**Registration System User Manual**

Welcome to the user manual for our application.

**Existing Logins**

Our program comes with a default admin, faculty, and student user that is automatically inserted into the database.

**Logging In Using Default Admin Credentials**

**Username:** admin

**Password:** adminpassword

**Logging In Using Default Faculty Credentials (for testing)**

**Username:** faculty

**Password:** facultypassword

**Logging In Using Default Student Credentials (for testing)**

**Username:** student

**Password:** studentpassword

1. **Logging In**

**Steps to Log In:**

1. Launch the application and navigate to the login screen.
2. Enter the default admin username and password provided above.
3. Click the "Login" button to access the program.
4. **Sign Up**

If you are a new user, you can create your own account through the signup process.

**Creating a New Account:**

1. On the login page, click the "Sign Up" button. This action will redirect you to a signup form.
2. Fill out the form with your details, including a **valid email address**, and submit it.
3. After signing up, you will receive an email containing a verification code and a link to authorize your account.

**Option 1:** Click the link in the email, which will direct you to a page where you can enter the provided code to verify your account.

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A screenshot of a login form

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**Logging In After Verification:**

Once your account is verified, you can log in with your credentials. Additionally, you have the option to enable two-factor authentication (2FA).

**Two-Factor Authentication**: If enabled, you will be asked to verify your email after every login.

**Password Change**

1. All users have an option to change their password under “User Settings” in the Navigation bar.
2. In the “User Settings” drop down select “Settings”
3. You will be directed towards the settings page which contains a form for password change A screenshot of a login page

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4. After filling out the fields select “Update Settings” and the password will be reset.

**ADMIN**

**Uploading Advisors**

1. Go to the admin dashboard and click on “Manage Advsiors”

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1. Choose the excel file that contains the list of faculty and click “upload”
2. The list of advisors will be displayed below.

**Adding a new Advisor**

1. On the manage advisors page click “Add New Advisor”

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1. Type in the user details and click “Add Advisor”

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1. The new advisor will then be added to the displayed table

**View List of Users in the System**

1. Navigate to the admin Dashboard and select “User Management”
2. This page will display a list of all users within the system
3. **Note:** currently there are three default users in the system. These users do not have names, emails, or phone numbers so they are not displayed.

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**Admin System Settings**

1. To view and edit admin settings first you must navigate to the Admin dashboard.
2. Once on the dashboard, select “System Management”
3. Within this page admin can view/edit the current academic year, semester, and contact email for user help.
4. To add the settings use the drop downs for each field to select the appropriate settings. Once complete select “Save Changes”

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1. Once the settings have been updated they will display under the “current settings” section and the **Home Page**

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1. **Note: Until the admin sets these settings they will be displayed on the homepage as “Not Set”**

**Editing Advisors**

1. To edit an existing advisor click “edit” next to the advisors data in the table on the Upload advisors page.

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1. You will then be directed to the Edit Advisors page, edit the users information then click “Update Advisor” the new information will be updated in the table.

**Deleting an Advisor**

1. To delete an existing advisor click the red delete button next to the selected advisors data.

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1. An “are you sure” message will appear, click “OK”
2. The advisor will be removed from the system and table.

**Logging in as an Advisor after Admin Upload**

1. After admin uploads the list of advisors, the added advisors are now able to log in.
2. **Logging in:**
   1. Navigate to the login page
   2. Enter your SRU email as the username
   3. Enter your password.
3. After successful login the Advisor will gain access to the system.

**FACULTY**

**Uploading Advisees**

1. Once you are logged in as faculty you can upload advisees.
2. Navigate to the “Upload Advisees” page on the faculty dashboard, click “upload”

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1. Click “Choose File” and select the excel file containing the list of advisee logins. After selecting the file click “upload”

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1. After choosing the correct file, click upload once again.

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1. The advisees are now added to the system and displayed below.

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**Deleting/Editing/Adding Advisees**

**Deleting Advisees**

Once the advisees are uploaded, the advisor can now edit/delete/add advisees.

* 1. To delete an advisee click the red delete button next to a user on the upload advisees page.

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**Editing Advisees**

* 1. To Edit an advisee select “Edit” on the upload advisees page next to the desired user. A pop up will appear to edit the user. Once the changes have been made select “Save Changes”

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**Adding Advisees**

1. To add an advisee navigate to the “Upload Advisees” page and select “Add New Advisee”

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1. After adding the new advisee information, select “Add Advisor”

**Uploading Time Slots**

1. Navigate to the Faculty Dashboard
2. Select “Upload Schedule”

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1. Once on the “Upload Schedule” page select “Choose file”
2. Select the file that contains your meeting timeslots then click “upload”

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1. After choosing the correct file, click upload once again.

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1. The new timeslots will be displayed in a table below and on the “Schedule” page and can be edited and deleted.

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**Emailing Advisees**

1. **Navigate to the faculty dashboard and select “Email Advisees”**

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1. A window will appear, add the desired subject and body and select “Send email” it may take a minute but the emails will be received by all advisees assigned to the advisor. **A screenshot of a computer

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**STUDENT**

**Logging in as an Advisee after Advisor Upload**

1. After an advisor uploads the list of advisees, the added advisees are now able to log in.
2. **Logging in:**
   1. Navigate to the login page
   2. Enter your SRU email as the username
   3. Enter your password.
3. After successful login the Advisee will gain access to the system.

**Finding Advisor Information**

1. Navigate to the student Dashboard
2. Advisor name and email will be displayed under the “Advisor Information” card.

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**Scheduling a meeting**

1. For a student to schedule a meeting with their advisor they must navigate to the Student Dashboard or the Homepage and select “Schedule Meeting”

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The meeting calendar will appear. The student must give their first name, last name, and their email. After the required info in input, choose “select”

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