Different requirements for the IMS(info Manag Sys)  
1-User will be able to fill the physical and online form  
2-User will submit the document for validation  
3-User will make a request to edit the submitted doc  
4-User will be able to view, edit(after access granted), print the submited doc  
The admin validate the submitted doc , he can organize all the docs by faculty, department, instructor  
Grant access for editing after checking the reason of the request(include functionality)  
Send confirmation email to notify the user for the validation of the doc  
View, print, edit the list of validated documents with the corresponding name of the user  
As primary actor we have :   
Teacher, student --> user   
As secondary actor we have :   
IT Technician, Departement