**SCENARIO 1 – HEI Adds Information**

**Scenario 1.1 – HEI adds Own Information**

1. Go to https://uporto-dev.herokuapp.com/ssps-module/manage-data;
2. Check the first box to accept Terms and Conditions and Privacy Policy;
3. Select service “Accommodation”;
4. Select option “Own Information”;
5. Fill in the information you wish to insert;
6. Click on “Add Information”;
7. Wait for the page to refresh;
8. Check your new data that appeared in tab “Review Data”

**Volunteers needed:** 1 HEI representative

**Scenario 1.2 – HEI adds information of a SSP that does not exist**

1. Go to https://uporto-dev.herokuapp.com/ssps-module/manage-data;
2. Check the first box to accept Terms and Conditions and Privacy Policy;
3. Select service “Library”;
4. Select option “SSP”;
5. Search for SSP “SSP Example” on the list and you’ll check that it does not exist;
6. Click on “My SSP in not on the list”;
7. Insert your email and the email of the provider;
8. Click on “Send email”;
9. Wait for the provider to register in the Portal;
10. **Let scenario 2.1 finish;**
11. Check if an email has been received informing that a new provider was added to the list;
12. Wait for data to be inserted in the Module (Canteen and Library services for the provider that was added);
13. Repeat steps 1-4;
14. Select SSP you just added in the list;
15. Check the details of the service provided by that SSP
16. Click on “Add Information”;
17. Wait for the page to refresh;
18. Check your new data that appeared in tab “Review Data”

**Volunteers needed:** 1 HEI representative and 1 SSP Representative (for scenario 2.1)

**Scenario 1.3 – HEI adds information of a SSP that does exist**

1. Go to https://uporto-dev.herokuapp.com/ssps-module/manage-data;
2. Check the first box to accept Terms and Conditions and Privacy Policy;
3. Select service “Canteen”;
4. Select option “SSP”;
5. Select a SSP from the list;
6. Check the details of the service provided by that SSP
7. Click on “Add Information”;
8. Wait for the page to refresh;
9. Check your new data that appeared in tab “Review Data”

**Volunteers needed:** 1 HEI representative

**SCENARIO 2 – SSP Perspective**

**Scenario 2.1 – SSP Registration**

1. Receive an email with the link and code to register;
2. Click the link and be redirected to the SSP registration page;
3. Insert your email and code for validation;
4. Insert the SSP information and click on submit;
5. You’ll receive an email stating that your registration was completed, with links to download the certificates. (Note: the certificate download is still under development)

**Volunteers needed:** 1 SP representative (check scenario 1.2)