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| Name of Use Case: | **LOG IN** | | |
| Created by: |  | Last updated by: |  |
| Date created: |  | Last revision date: |  |
| Description: | Allows the user to login into the system to access relevant functions according to user’s role. | | |
| Actors: | SAO Staff, Foreign Student | | |
| Preconditions: | User has to have a valid account | | |
| Post Conditions: | The system displays the relevant homepage | | |
| Flow: | 1. The user inputs ID and password.  2. The user submits ID and password.  3. The system validates ID and password.  4. The system verifies ID and password.  5. The system displays the user’s homepage.  6. The use case ends. | | |
| Alternative Flows: | 3a. Missing ID and/or password  1. The system prompts for ID and/or password.  2. The use case resumes at main flow step 1.  4a. Invalid ID and/or password  1. The system displays ‘Invalid ID and/or password’ message.  2. The system prompts for ID and/or password.  3. The use case resumes at main flow step 1. | | |
| Exceptions: |  | | |
| Requirements: |  | | |

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| Name of Use Case: | **View Student Profile** | | |
| Created by: |  | Last updated by: |  |
| Date created: |  | Last revision date: |  |
| Description: | Allows the user to view the student profile of a student. | | |
| Actors: | SAO Staff | | |
| Preconditions: | The user is logged in to the system. | | |
| Post Conditions: | The system displays the relevant page. | | |
| Flow: | 1. The user clicks the ‘View Student Profile’ module.  2. The system displays ‘Get Student’ page to fill the student’s information.  3. The user inputs Student ID number or student information.  4. The user submits Student ID number or student information.  5. The system validates Student ID number or student information.  6. The system verifies the Student ID number or student information.  7. The system displays Student Profile.  8. The use case ends. | | |
| Alternative Flows: | 3a. Unknown Student ID number  1. The user clicks ‘options’ for student information.  2. The system displays options for student information.  3. The user chooses between student’s last name, given name, middle name.  4. The system prompts for the chosen student information.  5. The use case resumes at main flow step 3.  5a. Missing Student ID number or student information.  1. The system prompts for Student ID number or student information.  2. The use case resumes at main flow step 3.  6a. Incorrect Student ID number or student information.  1. The system displays ‘Incorrect Student ID number or student information, message.  2. The system prompts for Student ID number or student information.  3. The use case resumes at main flow step 3. | | |
| Exceptions: |  | | |
| Requirements: |  | | |

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| Name of Use Case: | **View Student Profile** | | |
| Created by: |  | Last updated by: |  |
| Date created: |  | Last revision date: |  |
| Description: | Allows the user to view information in the student’s profile. | | |
| Actors: | Foreign Student | | |
| Preconditions: | The user is logged in to the system. | | |
| Post Conditions: | The system displays the relevant page | | |
| Flow: | 1. The user clicks the ‘View Student Profile’ module.  2. The system displays Student Profile.  3. The use case ends. | | |
| Alternative Flows: |  | | |
| Exceptions: |  | | |
| Requirements: |  | | |

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| Name of Use Case: | **Edit Student Profile** | | |
| Created by: |  | Last updated by: |  |
| Date created: |  | Last revision date: |  |
| Description: | Allows the user to edit information in the student’s profile. | | |
| Actors: | SAO Staff, Foreign Student | | |
| Preconditions: | The user has to be in the Student Profile page. | | |
| Post Conditions: | The system displays edited Student Profile. | | |
| Flow: | 1. The user clicks the ‘Edit Profile’ options.  2. The system displays student profile page with editable sections.  3. The user edits student profile information.  4. The user submits student profile information.  5. The system validates student profile information.  6. The system verifies student profile information.  7. The system displays updated Student Profile.  8. The use case ends. | | |
| Alternative Flows: | 5a. Missing information  1. The system prompts for student profile information.  2. The use case resumes at main flow step 3.  6a. Invalid information format  1. The system displays ‘invalid format’ message.  2. The system prompts for student profile information.  3. The use case resumes at main flow step 3. | | |
| Exceptions: |  | | |
| Requirements: |  | | |

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| Name of Use Case: | **Add Student Profile** | | |
| Created by: |  | Last updated by: |  |
| Date created: |  | Last revision date: |  |
| Description: | Allows the user to add another student profile for new foreign students. | | |
| Actors: | SAO Staff | | |
| Preconditions: | The user is logged in to the system. | | |
| Post Conditions: | The system displays new student profile. | | |
| Flow: | 1. The user clicks the ‘Add Student Profile’ module.  2. The system displays new student profile page with editable sections to be filled-out.  3. The user inputs new student profile information.  4. The user submits new student profile information.  5. The system validates student profile information.  6. The system verifies student profile information.  7. The system displays new Student Profile.  8. The use case ends. | | |
| Alternative Flows: | 5a. Missing information  1. The system prompts for student profile information.  2. The use case resumes at main flow step 3.  6a. Invalid information format  1. The system displays ‘invalid format’ message.  2. The system prompts for student profile information.  3. The use case resumes at main flow step 3. | | |
| Exceptions: |  | | |
| Requirements: |  | | |

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| Name of Use Case: | **View Student Visa Status** | | |
| Created by: |  | Last updated by: |  |
| Date created: |  | Last revision date: |  |
| Description: | Allows the user to view the Visa Status of the student. | | |
| Actors: | SAO Staff | | |
| Preconditions: | The user is in the Student Profile page. | | |
| Post Conditions: | The system displays the relevant page. | | |
| Flow: | 1. The user clicks the ‘View Student Visa’ function.  2. The system displays Student Visa Status page.  3. The use case ends. | | |
| Alternative Flows: |  | | |
| Exceptions: |  | | |
| Requirements: |  | | |

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| Name of Use Case: | **View Student Visa Status** | | |
| Created by: |  | Last updated by: |  |
| Date created: |  | Last revision date: |  |
| Description: | Allows the user to view the Visa Status of the student. | | |
| Actors: | Foreign Student | | |
| Preconditions: | The user is logged in to the system. | | |
| Post Conditions: | The system displays the relevant page. | | |
| Flow: | 1. The user clicks the ‘View Student Visa’ module.  2. The system displays Student Visa Status page.  3. The use case ends. | | |
| Alternative Flows: |  | | |
| Exceptions: |  | | |
| Requirements: |  | | |

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| Name of Use Case: | **Update Student Visa Status** | | |
| Created by: |  | Last updated by: |  |
| Date created: |  | Last revision date: |  |
| Description: | Allows the user to view the Visa Status of the student. | | |
| Actors: | SAO Staff | | |
| Preconditions: | The user is in the Student Visa Status page. | | |
| Post Conditions: | The system displays the relevant page. | | |
| Flow: | 1. The user clicks the ‘Update Student Visa Status’ function.  2. The system displays Student Visa Status options.  3. The user chooses the Student Visa Status from the options – visa extension in progress, visa extended, expired visa  4. The user submits the updated Student Visa Status.  5. The system verifies submission.  6. The system displays updated Student Visa Status page.  7. The system sends notification to the student’s NU email address.  8. The use case ends. | | |
| Alternative Flows: | 5a. Missing information  1. The system prompts for Student Visa Status information.  2. The use case resumes at main flow step 3. | | |
| Exceptions: |  | | |
| Requirements: |  | | |

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| Name of Use Case: | **View Reports** | | |
| Created by: |  | Last updated by: |  |
| Date created: |  | Last revision date: |  |
| Description: | Allows the user to view and download reports, lists, and summary of data. | | |
| Actors: | SAO Staff | | |
| Preconditions: | The user is logged in to the system. | | |
| Post Conditions: | The system displays the relevant page. | | |
| Flow: | 1. The user clicks the ‘View Reports’ module.  2. The system displays the reports page options - View list of Foreign Students, View Summary of Student Visa Status.  3. The user chooses from the reports options.  5. The system displays page to fill in the term and academic year information.  6. The user inputs term and academic year information.  7. The user submits term and academic year information.  8. The system validates term and academic year information.  9. The system verifies term and academic year information.  10. The system displays the report page.  11. The use case ends. | | |
| Alternative Flows: | 8a. Missing term and academic year information  1. The system prompts for term and academic year information  2. The use case resumes at main flow step 6.  10a. No reports available for the term  1. The system displays ‘No generated reports’ message.  2. The use case resumes at main flow step 11. | | |
| Exceptions: |  | | |
| Requirements: |  | | |