enhancement Release Notes

The enhancements included in this deployment are targeted to address concerns raised by membership, students, eligibility center staff, or specific requests received from stakeholders to improve performance and functionality. We received feedback from the following:

- NAIA Athletics Directors Association
- NAIA Registrars Association
- NAIA Athletic Conferences
- NAIA Eligibility Center Advisory Group
- Membership volunteers providing new tech topics directly to the eligibility center
- Numerous individual members holding roles of: Athletics Director, Assistant Athletics Director, Faculty Athletics Representative, Registrar, Compliance Administrator, Coach, Assistant Coach, Conference representatives

Content changes

- The deployment includes numerous content, formatting, and instruction changes that do not impact functionality.

Decision Details

- View full details (ECPH2-025): a button was added to the Decision Details screen to view the full, expanded decision in one screen.
- Print functionality (ECPH2-025): from the *Full Details* view of a decision, a button is available allowing users to print the full decision details for a student.
- 9-Hour Rule display (ECPH2-041): display updated to include how many hours the student earned towards the rule.
- Decision notices (ECPH2-042): updated how notices are displayed for each sport, including the addition of sport-specific notices when student is a multi-sport athlete.

Short List

- Duplicated entries (ECPH2-027): a single row is for each student on the short list; data will be consolidated in fields such as sport, academic year, etc., where necessary.
- Access student profile (ECPH2-031): a *Student Dashboard* button was added to open the student profile page, replacing the hyperlinked name.
 - Students who do NOT have a button displayed have NOT approved your access to view their information.

- Sorting functionality (ECPH2-032): on both the main short list and advanced search pages, the student name has been separated into first and last name columns, allowing for users to manually sort on each column.
- Quick search functionality (ECPH2-033): quick search was updated to include a dropdown option for items with an associated list rather than the free format text box.
 - Dropdown: Request Status, Term for Decision, Urgency Status, Application Status, Sport, Eligibility Status
 - Free format box: First Name, Last Name, DOB, ECID, Decision Deadline, Last Updated
- Advanced search multi-selection functionality (ECPH2-034): updated the search fields to allow for multi-select options to search for different criteria combinations.
- Advanced search screen functionality (ECPH2-035): added functionality to the advance search page to:
 - add or remove students from the short list.
 - export the short list.
 - retains the filters and sorting selections, following user action on a student, and returns the user to the same page location.
- Export fields (ECPH2-036): export now includes columns for Academic Year and Term for Decision.
- Export functionality (ECPH2-037): export function only exports the information based on the current display criteria; if the list has not been filtered, then the entire list is exported.
- Display (ECPH2-038): updated display and functionality on the main short list page, including:
 - For coaches and assistant coaches, the page will filter and display **only** the student athletes for sports the coach is associated with for the current year; all other users will see all student athletes for the current year.
 - an added column for Eligibility Status.
 - increased the number of students per page to 50 on both the main short list page.
- Display (ECPH2-038): increased the number of students per page to 50 on the advance search short list page.
- Add To Short List functionality (ECPH2-039): added additional student information (city, state, high school of graduation) to the Add to Short List search display; removed the urgency column.
- Short List remove functionality (ECPH2-040): updated list functionality so when a student is removed from the short list, the user remains on the same page/screen.
- Approve Short List task logic (ECPH2-198): updated system logic to properly recognize status of the short list approval task after application cancellation, application reset, or during the start of a new application.

Collegiate Student List

- List sort order (ECPH02-23): list is auto-sorted with the students needing a transcript listed at the top, followed by students who need no action. The student list can also be manually sorted by ECID, DOB, Est. Grad, and Eligibility.

- Transcript upload by ECID (ECPH2-046): implemented ability for a registrar to upload a student transcript if they know the ECID# even if the student is not on their student list.
- Transcript upload functionality (ECPH2-051): all domestic colleges on a student profile have the ability to upload transcript via the NAIA Portal, no longer requiring that the student select electronic submission during registration. The student's transcript task includes mail instructions should they need to have the transcript mailed to the eligibility center.

Collegiate Profile enhancements

- School Profile required fields (ECPH02-22): updated the fields required to save the institution profile.
 - "Save Profile" saves the information but doesn't allow access to the Student List.
 - "Complete Profile" saves the information, prevents further editing, and allows access to the Student List.
 - Added a new optional field to opt-out of using the electronic athletic tracer form.
- Profile term dates (ECPH02-026): Registrar able to enter overlapping dates, if necessary, for the academic year's terms.
- School Profile edit permissions (ECPH02-30): updated which user roles are able to edit profile data and the timing when edits are permitted.
 - Registrar: the first Registrar can edit academic profile information upon FIRST registration/login to the portal OR subsequently all Registrars can edit academic profile information during the months of May, June, and July annually.
 - Athletics Director: can edit athletic decision deadlines upon FIRST registration/login OR subsequently, during the months of May, June, and July, annually.
- Registrar associated with multiple institutions (ECPH2-044): added functionality allowing a single registrar to be associated with multiple institutions. Registrar(s) must contact the NAIA Eligibility Center to be associated with an additional institution.

High School Student List

- List sort order (ECPH02-23): list will be auto-sorted with the students needing a fee waiver at the top of the list, then those students needing a transcript, followed by students who need no action.

High School Profile

- School Profile edit permissions (ECPH02-30): updated which user roles are able to edit profile data and the timing when edits are permitted.
 - First admin user can edit profile information upon FIRST registration/login to the portal OR subsequently any admin user can edit profile information during the months of May, June, and July annually.
- School Profile required fields (ECPH02-49): updated the fields required to save the school profile.
 - "Save Profile" saves the information but doesn't allow access to the Student List.

- “Complete Profile” saves the information, prevents further editing, and allows access to the Student List.
- High School User associated with multiple high schools (ECPH2-044): added functionality allowing a single high school user to be associated with multiple high schools. High school user must contact the NAIA Eligibility Center to be associated with an additional school.

Miscellaneous

- School calendar (ECPH2-043): sets the calendar system during the initial and final review process to what is listed on the college profile; provided analysts with the ability to manually update if needed.
- Updated user agreements/terms and conditions (ECPH2-045): updated user agreements for all users **except** students and membership; implemented notification process for when user agreements or terms and conditions are updated.
- Document processing functionality (ECPH2-047): updated document processing functionality to improve document matching ability.
- Quality Check-Customer Relations (ECPH2-053): implemented in-system ability to track the quality of customer interactions.
- Quality Check-Document Processing (ECPH2-055): implemented in-system ability to track the quality of document processing.
- Student Status “Review on Hold” (ECPH2-186): student status updated automatically to/from Review on Hold when related to profile payment issues.
- Advance search result columns (ECPH2-193): fixed display issues on advance search result screen to properly populate columns.
- Task generation clean-up (ECPH2-195): implemented fix to prevent duplicate tasks from generating incorrectly for students.
- System eligibility logic update (ECPH2-197): fixed code to utilize correct eligibility rules if a student’s high school type changed from home school to traditional high school after initial application submission.
- Directory search functionality (ECPH2-199): fixed High School and College Directory search dropdown functionality for Country and State so the state field filters correctly based on country selection.
- Student account management (ECPH2-200): updated student account management processes for merging duplicate profiles and corrected the high school student list display.