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| Use Case: | Retrieve Personal Records | |
| Triggering Event: | Accessing of personal records tab | |
| Brief Description: | The scholar will view recorded personal information | |
| Actor: | Scholar | |
| Stakeholder: | Scholar | |
| Pre-conditions: | A scholar must be present  Scholar must be signed-in to his/her account  A working PC or smart device with access to the SM Foundation web portal must be available | |
| Post-conditions: | The scholar’s personal information is displayed | |
| Flow of Activities: | Scholar | System |
| Navigate to personal records tab  Select a category of information to view  Select whether to view current or historical information | Display available categories  Display relevant information based on category     Display relevant information based on selection |
| Exception Conditions: | If any of the pre-conditions aren’t met, this case cannot be applied | |

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| Use Case: | Upload Scholar Forms | |
| Triggering Event: | Accessing of upload tab | |
| Brief Description: | The scholar will upload required forms | |
| Actor: | Scholar | |
| Stakeholder: | Scholar; SM Foundation | |
| Pre-conditions: | A scholar must be present  Scholar must be signed-in to his/her account  A working PC or smart device with access to the SM Foundation web portal must be available | |
| Post-conditions: | The uploaded form is saved to the database  SM Foundation is informed of the new upload | |
| Flow of Activities: | Scholar | System |
| Navigate to upload tab  Select upload type  Select file to upload  If desired, add a message to the uploaded document  Click submit button | Display upload options  Display upload form      Save uploaded form to the database  Notify SM Foundation via email |
| Exception Conditions: | If any of the pre-conditions aren’t met, this case cannot be applied | |

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| Use Case: | New Scholar Employment | |
| Triggering Event: | Accessing of work tab | |
| Brief Description: | The scholar will fill out the employment information form | |
| Actor: | Scholar | |
| Stakeholder: | Scholar; SM Foundation | |
| Pre-conditions: | A scholar must be present  Scholar must be signed-in to his/her account  Scholar must not have an active employment on the system  A working PC or smart device with access to the SM Foundation web portal must be available | |
| Post-conditions: | SM Foundation is informed of the scholar’s new employment | |
| Flow of Activities: | Scholar | System |
| Navigate to work tab  Fill out employment information form with relevant information  Click submit | Display employment information form  Save information to database  Notify SM Foundation via email |
| Exception Conditions: | If any of the pre-conditions aren’t met, this case cannot be applied | |

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| Use Case: | Send Scholar Message | |
| Triggering Event: | Accessing of contact tab | |
| Brief Description: | The scholar will send a message contacting SM Foundation | |
| Actor: | Scholar | |
| Stakeholder: | Scholar; SM Foundation | |
| Pre-conditions: | A scholar must be present  Scholar must be signed-in to his/her account  A working PC or smart device with access to the SM Foundation web portal must be available | |
| Post-conditions: | SM Foundation is sent the scholar’s message | |
| Flow of Activities: | Scholar | System |
| Navigate to contact tab  Fill out contact form with subject and message  Click submit | Display contact form  Forward the contents of contact form to SM Foundation via email |
| Exception Conditions: | If any of the pre-conditions aren’t met, this case cannot be applied | |

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| Use Case: | Custom Search | |
| Triggering Event: | Inputting of search parameters | |
| Brief Description: | SM Foundation searches for specific records | |
| Actor: | SM Foundation | |
| Stakeholder: | SM Foundation | |
| Pre-conditions: | SM Foundation representative must be present  SM Foundation representative must be signed-in to the SM Foundation account  A working PC or smart device with access to the SM Foundation web portal must be available | |
| Post-conditions: | The results of the custom search are displayed | |
| Flow of Activities: | Scholar | System |
| Navigate to records tab  Enter search parameters into search function | Display records tab  Search database for records matching search parameters  Display search results |
| Exception Conditions: | If any of the pre-conditions aren’t met, this case cannot be applied | |

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| Use Case: | Retrieve Individual Records | |
| Triggering Event: | Accessing of records tab | |
| Brief Description: | SM Foundation views detailed record information | |
| Actor: | SM Foundation | |
| Stakeholder: | SM Foundation | |
| Pre-conditions: | SM Foundation representative must be present  SM Foundation representative must be signed-in to the SM Foundation account  A working PC or smart device with access to the SM Foundation web portal must be available | |
| Post-conditions: | Detailed record information is displayed | |
| Flow of Activities: | Scholar | System |
| Navigate to records tab  Select scholar or school records  Click a record | Display records tab  Display selected type of record  Display detailed information on record |
| Exception Conditions: | If any of the pre-conditions aren’t met, this case cannot be applied | |

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| Use Case: | Generate Custom Report | |
| Triggering Event: | Entering of custom report parameters | |
| Brief Description: | A custom report is generated based on entered report parameters | |
| Actor: | SM Foundation | |
| Stakeholder: | SM Foundation | |
| Pre-conditions: | SM Foundation representative must be present  SM Foundation representative must be signed-in to the SM Foundation account  A working PC or smart device with access to the SM Foundation web portal must be available | |
| Post-conditions: | Custom report is displayed | |
| Flow of Activities: | Scholar | System |
| Navigate to reports tab  Enter custom report parameters  Click generate | Display reports tab  Search database for records matching parameters  Organize records into report format  Display report |
| Exception Conditions: | If any of the pre-conditions aren’t met, this case cannot be applied | |

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| Use Case: | Update Record Information | |
| Triggering Event: | New information available | |
| Brief Description: | SM Foundation updates currently stored record information | |
| Actor: | SM Foundation | |
| Stakeholder: | SM Foundation; Scholar | |
| Pre-conditions: | SM Foundation representative must be present  SM Foundation representative must be signed-in to the SM Foundation account  New information for an existing record must exist  A working PC or smart device with access to the SM Foundation web portal must be available | |
| Post-conditions: | Database is updated with new record information  Internal system triggers are updated | |
| Flow of Activities: | Scholar | System |
| Navigate to records tab  Select scholar or school records  Click a record  Select a field to modify  Click edit  Input new information  Click Save | Display records tab  Display selected type of record  Display detailed information on record  Enable field edit  Update database with new field values  Update triggers |
| Exception Conditions: | If any of the pre-conditions aren’t met, this case cannot be applied | |

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| Use Case: | Automated Event Notification |
| Triggering Event: | System internally detects that an event is upcoming, has completed, or has remained incomplete for 10 days via internal system triggers |
| Brief Description: | System notifies affected external entities of events |
| Actor: | System |
| Stakeholder: | SM Foundation; Scholar; School Registrar |
| Pre-conditions: | An event trigger must have fired |
| Post-conditions: | External entities are notified via email and SMS |
| Flow of Activities: | System |
| Internal system trigger is fired  System sends a notification to the relevant entities reminding them of the event |
| Exception Conditions: | If any of the pre-conditions aren’t met, this case cannot be applied |