



Auto-login Guide

The purchase of Automated Data Services (with an annual fee) provides your group with the benefits of auto-login services and automatic downloads of training data. (These services are available only to institutional groups.)

This document describes auto-login procedures as a resource to IT staff who will implement auto-login to the AALAS Learning Library on behalf of an institution.

TABLE OF CONTENTS

- A. OVERVIEW OF AUTO-LOGIN**
- B. FIELD INFORMATION ISSUES**
 - 1. **Username**
 - 2. **AutologinID**
 - 3. **Required Fields**
 - 4. **Data Merges**
 - 5. **Duplicate Logins**
 - 6. **Course ID**
 - 7. **Track ID**
- C. AUTO-LOGIN PROCEDURES**
 - 1. **Self Enroll**
 - 2. **Returning**
 - 3. **Administrative Enroll**
 - 4. **Procedures: Web Forms**
 - 5. **Procedures: Auto-login ID**
 - 6. **Procedures: Update Auto-login ID**
 - 7. **Procedures: Manage “Change Login”**
 - 8. **Procedures: Handling Contact Information**
 - 9. **Procedures: Custom Fields**
- D. AUTO-LOGIN ERRORS**
 - 1. **HANDLING AUTO-LOGIN ERRORS**
 - 2. **IF NO ACCOUNTS ARE AVAILABLE**
 - 3. **COURSE ID AND TRACK ID ERRORS**
- E. SECURITY ISSUES**
 - 1. **Security Code**
 - 2. **Security Code**
 - 3. **Access by Users**
- F. EXAMPLE FORM DATA**
 - 1. **Procedure Overview**
 - 2. **Self Enroll**
 - 3. **Returning**
 - 4. **Administrative Enroll**

A. OVERVIEW OF AUTO-LOGIN

The AALAS Learning Library offers a web page (Auto-login Page) for institutions to use as a gateway for individuals arriving from an institutional client via a secure portal.

To utilize the auto-login capabilities of the ALL, institutions must pay an annual fee for automated data services and must pay for accounts (at any level) on the AALAS Learning Library. The renewal of auto-login service fees and accounts are due on the same anniversary.

When the automated data services are purchased, a set-up page is used to display a security code (for auto-login). This security code may be changed at any time by returning to this set-up page available on the Group Coordinator Menu page.

The auto-login services require that a web form be submitted to an AALAS Learning Library web page (the Auto-login page). An IT person must be available at your institution to help set up your institution's web form and any links from your web site/portal.

An institution chooses the value of a data field to control how the Auto-login page operates on logins, to suit the needs of an institution. The data field values are sent to the ALL server in the form fields submitted with the individual user. The field names and types of login are as follows:

Table 1

Field Name	Data Type	Description
group	Integer	Group ID number assigned by the ALL
securitycode	String, 255 characters max	Security code for auto-login assigned by the ALL
username	String, no spaces, 4 characters min, 50 characters max	User's login username Must be unique within the ALL. New users: username is required. Returning users: username can be omitted if autologinID is provided.
password	String, no spaces, 8 character min, 12 characters max	User's login password
autologinID	String, no spaces, 50 characters max	Institution's own ID for user Must be unique within the group. Optional field, can be omitted if username is provided.
autologinIDNew	String, no spaces, 50 characters max	An optional data field that updates a user's auto-login ID
first	String, 50 characters max	User's first name
last	String, 50 characters max	User's last name
email	String, 150 characters max	User's email address
type	String, three possible values: 1. self enroll 2. returning 3. administrative enroll (In the options above, the ALL gives an account, if available. See below for more details.)	Type of login
updateinfo	String, one possible value: 1. yes 2. no (default)	An optional data field that updates a user's contact information
courseid	Integer	An optional data field that routes the user to the first page of the first lesson of a course specified by the Course ID. When this field is omitted, the user is routed to the Welcome page (home page, logged in).
trackid	Integer	An optional data field that routes the course, specified by Course ID, to a track. This provides a navigational link to the specified track at the end of the course's Final Exam, which will allow the user to complete other courses in the same track. When this field is omitted, the Final Exam will omit a track link; to locate other courses, the user can navigate to the Tracks menu page of the Animal Care

B. FIELD INFORMATION ISSUES

1. Username

- a. Usernames must be unique within the ALL.
 1. If a nonunique username is submitted, the ALL will return an error message. Your IT support must process and handle any error messages.
 2. It is recommended that a procedure be run to increment character appends onto the username and then iteratively resubmit until a unique username is provided.

2. AutologinID

- a. The Auto-login ID (autologinID) is intended to associate an individual with an institution's employee ID. An institution has the option to use an Auto-login ID, in which case autologinID is used in place of the username during the auto-login procedure for *returning users*. (A username is required for *new users*.)
- b. The auto-login ID must be unique within the group.
 1. If a nonunique autologinID is submitted, the ALL will return an error message.
 2. Your IT support must process and handle the error message. It is recommended that a procedure be run to increment character appends onto the username and then iteratively resubmit until a unique username is provided.

3. Required Fields

- a. If a required field (Table 1) is not submitted, an error message will be returned.
 1. The group's IT support must be prepared to process and handle these errors.

4. Data Merges

- a. Upon request, AALAS will merge/upload a spreadsheet of user data for the purposes of initializing a group, adding custom fields, etc. Please contact AALAS for details and specifications.
- b. For merge/upload operations, duplicate data must be avoided in unique fields, i.e., username and autologinID.

5. Duplicate Logins

- a. If the auto-login process will be initiated for an existing group, it is recommended that any duplicate logins be merged to consolidate training records for all users (one set of training records per user).

6. Course ID

- a. Providing a Course ID (courseid) brings the user directly to the first page of a course (lesson 1, page 1).
 1. Navigation options at the conclusion of training in the course: The user can click the library name (Animal Care and Use Courses) and proceed to the Tracks menu page. This navigation is not affected by providing a Track ID, below.
- b. If a Course ID is omitted, the user is routed to the Welcome page (home page, logged in).
 1. Navigation to a course involves choosing, in sequence, the library (Animal Care and Use Courses), the track, potentially the area of study, and finally, the course or exam.
 2. The navigation options at the conclusion of training in a course are identical to the conditions when a Course ID is provided at auto-

login: The user can click the library name (Animal Care and Use Courses) and proceed to the Tracks menu page.

7. Track ID

- a. The Track ID (trackid) associates the specified course (see Course ID above) with either an AALAS or Group Track.
 1. If the Course ID is omitted, the Track ID will be ignored and the user will be directed to the Welcome page (home page, logged in).
- b. Whether a Track ID is provided or omitted, the user is routed to the specified course (per courseid).
- c. The Track ID affects navigation options at the conclusion of an exam.
 1. If the Track ID is provided: The user is provided links to the Course (first page), the course Series menu, and the course Track (whether an AALAS or Group track).
 2. If the Track ID is omitted: the user is provided links to the Course (first page) and the Tracks menu page ("Libraries").

C. AUTO-LOGIN PROCEDURES

There are three types of remote login procedures: *Self Enroll*, *Returning*, and *Administrative Enroll*.

1. Self Enroll

- a. An employee who is logged in the institution's portal may be transferred to and logged into the AALAS Learning Library as a new user, via *Self Enroll*.
- b. *Self Enroll* allows these users to enroll themselves and be given an account, if available (see below).
- c. The following data fields (see the table above) must be submitted with the auto-login for *new users*:
 1. group
 2. securitycode
 3. username
 4. password
 5. first
 6. last
 7. email
 8. type
- d. The following field is optional:
 1. AutologinID is not required if it will not be used. If it will be used for returning users, it must be provided with new users.
- e. If the login is successful, the user is redirected to:
 1. the main menu, if contact information is complete;
 2. the Edit Profile page, if contact information is incomplete.

2. Returning

- a. An employee who is logged in the institution's portal may be transferred to and logged into the AALAS Learning Library, via *Returning*.
- b. *Returning* refers to users who already have a login and may or may not have an account. If the person does not have an account, an account is assigned to them, if available (see below).
- c. The following data fields (see the table above) must be submitted with the auto-login for *returning users*:
 1. group
 2. securitycode
 3. username or autologinID (if autologin used)
 4. password
 5. type
 6. first
 7. last

8. email
- d. If the login is successful, the user is redirected to the main menu.

3. Administrative Enroll

- a. An administrator (any authorized person at the institution) can enroll new users by remote login, e.g., via clicking a button on an institution's web page.
- b. *Administrative Enroll* allows these users to be enrolled and given an account, if available (see below).
- c. The following data fields (see the table above) must be submitted with the auto-login for *new users*:
 1. group
 2. securitycode
 3. username
 4. password
 5. first
 6. last
 7. email
 8. type
- d. The following field is optional:
 1. autologinID is not required if it will not be used. If it will be used for returning users, it must be provided with new users.
- e. If the login is successful, the user is redirected to:
 1. the main menu, if contact information is complete;
 2. to the Edit Profile page, if contact information is incomplete.
- f. If the enrollment is successful, the user has a login and an account. When the user is ready to access the ALL, the login is processed as a *Returning* user (see 2. above).

4. Procedures: Web Forms

- a. Each type of auto-login above is accomplished via a web form submitted to the Auto-login page by the client server.
- b. The Auto-login page pulls the group ID number, security code, username, password, autologinID, first name, last name, email address, and type of login (administrative enroll, self enroll, or returning) from the form. The autologinID field is optional. Then, the Auto-login page looks for the username and password in the database and verifies account status. If the username and password are not found, the group is using the autologinID, and the autologinID was provided, then the Auto-login page looks for the autologinID and password and the group ID in the database and verifies account status.
- c. The data fields for each type of login are provided in the table above. The institution chooses the value for a field and sends the data in the person's string. Example:
 1. If an individual is enrolling for the first time (*Self Enroll*), the "type" field should be set to **self enroll**.
 2. If an individual has already enrolled (*Returning*), the "type" field should be set to **returning**.
 3. If an individual is being added to the ALL by an administrative (*Administrative Enroll*), the "type" field should be set to **administrative enroll**.

5. Procedures: Auto-login ID

- a. The Auto-login ID (autologinID) is intended to associate an individual with an institution's employee ID.
- b. The Auto-login ID can be used in place of the username during the auto-login procedure.

1. Option: Log on user by username and password.
 2. Option: Log on user by autologinID and password; provide username if a *new user*.
- c. The Group Coordinator sets an option to YES/NO for use of the auto-login ID. This setting is accessed via the Group Coordinator Menu page, Access Options section, Auto-login Security and Parameters link.
1. If set to YES, login procedures for group members will require autologinID and password.
 2. If set to NO, login procedures for group members will require username and password.
- d. When the use of the Auto-login ID is set to YES, the Group Coordinator may set an option to include the Auto-login ID in the group transcript reports. The setting is accessed via the Group Coordinator Menu page, Group Transcript Reports section, Information Included in Reports link. A link “Select fields included” is provided to change the fields included in the transcript report.
1. The Group Coordinator has the option to rename the description of any data field (column name) included in transcript reports, downloaded manually or automatically. For example, the description of autologinID may be changed to employee ID. This is intended to support the integration of the ALL transcript data with records from other sources.
 2. The option to rename field name descriptions is accessed via the Group Coordinator Menu page, the Group Transcript Reports section, the Information Included in Reports link, and then the Change Column Names link.
- e. The Auto-login ID value is set for each group member from the institution’s website during administrative enroll or self-enroll procedures.
- f. The Auto-login ID value is not displayed to a group member, e.g., in pages of contact information, transcripts, etc.

6. Procedures: Update Auto-login ID

- a. An optional variable (autologinIDNew) is provided to allow the institution to change the autologinID value of a group member.
 1. If autologinIDNew is not used or is null, autologinID will be used to confirm the registration.
 2. If autologinIDNew is used and not null, autologinID will be used to confirm the registration, then autologinID will be replaced with the value of autologinIDNew.

7. Procedures: Manage “Change Login”

- a. Groups have the option to control the ability of group members to change their username and password, whether or not auto-login procedures are used.
- b. The Group Coordinator sets an option to allow/not allow the “Change Login” option to be available to group members in the Subscriber Center, Personal Access page.
 1. If set to ALLOW, group members may change their username and password.
 2. If set to NOT ALLOW, group members are not allowed to change their username and password.
- c. The “Change Login” setting is accessed via the Group Coordinator Menu page, Access Options section, Manage “Change Login” link.

8. Procedures: Handling Contact Information

- a. The ALL requests additional contact information from users. These data fields are identified in Table 2. Custom fields are described in the next section.

Table 2

Field Name	Data Type	Required or Optional for the User to Complete
salutation	Three possible values: 1) Ms. 2) Mr. 3) Dr.	required
degrees1	18 possible values: 1) AA 2) AAS 3) AS 4) BA 5) BBA 6) BGS 7) BS 8) BVSc 9) DC 10) DVM 11) DVSc 12) MA 13) MBA 14) MD 15) MS 16) PhD 17) RN 18) VMD	optional
degrees2	18 possible values: 1) AA 2) AAS 3) AS 4) BA 5) BBA 6) BGS 7) BS 8) BVSc 9) DC 10) DVM 11) DVSc 12) MA 13) MBA 14) MD 15) MS 16) PhD 17) RN 18) VMD	optional
membertitle	string, 50 characters max	required
organization	string, 100 characters max	optional
department	string, 100 characters max	optional
address1	string, 100 characters max	required
address2	string, 100 characters max	optional
city	string, 50 characters max	required
state	69 possible values: 1. ALABAMA 2. ALASKA 3. AMERICAN SAMOA 4. ARIZONA 5. ARKANSAS 6. CALIFORNIA	required

	7. COLORADO	
	8. CONNECTICUT	
	9. DELAWARE	
	10. DISTRICT OF COLUMBIA	
	11. FLORIDA	
	12. GEORGIA	
	13. GUAM	
	14. HAWAII	
	15. IDAHO	
	16. ILLINOIS	
	17. INDIANA	
	18. IOWA	
	19. KANSAS	
	20. KENTUCKY	
	21. LOUISIANA	
	22. MAINE	
	23. MARYLAND	
	24. MASSACHUSETTS	
	25. MICHIGAN	
	26. MINNESOTA	
	27. MISSISSIPPI	
	28. MISSOURI	
	29. MONTANA	
	30. NEBRASKA	
	31. NEVADA	
	32. NEW HAMPSHIRE	
	33. NEW JERSEY	
	34. NEW MEXICO	
	35. NEW YORK	
	36. NORTH CAROLINA	
	37. NORTH DAKOTA	
	38. NORTHERN MARIANA ISLANDS	
	39. OHIO	
	40. OKLAHOMA	
	41. OREGON	
	42. PENNSYLVANIA	
	43. PUERTO RICO	
	44. RHODE ISLAND	
	45. SOUTH CAROLINA	
	46. SOUTH DAKOTA	
	47. TENNESSEE	
	48. TEXAS	
	49. UTAH	
	50. VERMONT	
	51. VIRGIN ISLANDS	
	52. VIRGINIA	
	53. WASHINGTON	
	54. WEST VIRGINIA	
	55. WISCONSIN	
	56. WYOMING	
	57. APO/FPO B/T 962-966	
	58. MANITOBA	
	59. NEW BRUNSWICK	
	60. NEWFOUNDLAND	
	61. NOVA SCOTIA	
	62. ONTARIO	
	63. PRINCE EDWARD ISLAND	

	64. PROVINCE OF QUEBEC 65. QUEBEC 66. SASKATCHEWAN 67. YUKON 68. AE 69. ALBERTA	
zip	string, 25 characters max	required
country	string, 50 characters max	required
workphone	string, 50 characters max	Required
fax	string, 50 characters max	Optional
customfield1	String, 100 characters max	required if made active (data field defined by the institution)
customfield2	String, 100 characters max	required if made active (data field defined by the institution)
customfield3	String, 100 characters max	required if made active (data field defined by the institution)
customfield4	String, 100 characters max	required if made active (data field defined by the institution)
customfield5	String, 100 characters max	required if made active (data field defined by the institutions)

- b. When a person enrolls in the ALL or logs in for the first time, a web page form is displayed for entering any of the information missing from the above fields.
- c. An institution may choose to transfer values for any or all of these contact data fields in the Self Enroll and Administrative Enroll procedures. Please refer to the example code for Self Enroll and Administrative Enroll in section F below and insert code lines for the desired data fields. To submit/update these contact data fields, use the "updateinfo" data field (value set to "yes") and all the contact fields will be updated. Note that:
 1. Any data fields NOT sent will be updated to blank.
 2. Any data fields which are set to BLANK will be updated to blank.
 3. If required fields are set to BLANK or are not sent, the user will be required to provide them before being allowed into the site.
 4. The data field updateinfo is optional and may be excluded from the form submitted to the ALL.
 5. Values other than "yes" for "updateinfo" will be ignored; default is "no".
- d. If an institution does not provide the required fields during the enrollment process, the user will be required to provide them before being allowed into the site. If these fields are populated on subsequent logins, the AALAS Learning Library database will be updated with the new information.
- e. Note: data fields of firstname, lastname, and email are automatically updated each time a user enters the ALL via an auto-login procedure.

9. Procedures: Custom Fields

- a. In addition to the standard contact information fields, each group member has five fields available with the following field names.

1. customfield1
 2. customfield2
 3. customfield3
 4. customfield4
 5. customfield5
- b. The Group Coordinator sets the use of these custom fields for the group via the Group Coordinator Menu page, the Members and Accounts section, and the Customize Member Information Fields link.
1. The Group Coordinator has the option to activate or clear a field.
 - i. The option "Activate" causes the custom field data to be used and its data displayed.
 - ii. The option "Clear" causes the custom field to be inactivated (not used or displayed) and the stored data to be deleted.
 2. The Group Coordinator assigns a field description, e.g., "Campus", to a custom field. The field description may be changed at any time.
- c. Any group member (users) may view and edit personal values in custom fields via the Subscriber Center, Personal Access page, My Profile link.
- d. When custom fields are used for auto-login, Group Coordinators are advised to work closely with IT staff to coordinate activating custom fields, assigning field descriptions, and clearing custom fields.
1. Note: the auto-login procedures do not verify whether a custom field has been activated by the Group Coordinator. Data submitted for an inactive custom field will be ignored.

D. AUTO-LOGIN ERRORS

1. HANDLING AUTO-LOGIN ERRORS

- a. Client Server Messages: If an error message is returned to the client server, the institution is expected to control how the error message is processed and displayed at the institution's web site/portal.
- b. Note that the AALAS Learning Library does NOT display an error message to an individual when auto-login fails because the person is on a client web page. The client server has the responsibility to display the information of the error message (see 1. above) to inform the user of the failed auto-login.
- c. Possible errors are listed below for each type of auto-login.
1. If the login for a **Self Enroll** is *unsuccessful*, one of the following error messages returned to the client server:
 - invalid security code
 - group inactive
 - duplicate username
 - username has spaces
 - username has more than 50 characters
 - username has less than 4 characters
 - password has spaces
 - password has more than 12 characters
 - password has less than 8 characters
 2. If the login for a **Returning** is *unsuccessful*, one of the following error messages is returned to the client server:
 - invalid security code
 - group inactive
 - invalid login

3. If the login for an **Administrative Enroll** is *unsuccessful*, one of the following error messages is returned to the client server:

- invalid security code
- group inactive
- duplicate username
- username has spaces
- username has more than 50 characters
- username has less than 4 characters
- password has spaces
- password has more than 12 characters
- password has less than 8 characters
- member added, no accounts available

2. IF NO ACCOUNTS ARE AVAILABLE

- a. If a user succeeds in logging in the AALAS Learning Library via auto-login but does not receive an account (i.e., no account is available), the user will have a restricted use of the system until he/she receives an account:
 1. Access to courses is restricted to free courses only (excludes other AALAS courses and custom courses).
 2. The user may view and change his/her personal profile.
 3. The user may view his/her existing transcript.
 4. New training activity in free courses (completed without an account) is not updated in the transcript documentation until an account is assigned.
- b. When a person logs in to the AALAS Learning Library but does not have an account, a notification email is sent by the AALAS Learning Library with information that an account is not available on the ALL, a listing of the access restrictions, and a recommendation to contact the Group Coordinator for an account.

Dear [FirstName] [LastName],

You have enrolled in the AALAS Learning Library (ALL) but there are no accounts available for you in your group. Therefore, when logged into the ALL, your access will be limited to free courses and exams, and your training activity will not be documented in a transcript.

In order to receive an account and have full access to the ALL, please contact your group's coordinator, who is [GC FirstName] [GC LastName] at [GC email]. An email has been sent to this individual also as notification of your need for an account.

Thank you.
AALAS

- c. When using auto-login, the notification email message (see 2. above) is sent after the following procedures when no accounts are available:
 1. Sell Enroll
 2. Returning (if the user's previous account has expired)
- d. Email message to Group Coordinator
 1. When an account is not available for any type of auto-login (*Self Enroll, Returning, Administrative Enroll*) an email is sent to the Group Coordinator with information on the event:
 - i. firstname
 - ii. lastname
 - iii. email

- iv. type of event (*Self Enroll; Returning; Administrative Enroll*)
 - v. instructions for obtaining more accounts
2. Email frequency: every two hours

3. COURSE ID AND TRACK ID ERRORS

- a. The following error messages are associated with the Course and Track and are returned to the client server:
 - 1. "--invalid course id" if the course ID is not found in the database OR a non-numeric value is entered.
 - 2. "--course inactive" if the course is offline.
 - 3. "--course archived" if the course is archived.
 - 4. "--invalid track id" if the track ID is not found in the database OR a non-numeric value is entered OR it is not one of the group's tracks or an AALAS track.
 - 5. "--course not in track" if the course is not in the track specified.

E. SECURITY ISSUES

1. Security Code

- a. The AALAS Learning Library generates an initial security code for an institution to access the operations of the Auto-login page.
- b. The security code is a string of alphanumeric characters in the format:
A####A#A#-##A#-#AAA-####-####AA#####AAA
- c. In auto-login, the security code identifies the group and associates the individual accessing the AALAS Learning Library with the correct group.
- d. The Group Coordinator may retrieve the group's security code from an auto-login set-up page on the Group Coordinator Menu page (link: "Auto-Login Security Key and Parameters").
- e. Institutions may generate a new security code at any time automatically (via clicking a Submit button) on the set-up page on the Group Coordinator Menu page (link: "Auto-Login Security Key and Parameters").
- f. Groups which choose to generate a new security code must update the security code value (however stored) that is used in processing auto-logins. For example, if the security code is hard-coded in a form page on the client server, the security code must be updated to the new value, or else future auto-logins will fail.

2. Security in Auto-login

- a. The AALAS Learning Library is secured with a 128-bit Secure Socket Layer (SSL) certificate. SSL is a universal security system to encrypt data sent via the Web.
- b. Once an individual is logged in on the AALAS Learning Library, all pages are secured via SSL and all data sent to and from the AALAS Learning Library are encrypted.
- c. To ensure security by data encryption when using auto-login, form data submitted from a client web page MUST be sent to the secure URL: <https://www.aalaslearninglibrary.org/autologin.asp>

3. Access by Users

- a. AALAS will set parameters for your group according to your instructions.
 - 1. Are group members permitted to login through the ALL web site?
 - a. Yes
 - b. No. If no, then a remote login URL must be provided (see below).
- b. A remote login URL is required if remote login is the only access.

1. Provide AALAS with the full URL, i.e.,
http://www.aalas.org/index.aspx
2. 200 characters maximum for the URL

F. EXAMPLE FORM DATA

1. Procedure Overview

- a. Form data for each auto-login must be sent to:
https://www.aalaslearninglibrary.org/autologin.asp
- b. The following are examples of html coding for each type of auto-login. Bracketed data values, e.g., [security code] should be replaced by the actual value of the data field.
- c. The examples below include code for both auto-login options: 1) username and password; 2) autologinID and password.
- d. Please note that autologinID is an optional field which may be used by the institution. For logins based on the Auto-login ID, omit the username field name and provide the autologinid field.
- e. Code for the autogloginIDNew is included in the examples below.
- a. To submit contact information, use the "updateinfo" data field with the value set to "yes" and insert additional code lines for any of the requested data fields, as desired, per section B.8 above. Examples are included for all required and optional fields. Note: If updateinfo is set to "yes", any field omitted will be updated to blank.

2. Self Enroll

```

<html>
  <head>
    <title>Self Enroll
  </title>
  </head>
  <body>
    <form method="post" id="LoginForm"
action="https://www.aalaslearninglibrary.org/autologin.asp">
      <input type="hidden" id="group" name="group" value="[group id]" />
      <input type="hidden" id="securitycode" name="securitycode" value="[security
code]" />
      <input type="hidden" id="username" name="username" value="[username]" />
      <input type="hidden" id="password" name="password" value="[password]" />
      <input type="hidden" id="autologinid" name=" autologinid" value="[autologinid]" />
      <input type="hidden" id="autologinidnew" name="autologinidnew"
value="[autologinidnew]" />
      <input type="hidden" id="first" name="first" value="[first name]" />
      <input type="hidden" id="last" name="last" value="[last name]" />
      <input type="hidden" id="email" name="email" value="[email address]" />
      <input type="hidden" id="updateinfo" name=" updateinfo" value="yes" />
      <input type="hidden" id="salutation" name="salutation" value="dr" />
      <input type="hidden" id="degrees1" name=" degrees1" value="MD" />
      <input type="hidden" id=" degrees2" name=" degrees2" value="PhD" />
      <input type="hidden" id="membertitle" name="membertitle" value="Associate
Professor" />
      <input type="hidden" id="organization" name="organization" value="Mars
University" />
      <input type="hidden" id="department" name="department" value="Neurology" />
      <input type="hidden" id="address1" name="address1" value="21 Main St." />

```

```



```

3. **Returning** (To submit updated contact information, use the "updateinfo" data field with value set to "yes" and insert additional code lines for any of the requested data fields, as desired, per section B.8 above. Examples are included for all required and optional fields. Note: If updateinfo is set to "yes", any field omitted will be updated to blank.)

```

<html>
<head>
<title>Returning
</title>
</head>
<body>
<form method="post" id="LoginForm"
action="https://www.aalaslearninglibrary.org/autologin.asp">


```

```



```

4. **Administrative enroll** (To submit contact information, use the "updateinfo" data field with value set to "yes" and insert additional code lines for any of the requested data fields, as desired, per section B.5. above. Examples are included for all required and optional fields. Note: If updateinfo is set to "yes", any field omitted will be updated to blank.)

```

<html>
<head>
<title>Administrative Enroll
</title>
</head>
<body>
<form method="post" id="LoginForm"
action="https://www.aalaslearninglibrary.org/autologin.asp">


```

```

<input type="hidden" id="salutation" name="salutation" value="dr" />
<input type="hidden" id="degrees1" name="degrees1" value="MD" />
<input type="hidden" id="degrees2" name="degrees2" value="PhD" />
<input type="hidden" id="membertitle" name="membertitle" value="Associate
Professor" />
<input type="hidden" id="organization" name="organization" value="Mars
University" />
<input type="hidden" id="department" name="department" value="Neurology" />
<input type="hidden" id="address1" name="address1" value="21 Main St." />
<input type="hidden" id="address2" name="address2" value="101 Science Hall"
/>
<input type="hidden" id="city" name="city" value="Memphis" />
<input type="hidden" id="state" name="state" value="Tennessee" />
<input type="hidden" id="zip" name="zip" value="38125" />
<input type="hidden" id="country" name="country" value="United States" />
<input type="hidden" id="workphone" name="workphone" value="901-754-8620"
/>
<input type="hidden" id="fax" name="fax" value="901-753-0046" />
<input type="hidden" id="type" name="type" value="administrative enroll" />
<input type="hidden" name="customfield1" maxlength="100"
value="customfield1" />
<input type="hidden" name="customfield2" maxlength="100"
value="customfield2" />
<input type="hidden" name="customfield3" maxlength="100"
value="customfield3" />
<input type="hidden" name="customfield4" maxlength="100"
value="customfield4" />
<input type="hidden" name="customfield5" maxlength="100"
value="customfield5" />
<input type="hidden" id="courseid" name="courseid" value="123" />
<input type="hidden" id="trackid" name="trackid" value="456" />
</form>
<script type="text/javascript">LoginForm.submit();</script>
</body>
</html>

```

5. The following is an example of html coding for all types of auto-login in a single form using drop boxes:

```

<!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN"
"https://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd">
<html xmlns="https://www.w3.org/1999/xhtml">
<head>
</head><Body>
<table border="0" border="0" cellpadding="0" cellspacing="0" style="margin-left:
0.25in; margin-right: 0.25in" ID="Table1">
<tr>
<td>
<form method="post" action="https://www.aalaslearninglibrary.org/autologin.asp"
id="LoginForm" name="aalaslearninglibraryform">
<table ID="Table2">
<tr><td>Group: <input type="text" name="group" size="50" maxlength="50"
value="XXXXX" ID="Hidden3"></td></tr>
<tr><td>Security Code: <input type="text" name="securitycode" size="50"
maxlength="50" value="XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXXXXXX"
ID="Text1"></td></tr>
<tr><td>Username: <input type="text" name="username" size="50" maxlength="50"
value="username" ID="Hidden1"></td></tr>
<tr><td>Password: <input type="text" name="password" size="20" maxlength="20"
value="password" ID="Hidden2"></td></tr>

```

```

<tr><td>Auto-Login ID: <input type="text" name="autologinid" size="50"
maxlength="50" value="autologinid" ID="Text2"></td></tr>
<tr><td>Auto-Login ID New: <input type="text" name="autologinidnew" size="50"
maxlength="50" value="autologinidnew" ID="Text3"></td></tr>
<tr><td>First Name: <input type="text" name="first" size="50" maxlength="50"
value="" ID="Hidden5"></td></tr>
<tr><td>Last Name: <input type="text" name="last" size="50" maxlength="50"
value="" ID="Hidden6"></td></tr>
<tr><td>Email: <input type="text" name="email" size="150" maxlength="150"
value="" ID="Hidden7"></td></tr>
<tr><td>Salutation: <select name="salutation" ID="Select3">
    <option></option>
    <option value="Mr.">Mr.</option>
    <option value="Ms.">Ms.</option>
    <option value="Dr.">Dr.</option>
</select>
</td></tr>
<tr><td>Degrees 1: <select name="degrees1" ID="degrees1">
    <option></option>
    <option value="AA">AA</option>
    <option value="AAS">AAS</option>
    <option value="AS">AS</option>
    <option value="BA">BA</option>
    <option value="BBA">BBA</option>
    <option value="BGS">BGS</option>
    <option value="BS">BS</option>
    <option value="BVSc">BVSc</option>
    <option value="DC">DC</option>
    <option value="DVM">DVM</option>
    <option value="DVSc">DVSc</option>
    <option value="MA">MA</option>
    <option value="MBA">MBA</option>
    <option value="MD">MD</option>
    <option value="MS">MS</option>
    <option value="PhD">PhD</option>
    <option value="RN">RN</option>
    <option value="VMD">VMD</option>
</select>
</td></tr>
<tr><td>Degrees 2: <select name="degrees2" ID="Select1">
    <option></option>
    <option value="AA">AA</option>
    <option value="AAS">AAS</option>
    <option value="AS">AS</option>
    <option value="BA">BA</option>
    <option value="BBA">BBA</option>
    <option value="BGS">BGS</option>
    <option value="BS">BS</option>
    <option value="BVSc">BVSc</option>
    <option value="DC">DC</option>
    <option value="DVM">DVM</option>
    <option value="DVSc">DVSc</option>
    <option value="MA">MA</option>
    <option value="MBA">MBA</option>
    <option value="MD">MD</option>
    <option value="MS">MS</option>
    <option value="PhD">PhD</option>
    <option value="RN">RN</option>
    <option value="VMD">VMD</option>
</select>

```

```

</td></tr>
<tr><td>Title: <input type="text" name="membertitle" size="50" maxlength="50"
ID="Text4"></td></tr>
<tr><td>Organization: <input type="text" name="organization" size="100"
maxlength="100" ID="Text5"></td></tr>
<tr><td>Department: <input type="text" name="department" size="100"
maxlength="100" ID="Text6"></td></tr>
<tr><td>Address 1: <input type="text" name="address1" size="100" maxlength="100"
ID="Text7"></td></tr>
<tr><td>Address 2: <input type="text" name="address2" size="100" maxlength="100"
ID="Text8"></td></tr>
<tr><td>City: <input type="text" name="City" size="50" maxlength="50"
ID="Text9"></td></tr>
<tr><td>State: <select name="state" ID="state">
<option></option>
<option value="AL">AL</option>
<option value="AK">AK</option>
<option value="AS">AS</option>
<option value="AZ">AZ</option>
<option value="AR">AR</option>
<option value="CA">CA</option>
<option value="CO">CO</option>
<option value="CT">CT</option>
<option value="DE">DE</option>
<option value="DC">DC</option>
<option value="FL">FL</option>
<option value="GA">GA</option>
<option value="GU">GU</option>
<option value="HI">HI</option>
<option value="ID">ID</option>
<option value="IL">IL</option>
<option value="IN">IN</option>
<option value="IA">IA</option>
<option value="KS">KS</option>
<option value="KY">KY</option>
<option value="LA">LA</option>
<option value="ME">ME</option>
<option value="MD">MD</option>
<option value="MA">MA</option>
<option value="MI">MI</option>
<option value="MN">MN</option>
<option value="MS">MS</option>
<option value="MO">MO</option>
<option value="MT">MT</option>
<option value="NE">NE</option>
<option value="NV">NV</option>
<option value="NH">NH</option>
<option value="NJ">NJ</option>
<option value="NM">NM</option>
<option value="NY">NY</option>
<option value="NC">NC</option>
<option value="ND">ND</option>
<option value="MP">MP</option>
<option value="OH">OH</option>
<option value="OK">OK</option>
<option value="OR">OR</option>
<option value="PA">PA</option>
<option value="PR">PR</option>
<option value="RI">RI</option>
<option value="SC">SC</option>

```

```

        <option value="SD">SD</option>
        <option value="TN">TN</option>
        <option value="TX">TX</option>
        <option value="UT">UT</option>
        <option value="VT">VT</option>
        <option value="VI">VI</option>
        <option value="VA">VA</option>
        <option value="WA">WA</option>
        <option value="WV">WV</option>
        <option value="WI">WI</option>
        <option value="WY">WY</option>
        <option value="AP">AP</option>
        <option value="MB">MB</option>
        <option value="NB">NB</option>
        <option value="NF">NF</option>
        <option value="NS">NS</option>
        <option value="ON">ON</option>
        <option value="PE">PE</option>
        <option value="PQ">PQ</option>
        <option value="QC">QC</option>
        <option value="SK">SK</option>
        <option value="YU">YU</option>
        <option value="AE">AE</option>
        <option value="AB">AB</option>
    </select>
</td></tr>
<tr><td>Zip: <input type="text" name="zip" size="25" maxlength="25"
ID="Text10"></td></tr>
<tr><td>Country: <input type="text" name="Country" size="25" maxlength="25"
ID="Text11"></td></tr>
<tr><td>Work Phone: <input type="text" name="workphone" size="50"
maxlength="50" ID="Text12"></td></tr>
<tr><td>Fax: <input type="text" name="Fax" size="50" maxlength="50"
ID="Text13"></td></tr>
<tr><td>Update contact information: <select name="updateinfo" ID="Select2">
        <option value="no" selected>no</option>
        <option value="yes">yes</option>
    </select>
</td></tr>
<tr><td>Type of login: <select name="type">
        <option value="returning">returning</option>
        <option value="self enroll">self enroll</option>
        <option value="administrative enroll">administrative
        enroll</option>
    </select>
</td></tr>
<tr><td>Custom Field 1: <input type="text" name="customfield1" size="100"
maxlength="100" ID="Text21" value="customfield1"></td></tr>
<tr><td>Custom Field 2: <input type="text" name="customfield2" size="100"
maxlength="100" ID="Text22" value="customfield2"></td></tr>
<tr><td>Custom Field 3: <input type="text" name="customfield3" size="100"
maxlength="100" ID="Text23" value="customfield3"></td></tr>
<tr><td>Custom Field 4: <input type="text" name="customfield4" size="100"
maxlength="100" ID="Text24" value="customfield4"></td></tr>
<tr><td>Custom Field 5: <input type="text" name="customfield5" size="100"
maxlength="100" ID="Text25" value="customfield5"></td></tr>
<tr><td>Course ID: <input type="text" id="courseid" name="courseid"
value="123"></td></tr>
<tr><td>Track ID: <input type="text" id="trackid" name="trackid"
value="456"></td></tr>

```

```
<tr><td><br><input type="submit" id="image1" name="image1" WIDTH="104"
HEIGHT="24" value="Add member to AALAS"></td></tr>
```

```
</table>
</form>
</body>
</html>
```