Process for Creating Cougar Emails

Start

Students are admitted and/or enrolled.

Once a week a script on budbprod1 automatically creates the Banner email addresses.

The script sends a file to a server where the information can be accessed.

Rich manually creates a custom address.

An email is sent to Todd with the information of students for which an email address was created.

Rich uploads the file to GMAIL.

Is the email address valid?

no

yes

End

Todd snail mails the Student Online Services information to the students

End