User Acceptance Testing (UAT) Template

Date	21 February 2026
Team ID	LTVIP2026TMIDS65560
Project Name	Educational Organization Using ServiceNow
Maximum Marks	--

Project Overview:

Project Name: Educational Organization Using ServiceNow

Project Description: A system developed to manage student records, faculty details, course enrollment, admission process, attendance tracking, and report generation for educational institutions.

Project Version: 1.0

Testing Period: 18 February 2025 to 21 February 2025

Testing Scope:

- User login and authentication

- Student registration and admission process

- Course management

- Attendance tracking

- Report generation

- Data validation and record management

[List of User Stories or Requirements to be Tested]

User Requirements Tested

- Admin manages student data
- Student enrollment functionality
- Faculty updates attendance
- System generates reports

Testing Environment:

URL/Location: **:** ServiceNow Cloud Platform (Local Instance)

Credentials (if required): Username: admin
Password: ********

Test Cases:

Test Case ID	Test Scenario	Test Steps	Expected Result	Actual Result	Pass/Fail
TC-001	User Login	Enter valid username and password → Click login	User successfully logs in	Login successful	Pass
TC-002	Invalid Login	Enter wrong credentials → Click login	Error message displayed	Error shown	Pass

Bug Tracking:

Bug ID	Bug Description	Steps to reproduce	Severity	Status	Additional feedback
BG-001	Slow response while loading reports	Login → Generate report	Medium	Closed	Performance optimized
BG-002	Invalid email accepted during registration	Enter wrong email format → Submit	Low	Closed	Validation added

Sign-off:

Tester Name: Chaganti Konda Reddy

Date: 21 February 2026

Signature: Chaganti Konda Reddy

Notes:

- Ensure that all test cases cover both positive and negative scenarios.
- Encourage testers to provide detailed feedback, including any suggestions for improvement.
- Bug tracking should include details such as severity, status, and steps to reproduce.
- Obtain sign-off from both the project manager and product owner before proceeding with deployment.