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| **Use Case ID:** | 003 |
| **Use Case Name:** | Add User |
| **Description:** | Create New User with Access to the System |
| **Actors:** | CU Engage Admin |
| **Pre-Conditions:** | 1. User has administrative access. 2. Organization is not already active in CU Engage. |
| **Post-Conditions:** | 1. New User is listed on CU Engage website with related information. 2. User has access to all appropriate information and privileges with regards to editing organization information. |
| **Frequency of Use:** | Once per User |
| **Flow of Events:** | 1. Existing user opens webpage portal to authentication screen. 2. Enters credentials, and goes to admin page. 3. Hit “Add User” button on admin page. 4. Prompted to enter required information on new user, including, but not limited to basic contact information and the Organizations that user has access to. 5. System checks that an existing user with those credentials does not already exist. 6. Existing user prompted to accept credentials. 7. System creates a user account using the entered information. 8. New user is able to access the CU Engage system and manage their organizations. |
| **Variations:** | 1. Invalid Credentials 2. Cannot create new Organization |
| **Notes and Issues:** | 1. Must enter all pertinent information in fields before new user can be created. 2. Must have connection to create. |
| **Developer Notes:** | User has administrative access and network connection.  Automatic HTML Page making for new Organizations. |