Student Enrollment System

User Manual for <u>Students</u>
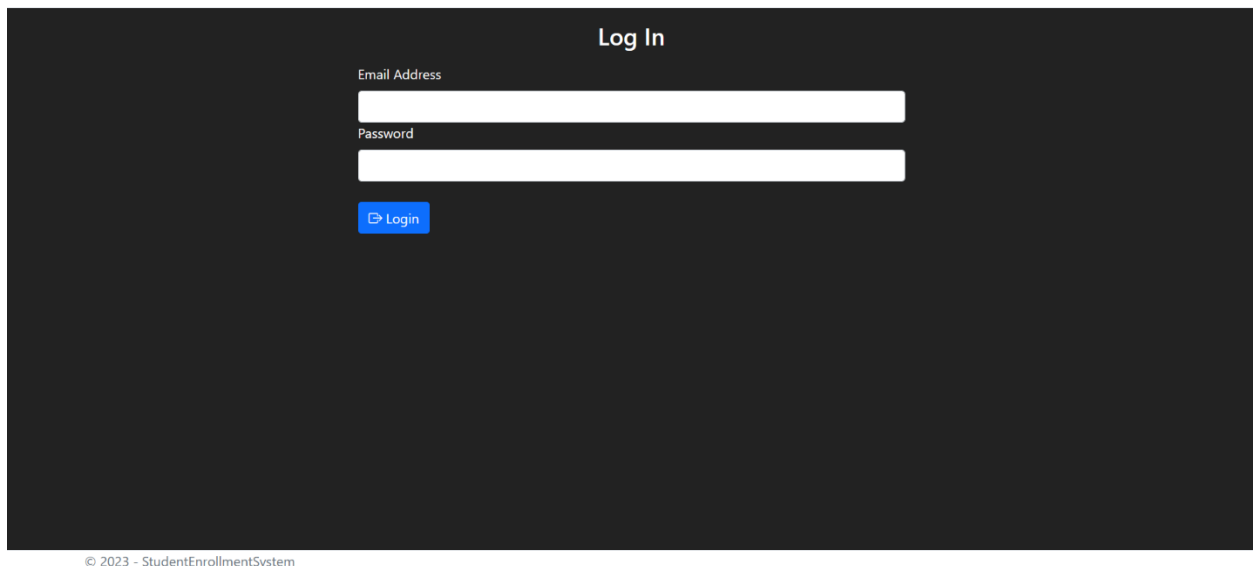
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Getting Started

This manual assumes that the personnel involved in deploying this application has made it available for access of the student. Please consult with the staff in charge regarding any concerns with accessing the site.

Logging In

When you first open the application, you will see the Login page. Here, users can input their email address (which doubles as their username) and the corresponding password to access the system.

The administrator will use whatever email address you provide them to create your account. This email will serve as your username, and initially, you will have the following default password:

- Password: **Password_1**

Simply **type these credentials in the appropriate fields** and **click Log In** to proceed.

Navigation Menu

Upon logging in, you will be directed to the main page of the View Schedule section. That will be discussed in a later section. For now, direct your attention to the **navigation bar** at the **top portion of the window**.

On this navigation bar, you will see menu options for Search Classes and View Schedule. You can click on these to navigate to their respective pages. On the upper right corner of the window, you will notice two colored buttons: Change Password and Log Out.

Change Password

It is highly recommended that, upon logging in using your account, that you change the password immediately from the default. **Click on the Change Password button** on the **upper right corner of the window** to open this page. **Type your new password on the two fields (the two must match)** and **click Change Password** to confirm. Make sure to **remember this new password**, because it will be the password you have to use to log into the system again.

Your password **must contain at least one lowercase character, one uppercase character, one numeric character, and one non-alphanumeric character**. It must also be **at least six characters long**.

Logging Out

Click on the Log Out button on the **upper right corner of the window** to log out your account. Doing this will return you to the Login page.

Make sure to always log yourself out after using the system.

Search Classes

In this section, you can browse the system for the subjects available for you to enroll. To navigate to this section, **click on Search Classes on the navigation menu at the top of the window**.

Main Page

The main page of the Search Classes section shows this table where all the available Subject data in the system is displayed. This table has special features that make browsing data easier, all of which are detailed in the DataTables section of this manual.

Note that for each subject on the table, **there are two buttons named View and Add Class respectively**.

View Subject Details

Clicking on the View button on a Subject entry on the table will open the following page. This displays various details on the particular subject. If you're done viewing data, **you can click the Back to List button on the upper left to return to the main page**.

Adding a Class

If you choose to **click Add Class** next to a subject, that subject is added to your schedule. The system will **redirect you automatically to the View Schedule page** after doing so so you can see this. An alert will also pop up indicating that the adding of the class was a success.

The system will **disallow you from adding any subjects that have schedule conflicts with any subjects you've already added**. Make sure to double check the schedules of both the classes you've enrolled and the classes you intend to enroll before adding anything.

View Schedule

In this section, you can view all the subjects you've currently enrolled via the previous section. To navigate to this section, **click View Schedule on the navigation menu at the top of the window.**

Main Page


The previous section of this manual has already given a good look at the main page. As you can see, it is almost exactly similar to the main page of Search Classes. The main differences here involve the data displayed on the table: unlike Search Classes (which shows you every subject available in the database), **the View Schedule table only shows you all the subjects you've enrolled in the Add Class step**.

Another key difference is in the buttons for each entry on the table. The **View button works similarly as the one in Search Classes**, but in place of the Add Class button, **you instead have the Drop Class button**.

This table has special features that make browsing data easier, all of which are detailed in the DataTables section of this manual.

Dropping a Class
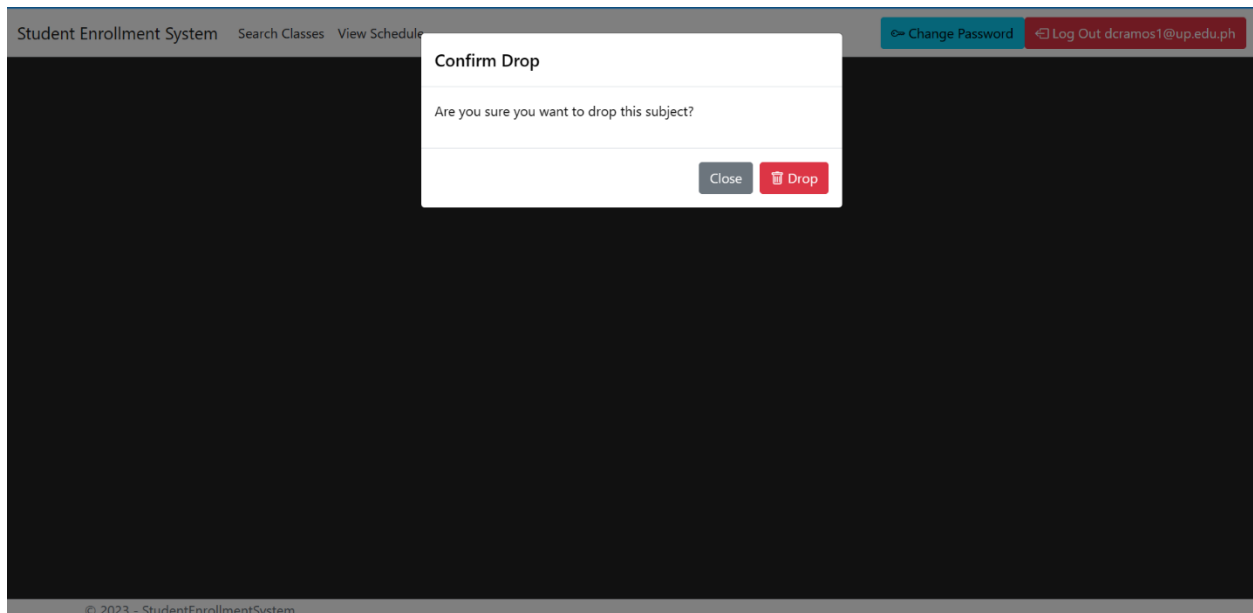
Clicking Drop Class next to a subject in your schedule will cause this popup to appear. You must confirm here if you're certain about dropping your subject. **If you aren't sure, click Close**, and you will be returned to the main page of View Schedule. **Otherwise, click Drop to remove the subject from your schedule**.
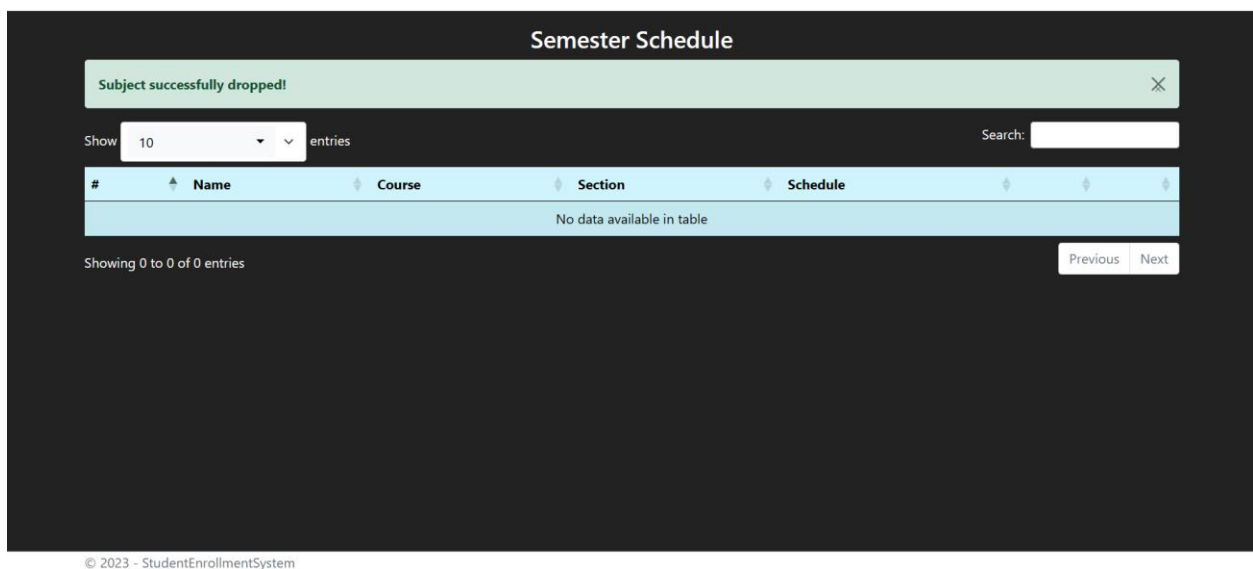
Confirming Drop Class will return you to the View Schedule page, and an alert will pop up telling you that the subject you selected has been dropped. You can verify this by attempting to search the table for the subject.

Disclaimer: you may sometimes find that classes you didn't drop yourself have been removed from your schedule. This can occur when the administrator updates or deletes data on a subject you've enrolled. This is to prevent any untoward schedule conflicts that may arise from the changes. Ideally, such changes should be communicated ahead of time by the personnel in charge of updating subject information. Notify any administrative staff involved should any issues arise from this.

DataTables

Both sections of this system utilize a table with special features that make searching for data easier. This section provides an overview of those features.

Entries Per Page

It's entirely possible that the number of entries in a given table may reach high numbers. On the upper left portion of the DataTable is a dropdown that lets you select the maximum number of entries that will be displayed per page.

Somewhat relevant to this is the text on the bottom left, showing the number of entries currently displayed out of the maximum.

Pagination

Connected to the first feature is pagination. Depending of the number of entries, the DataTable will split everything up per page, with each page containing the maximum number of entries you specified in the dropdown. To navigate between pages, use the buttons at the bottom right of the DataTable.

Column Sorting

On the left side of each column name are two arrows each pointing up and down. Click on these to toggle between sorting the data by ascending or descending order. Word-based entries will be sorted alphabetically, while numeric entries will be sorted by their value.

Live Search

You will find a search bar at the upper right corner of the DataTable. The DataTable will search every column for any matches should you type anything here.