

# Testing Protocol

Applications and Admission Requests

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# Load an app from enrollment process

## General Notes:

- Take note of the name / label of the tab in which each data is loaded: it must match the name / label of the tab in the CRM.
- Take note of the choices selected and the data loaded in each section, in order to verify they are correct when shown in the "Review and Submit" stage in CRM.

## FRONT END (PARTNER SITE)

Action	Verification	Additional Instructions	Tab / Step	Check Date & Time
Enter email	Verify that it only allows email format and size limit	It is suggested to use the next email format for testing: <u>test_ddmmy@XX.com</u> where ddmmy is the date and XX is the name or acronym of the tested university	1 - Contact information	
Enter family or surname	Verify that it does not allow Chinese characters, rare characters or infinite size	Use " <b>Test</b> " as family name to identify this is a test application	1 - Contact Information	
Enter first name	Verify that it does not allow Chinese characters, rare characters or infinite size	Enter the real name of the user who's making the test	1 - Contact Information	

Action	Verification	Additional Instructions	Tab / Step	Check Date & Time
Enter preferred first name	Verify that it does not allow Chinese characters, rare characters or infinite size	Enter the real name of the user who's making the test	1 - Contact Information	
Enter middle name	Verify that it does not allow Chinese characters, rare characters or infinite size	Enter the real name of the user who's making the test	1 - Contact Information	
Select program from dropdown menu	Verify that only and all the active programs in CRM are displayed	Deactivate a program from CRM and verify it does not appear in the front end.	1 - Contact Information	
Enter phone number	Verify that it only allows the right country mobile number format		1 - Contact Information	

Action	Verification	Additional Instructions	Tab / Step	Check Date & Time
	Verify email	Verify that the email matches with the one entered on step 1	2 - Create your password	
Create a password			2 - Create your password	
Retype password	Verify that matches with the password entered in the previous field		2 - Create your password	
Verify name	Verify that matches with the one entered on step 1		3 - Student information (Applicant Name)	
Verify family or surname	Verify that matches with the one entered on step 1		3 - Student information (Applicant Name)	
Enter address: street and number	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field		3 - Student information (Address and Phone Number)	

Action	Verification	Additional Instructions	Tab / Step	Check Date & Time
Enter city	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field		3 - Student information (Address and Phone Number)	
Select State	Verify that a dropdown with the US States opens when clicking, including also a Non USA - International option		3 - Student information (Address and Phone Number)	
Enter ZIP code	Verify that it only allows a 5 digits number	If zip code has less than five digits, complete with zeros on the left	3 - Student information (Address and Phone Number)	
Select country	Verify that a dropdown with countries opens when clicking	If "Non USA - International" was selected, it must appear <b>Country</b> and if a US State was selected, it must appear <b>United States of America (USA)</b> by default	3 - Student information (Address and Phone Number)	
	Verify State – Country relation	If a US State was selected and select a country that is not US, the field State must change automatically to (Non USA – International)	3 - Student information (Address and Phone Number)	

Action	Verification	Additional Instructions	Tab / Step	Check Date & Time
Enter alternate email	Verify that it only allows email format and size limit	It is suggested to use the next email format for testing: <u>test_ddmmy@XX.com</u> where ddmmy is the date and XX is the name or acronym of the tested university	3 - Student information (Address and Phone Number)	
Indicate if accept, or not text messages related to the application			3 - Student information (Address and Phone Number)	
Indicate if being US citizen or a Green Card holder	If <b>Yes</b> is selected, the Social Security Number field must appear. If <b>No</b> , the following mandatory fields must appear: Visa Status Citizenship City of birth State Country of birth		3 - Student information (Background Information)	

Action	Verification	Additional Instructions	Tab / Step	Check Date & Time
Input Social Security Number	This option is shown if <b>Yes</b> is selected in the question of being US citizen or a Green Card holder	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field		
Select visa status	This option is shown if <b>No</b> is selected in the question of being US citizen or a Green Card holder	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field	3 - Student information (Background Information)	
Select country of citizenship	This option is shown if <b>No</b> is selected in the question of being US citizen or a Green Card holder	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field	3 - Student information (Background Information)	
Enter birth city	This option is shown if <b>No</b> is selected in the question of being US citizen or a Green Card holder	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field	3 - Student information (Background Information)	
Enter state	This option is shown if <b>No</b> is selected in the question of being US citizen or a Green Card holder	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field	3 - Student information (Background Information)	
Select birth country	This option is shown if <b>No</b> is selected in the question of being US citizen or a Green Card holder	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field	3 - Student information (Background Information)	



Action	Verification	Additional Instructions	Tab / Step	Check Date & Time
Select gender	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field	Verify that matches with the options loaded in the CRM: Applications - Genders	3 - Student information (Background Information)	
Select marital status	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field	Verify that matches with the options loaded in the CRM: Applications - Marital Status	3 - Student information (Background Information)	
Select birth month	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field		3 - Student information (Background Information)	
Select birth day	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field		3 - Student information (Background Information)	
Select birth year	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field	Verify that the last year on the list is the current year minus 18	3 - Student information (Background Information)	
Select the military background option which best applies	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field		3 - Student information (Military)	

Action	Verification	Additional Instructions	Tab / Step	Check Date & Time
Indicate if being a child or spouse/domestic partner of a US veteran or a currently serving military member	Non mandatory data		3 - Student information (Military)	
Verify selected program	Verify that matches with the one selected on step 1		4 - Academic Information (Program of Interest and Desired Start Date)	
Select start date	Verify that matches with the start dates loaded in the CRM and that they are not expired		4 - Academic Information (Program of Interest and Desired Start Date)	
Select highest educational level achieved	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field	Verify that matches with the options loaded in the CRM: Applications - Educational Levels	4 - Academic Information (Highest Education Level Achieved)	
Indicate undergraduate grade-point average (GPA)	Non mandatory data		4 - Academic Information (Highest Education Level Achieved)	
Indicate undergraduate grading scale	Non mandatory data		4 - Academic Information (Highest Education Level Achieved)	

Action	Verification	Additional Instructions	Tab / Step	Check Date & Time
Indicate graduate grade-point average (GPA)	Non mandatory data		4 - Academic Information (Highest Education Level Achieved)	
Indicate graduate grading scale	Non mandatory data		4 - Academic Information (Highest Education Level Achieved)	
Indicate country where attended high school			4 - Academic Information (High School Diploma)	
Indicate state where attended high school			4 - Academic Information (High School Diploma)	
	Verify State – Country relation	If a US State is selected with a country that is not US, the field State must change automatically to (Non USA – International)	4 - Academic Information (High School Diploma)	
Enter high school name	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field		4 - Academic Information (High School Diploma)	

Action	Verification	Additional Instructions	Tab / Step	Check Date & Time
Enter high school code	Non mandatory data		4 - Academic Information (High School Diploma)	
Indicate status of high school graduation	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field		4 - Academic Information (High School Diploma)	
Indicate high school graduation year or expected	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field		4 - Academic Information (High School Diploma)	
Enter name that will appear on high school transcripts	Non mandatory data	Indicate it if it were different from the one entered on step 1	4 - Academic Information (High School Diploma)	
Enter previous colleges that have attended or where currently enrolled	Non mandatory data. But if entering a name, associated fields become mandatory		4 - Academic Information (Previous Colleges)	
Select country of previous college that have attended or where currently enrolled	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field		4 - Academic Information (Previous Colleges)	

Action	Verification	Additional Instructions	Tab / Step	Check Date & Time
Select state of previous college that have attended or where currently enrolled	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field		4 - Academic Information (Previous Colleges)	
	Verify State – Country relation	If a US State is selected with a country that is not US, the field State must change automatically to (Non USA – International)		
Enter city of previous college that have attended or where currently enrolled	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field		4 - Academic Information (Previous Colleges)	
Enter name of previous college that have attended or where currently enrolled	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field		4 - Academic Information (Previous Colleges)	
Enter student ID number of previous college that have attended or where currently enrolled	Non mandatory data		4 - Academic Information (Previous Colleges)	
Indicate if graduated in previous college that have attended	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field		4 - Academic Information (Previous Colleges)	

Action	Verification	Additional Instructions	Tab / Step	Check Date & Time
Select level of study of previous college that have attended or where currently enrolled	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field		4 - Academic Information (Previous Colleges)	
Select graduation year or expected of previous college that have attended or where currently enrolled	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field		4 - Academic Information (Previous Colleges)	
Select year of enrollment of previous college that have attended or where currently enrolled	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field		4 - Academic Information (Previous Colleges)	
Select month of enrollment of previous college that have attended or where currently enrolled	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field		4 - Academic Information (Previous Colleges)	
Select last year attended to previous college or graduate year expected where currently enrolled	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field		4 - Academic Information (Previous Colleges)	

Action	Verification	Additional Instructions	Tab / Step	Check Date & Time
Select last month attended to previous college or graduate month expected where currently enrolled	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field		4 - Academic Information (Previous Colleges)	
Indicate major studied in previous college attended or where currently enrolled	Non mandatory data		4 - Academic Information (Previous Colleges)	
Indicate degree studied or obtained in previous college attended or where currently enrolled	Non mandatory data		4 - Academic Information (Previous Colleges)	
Indicate degree year in previous college attended	Non mandatory data		4 - Academic Information (Previous Colleges)	
Indicate degree month in previous college attended	Non mandatory data		4 - Academic Information (Previous Colleges)	
Enter name that will appear on previous college attended transcripts	Non mandatory data	Indicate it if it were different from the one entered on step 1	4 - Academic Information (Previous Colleges)	

Action	Verification	Additional Instructions	Tab / Step	Check Date & Time
Indicate if ever been placed on academic or disciplinary probation or suspension	Non mandatory data		4 - Academic Information (Disciplinary)	
Select the way in which the studies will be funded	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field	Verify that can select more than one option	5 - Additional Info (How do you plan to fund your education? Check all that apply)	
Indicate if having a computer and a reliable Internet connection	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field		5 - Additional Info (Technology Requirements)	
Indicate if ever been convicted of a felony	Non mandatory data		5 - Additional Info (Criminal Record)	
Indicate ethnicity	Non mandatory data	More than one option can be selected	6 - Additional Info Continued (Ethnicity)	
Indicate employment history - Organization name	Non mandatory data		6 - Additional Info Continued (Employment History)	



Action	Verification	Additional Instructions	Tab / Step	Check Date & Time
Indicate employment history - Position title	Non mandatory data		6 - Additional Info Continued (Employment History)	
Indicate employment history - Country where the organization is located	Non mandatory data - Verify a countries dropdown opens	If selected "Non USA - International", it must appear <i>Country</i> and if selected a US State, it must appear <i>United States of America (USA)</i> by default	6 - Additional Info Continued (Employment History)	
Indicate employment history - State where the organization is located	Non mandatory data		6 - Additional Info Continued (Employment History)	
	Verify State – Country relation	If a US State is selected with a country that is not US, the field State must change automatically to (Non USA – International)		
Indicate where is registered to vote	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field		6 - Additional Info Continued	

Action	Verification	Additional Instructions	Tab / Step	Check Date & Time
Indicate if having driver's license	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field		6 - Additional Info Continued (License and Motor Vehicle Information)	
Indicate if owning a motor vehicle	Mandatory data. Verify that it is not allowed to continue if there is no data entered in this field		6 - Additional Info Continued (License and Motor Vehicle Information)	
Verify that all data loaded in tabs 1 through 6 matches with the right field titles, and appears an appropriate help message (visible when mouse over)			7 - Review & Submit	

**Verify that required documents can be uploaded**

Verify that a document that has been uploaded can be deleted and can be uploaded again

8 - Your Documents "To Do" List



# BACK END (CRM)

Action	Verification	Additional Instructions	Tab / Step	Check Date & Time
Applications – Applications	Verify that an application has been generated		Applications – Applications	
Applications – Applications	Verify that the information on this tab matches with the one entered in step 1 of the application process		1 – Contact	
Applications – Applications	Verify that the information on this tab matches with the one entered in step 2 of the application process	Verify that the users password is visible	2 – User	

Action	Verification	Additional Instructions	Tab / Step	Check Date & Time
Applications – Applications	Verify that the information on this tab matches with the one entered in step 3 of the application process	<p>Verify that the dropdown menus options of the application process match with those on CRM.</p> <p>Verify same State – Country relation that in the application process.</p>	3 – Student	
Applications – Applications	Verify that the information on this tab matches with the one entered in step 4 of the application process	<p>Verify that the dropdown menus options of the application process match with those on CRM.</p> <p>Verify same State – Country relation that in the application process.</p>	4 – Academic	

Action	Verification	Additional Instructions	Tab / Step	Check Date & Time
Applications – Applications	Verify that the information on this tab matches with the one entered in step 5 of the application process		5 – Additional	
Applications – Applications	Verify that the information on this tab matches with the one entered in step 6 of the application process	<p>Verify that the dropdown menus options of the application process match with those on CRM.</p> <p>Verify same State – Country relation that in the application process.</p>	6 – Optional	

Action	Verification	Additional Instructions	Tab / Step	Check Date & Time
Applications – Applications	Verify that all data loaded in tabs 1 through 6 matches with the right field titles, and appears an appropriate help message (visible when mouse over)		7 – Review & Submit	
Applications – Application	Verify that the documents that were uploaded during the application process can be seen, deleted and reloaded, or that an additional file can be uploaded	If delete required loaded files, verify that they change to "pending" status	8 – Docs	



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