**Use Cases**

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| **Use Case Identifier** | 01 – Staff User Registration |
| **Context** | A user – proctor, auditor, or administrator – must request an administrator to create an account. The request is a meant entirely to be a security protocol to ensure that only authorized individuals are given access to the system. |
| **Scope** | User Accounts |
| **Level** | Primary |
| **Primary Actor** | Proctor, Auditor, Administrator |
| **Stakeholder** | Proctor, Auditor, Administrator |
| **Preconditions** | New User is associated with the education program |
| **Post-conditions** | New User will be granted a Staff User account and access to the system |
| **Trigger** | N/A |
| **Steps** | 1. New user requests an administrator to create a new staff user account 2. Administrator approves the request and creates a new account with the new user’s email address and a temporary password 3. New user gains access to the system and sets new password |
| **Extensions** | 2a. Administrator rejects the request : New user can remediate issues and request an account again |
| **Variations** | N/A |
| **Related Information** | N/A |
| **Priority** | Critical |
| **Performance** | If approved, account is created within 7 business days of request |
| **Frequency** | Infrequent |
| **Channel to Actors** | Email, Phone, Appointment |
| **Open Issues** | N/A |
| **Due Date** | October 2015 |

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| **Use Case Identifier** | 02 – Staff User Login |
| **Context** | A user – proctor, auditor, or administrator – with a valid Staff User Account uses credentials to gain access to the system. |
| **Scope** | User Accounts |
| **Level** | Primary |
| **Primary Actor** | Proctor, Auditor, Administrator |
| **Stakeholder** | Proctor, Auditor, Administrator |
| **Preconditions** | User has a valid Staff User Account |
| **Post-conditions** | Authenticated user is given access to the system |
| **Trigger** | N/A |
| **Steps** | 1. User supplies email address and password to the login form 2. System verifies the authenticity of the credentials and grants the user access to the system |
| **Extensions** | 2a. Credential verification fails : User is alerted that the credentials do not match any system records and is prompted to retry |
| **Variations** | N/A |
| **Related Information** | N/A |
| **Priority** | Critical |
| **Performance** | User should be verified within 5 seconds |
| **Frequency** | Frequent |
| **Channel to Actors** | Web Interface |
| **Open Issues** | N/A |
| **Due Date** | October 2015 |

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| **Use Case Identifier** | 03 – Staff User Account Password Recovery |
| **Context** | A user – proctor, auditor, or administrator – with a valid Staff User Account |
| **Scope** | User Accounts |
| **Level** | Primary |
| **Primary Actor** | Proctor, Auditor, Administrator |
| **Stakeholder** | Proctor, Auditor, Administrator |
| **Preconditions** | User has a valid Staff User Account |
| **Post-conditions** | User is able to reset account password |
| **Trigger** | N/A |
| **Steps** | 1. User enters email address and requests a password reset 2. System verifies the email address is associated with an account and sends a password reset link to that email address 3. User uses the password reset link to navigates to a password reset form 4. System updates the user account with the new password 5. User is able to log into the system with the new password |
| **Extensions** | 2a. Email address is not associated with a Staff User Account : User is alerted that the email address is not associated with a valid Staff User Account  4a. New password is rejected due to incompliance with password policy : User is alerted that the password does not comply with the password policy and is prompted to try again |
| **Variations** | N/A |
| **Related Information** | N/A |
| **Priority** | Low |
| **Performance** | Recovery email should be sent within 5 minutes.  New password should be associated with the account instantly. |
| **Frequency** | Rare |
| **Channel to Actors** | Web Interface, Email |
| **Open Issues** | N/A |
| **Due Date** | December 2015 |

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| **Use Case Identifier** | 04 – Staff User Account Termination |
| **Context** | A user – proctor, auditor, or administrator – resigns from the program and needs to be removed from the system. |
| **Scope** | User Accounts |
| **Level** | Primary |
| **Primary Actor** | Proctor, Auditor, Administrator |
| **Stakeholder** | Proctor, Auditor, Administrator |
| **Preconditions** | User has a valid Staff User Account  User is no longer associated with the program |
| **Post-conditions** | User’s Staff User Account is no longer activated |
| **Trigger** | N/A |
| **Steps** | 1. User resigns from the program 2. System administrator uses the administrator control panel to disable the resigning user’s account 3. System flags the Staff User Account as disabled and disallows logins but does not remove any data from the database |
| **Extensions** | N/A |
| **Variations** | N/A |
| **Related Information** | The user may be exiting the program for any number of reasons. Reasons include: resignation, termination, and dereliction of duty. |
| **Priority** | Low |
| **Performance** | Staff User Account should become disabled instantly. |
| **Frequency** | Rare |
| **Channel to Actors** | Web Interface, Email, Phone, Administrative Request |
| **Open Issues** | N/A |
| **Due Date** | December 2015 |

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| **Use Case Identifier** | 05 – Test Taker Account Registration |
| **Context** | A new student needs to be registered with the system. |
| **Scope** | User Accounts |
| **Level** | Primary |
| **Primary Actor** | Proctor and Test Taker |
| **Stakeholder** | Proctor, Auditor, Test Taker |
| **Preconditions** | Proctor must have a valid Staff User Account.  Proctor must be logged into the system. |
| **Post-conditions** | A new Test Taker Account will be created |
| **Trigger** | N/A |
| **Steps** | 1. Proctor navigates to the Test Center and enters a new Study ID 2. System checks if the Study ID exists in the system 3. Proctor is prompted to confirm the creation of a new Test Taker Account 4. System creates a new Test Taker Account |
| **Extensions** | 2a. Study ID already exists in the system : System displays the existing Test Taker information as normal, effectively cancelling the registration process.  3a. Proctor rejects confirmation : System does not create a new Test Taker Account |
| **Variations** | N/A |
| **Related Information** | A Study ID is assigned by the Proctor as an arbitrary identifier that is not PII |
| **Priority** | Critical |
| **Performance** | Test Taker Account should be created instantly. |
| **Frequency** | Frequent |
| **Channel to Actors** | Web Interface |
| **Open Issues** | N/A |
| **Due Date** | October 2015 |

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| **Use Case Identifier** | 06 – Test Taker Account Login |
| **Context** | A student is being logged into the system to begin a testing session. |
| **Scope** | User Accounts |
| **Level** | Primary |
| **Primary Actor** | Test Taker and Proctor |
| **Stakeholder** | Test Taker, Proctor, Auditor |
| **Preconditions** | Proctor has a valid Staff User Account.  Proctor is logged into the system.  Student has a valid Test Taker Account |
| **Post-conditions** | Test Taker is logged into the system |
| **Trigger** | N/A |
| **Steps** | 1. Proctor navigates to the Test Center and enters the Study ID of the Test Taker 2. System verifies that the Study ID exists in the system and displays the Test Taker information |
| **Extensions** | 2a. Study ID does not exist in the system : [Use Case 05] |
| **Variations** | N/A |
| **Related Information** | N/A |
| **Priority** | Critical |
| **Performance** | Test Taker information should be displayed within 3 seconds |
| **Frequency** | Frequent |
| **Channel to Actors** | Web Interface |
| **Open Issues** | N/A |
| **Due Date** | October 2015 |