

**Script Name** Self-Service  
**Description** This script regression tests the functionality that was delivered in Release I, and tests the additional functionality that was developed for Release II.  
**Created By** Heather Towhidian  
**Prerequisites** N/A  
**Outputs**  
**Use Cases Covered** Email, Self-Service

| Step: | Value to Enter  | Expected Results   | Actual Results | Pass/Fail | SIR# | Test Conditions |
|-------|---|--|----------------|-----------|------|-----------------|
|       | <b>Log-in to FISAP on the Web as Commonwealth Business College</b>  |  |                |           |      |                 |
| 1     | Open Internet Explorer Browser from Desktop                         | Browser opens  |                |           |      |                 |
| 2     | Type in URL <http://dev.cbs.sfa.ed.gov:8531> into address line      | Network Password Login Box appears   |                |           |      |                 |
| 3     | Type <cbs> as your username and <cbstest> as your password          | Field accepts value (this step is for test purposes only and will not be necessary in September)   |                |           |      |                 |
| 4     | Click <ok>  | Login Screen Appears   |                |           |      |                 |
| 5     | Click <Log in> button   | Network Password Login Box appears   |                |           |      |                 |
| 6     | Type <integrate> as your username and <pin1026> as your password    | Field accepts value (this step is for test purposes only and will not be necessary in September)   |                |           |      |                 |
| 7     | Click <ok>  | Login Screen Appears   |                |           |      |                 |
| 8     | Click <Log in> button   | Security message is displayed - if browser is set that way   |                |           |      |                 |
| 9     | Type in <77777777> to the SSN field                                 | Field accepts value  |                |           |      |                 |
| 10    | Type in <Po> into the last two digits of your last name fields      | Field accepts value  |                |           |      |                 |
| 11    | Type in <10221970> in the DOB field                                 | Field accepts value  |                |           |      |                 |
| 12    | Type in <2292> in the PIN field                                     | Field accepts value  |                |           |      |                 |
| 13    | Click <submit request>  | System displays the TG screen  |                |           |      |                 |
| 14    | Click <yes> or appropriate button to agree with the statement       | System displays the Pin-Site Confirming Your Identity screen   |                |           |      |                 |
| 15    | Enter <TG77777> into the TG # field                                 | Field accepts value  |                |           |      |                 |
| 16    | Click <Next>  | The System displays the Change Schools page of the Setup section. There is a dropdown menu with a list of schools available to the User. Single school users will only see one school in the dropdown menu. There is a Change Schools button and a Help button. There is a submenu that lists options available to the User. These options vary depending on the User's privileges. For read/write/submit Users this submenu lists Change Schools, Reallocation Form, Funding Levels, File Management, Administration, and Work-Colleges. n.b (You may need to click <Yes> if a security dialogue box appears) |                |           |      |                 |
| 17    | Select <007172 Commonwealth Business College> from the dropdown box | System selects the desired School  |                |           |      |                 |

| Step: | Value to Enter   | Expected Results  | Actual Results | Pass/Fail | SIR# | Test Conditions |
|-------|--|---|----------------|-----------|------|-----------------|
| 18    | Click <Change Schools> button  | System displays School: <b>Commonwealth Business College</b> Serial #: <b>007172</b> on the Setup - Change Schools page   |                |           |      |                 |
| 19    | <b>User Wants to Test Self-Service Links and Print Documents</b>   |   |                |           |      |                 |
| 20    | Select the <Self-Service> button located on the top navigation bar.  | The Self-Service page is displayed. The page contains three headings - Forms & Reports, Campus Based Notifications, Acknowledgements and Contact Help Desk.<br><b>Forms &amp; Reports contains</b><br>This Year's FISAP Form<br>Submitted Version - All Parts   Part 1   Part 2   Part 3   Part 4   Part 5   Part 6 (PDF)<br>Current Working Version - All Parts   Part 1   Part 2   Part 3   Part 4   Part 5   Part 6 (PDF)<br>Submitted Version - Branch Campus   Additional Information<br>Current Working Version - Branch Campus   Additional Information<br>Debarment Form & Signature Page (PDF)<br>Lobbying Form (PDF)<br>Statement of Account - 2001-2002   2000-2001   1999-2000   1998-1999   1997-1998<br><b>Campus-Based Notifications</b><br>(This is dynamic based on School)<br><b>Acknowledgements</b><br>Submission Log<br>Batch Submittal<br><b>Contact Help Desk</b><br>CB Call Center CBFOB@ed.gov (877) 801-7168<br>IFAP Web Page http://ifap.ed.gov/ |                |           |      |                 |
| 21    | Select <All Parts> from the Forms & Reports section under "This Year's FISAP Form, Current Working Version." | A new window will open and display the document via the Adobe Acrobat Reader.   |                |           |      |                 |
| 22    | Select <File> from the .pdf menu   | File Menu is displayed  |                |           |      |                 |
| 23    | Select <Print> Option  | The Print Menu is displayed   |                |           |      |                 |
| 24    | Select <Print> button  | The Report is printed   |                |           |      |                 |
| 25    | Select <Close> button  | The Report closes   |                |           |      |                 |
| 26    | Close the new window by clicking the <Back> on the browser   | The new window closes. The Self-Service Page is displayed.  |                |           |      |                 |
| 27    | Select <Part 1> from the Forms & Reports section under "This Year's FISAP Form, Current Working Version."    | A new window will open and display the document via the Adobe Acrobat Reader.   |                |           |      |                 |
| 28    | Select <File> from the .pdf menu   | File Menu is displayed  |                |           |      |                 |
| 29    | Select <Print> Option  | The Print Menu is displayed   |                |           |      |                 |
| 30    | Select <Print> button  | The Report is printed   |                |           |      |                 |
| 31    | Close the new window by clicking the <Back> on the browser   | The new window closes. The Self-Service Page is displayed.  |                |           |      |                 |

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| Step: | Value to Enter  | Expected Results   | Actual Results | Pass/Fail | SIR# | Test Conditions |
|-------|---|--|----------------|-----------|------|-----------------|
| 32    | Select <Part 2> from the Forms & Reports section under "This Year's FISAP Form, Current Working Version." | A new window will open and display the document via the Adobe Acrobat Reader.                    |                |           |      |                 |
| 33    | Select <File> from the .pdf menu  | File Menu is displayed   |                |           |      |                 |
| 34    | Select <Print> Option   | The Print Menu is displayed  |                |           |      |                 |
| 35    | Select <Print> button   | The Report is printed  |                |           |      |                 |
| 36    | Close the new window by clicking the <Back> on the browser  | The new window closes. The Self-Service Page is displayed.                                       |                |           |      |                 |
| 37    | Select <Part 3> from the Forms & Reports section under "This Year's FISAP Form, Current Working Version." | A new window will open and display the document via the Adobe Acrobat Reader.                    |                |           |      |                 |
| 38    | Select <File> from the .pdf menu  | File Menu is displayed   |                |           |      |                 |
| 39    | Select <Print> Option   | The Print Menu is displayed  |                |           |      |                 |
| 40    | Select <Print> button   | The Report is printed  |                |           |      |                 |
| 41    | Close the new window by clicking the <Back> on the browser  | The new window closes. The Self-Service Page is displayed.                                       |                |           |      |                 |
| 42    | Select <Part 4> from the Forms & Reports section under "This Year's FISAP Form, Current Working Version." | A new window will open and display the document via the Adobe Acrobat Reader.                    |                |           |      |                 |
| 43    | Select <File> from the .pdf menu  | File Menu is displayed   |                |           |      |                 |
| 44    | Select <Print> Option   | The Print Menu is displayed  |                |           |      |                 |
| 45    | Select <Print> button   | The Report is printed  |                |           |      |                 |
| 46    | Close the new window by clicking the <Back> on the browser  | The new window closes. The Self-Service Page is displayed.                                       |                |           |      |                 |
| 47    | Select <Part 5> from the Forms & Reports section under "This Year's FISAP Form, Current Working Version." | A new window will open and display the document via the Adobe Acrobat Reader.                    |                |           |      |                 |
| 48    | Select <File> from the .pdf menu  | File Menu is displayed   |                |           |      |                 |
| 49    | Select <Print> Option   | The Print Menu is displayed  |                |           |      |                 |
| 50    | Select <Print> button   | The Report is printed  |                |           |      |                 |
| 51    | Close the new window by clicking the <Back> on the browser  | The new window closes. The Self-Service Page is displayed.                                       |                |           |      |                 |
| 52    | Close the new window by clicking the <x> button located on the upper-right corner of the window.          | Close the new window by clicking the <x> button located on the upper-right corner of the window. |                |           |      |                 |
| 53    | Select <Part 6> from the Forms & Reports section under "This Year's FISAP Form, Current Working Version." | A new window will open and display the document via the Adobe Acrobat Reader.                    |                |           |      |                 |
| 54    | Select <File> from the .pdf menu  | File Menu is displayed   |                |           |      |                 |
| 55    | Select <Print> Option   | The Print Menu is displayed  |                |           |      |                 |
| 56    | Select <Print> button   | The Report is printed  |                |           |      |                 |

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| Step: | Value to Enter   | Expected Results  | Actual Results | Pass/Fail | SIR# | Test Conditions |
|-------|--|---|----------------|-----------|------|-----------------|
| 57    | Close the new window by clicking the <Back> on the browser   | The new window closes. The Self-Service Page is displayed.                    |                |           |      |                 |
| 58    | Close the new window by clicking the <x> button located on the upper-right corner of the window.       | The new window closes. The Self-Service Page is displayed.                    |                |           |      |                 |
| 59    | Select <All Parts> from the Forms & Reports section under "This Year's FISAP Form, Submitted Version." | A new window will open and display the document via the Adobe Acrobat Reader. |                |           |      |                 |
| 60    | Select <File> from the .pdf menu   | File Menu is displayed  |                |           |      |                 |
| 61    | Select <Print> Option  | The Print Menu is displayed   |                |           |      |                 |
| 62    | Select <Print> button  | The Report is printed   |                |           |      |                 |
| 63    | Close the new window by clicking the <Back> on the browser   | The new window closes. The Self-Service Page is displayed.                    |                |           |      |                 |
| 64    | Select <Part 1> from the Forms & Reports section under "This Year's FISAP Form, Submitted Version."    | A new window will open and display the document via the Adobe Acrobat Reader. |                |           |      |                 |
| 65    | Select <File> from the .pdf menu   | File Menu is displayed  |                |           |      |                 |
| 66    | Select <Print> Option  | The Print Menu is displayed   |                |           |      |                 |
| 67    | Select <Print> button  | The Report is printed   |                |           |      |                 |
| 68    | Close the new window by clicking the <Back> on the browser   | The new window closes. The Self-Service Page is displayed.                    |                |           |      |                 |
| 69    | Select <Part 2> from the Forms & Reports section under "This Year's FISAP Form, Submitted Version."    | A new window will open and display the document via the Adobe Acrobat Reader. |                |           |      |                 |
| 70    | Select <File> from the .pdf menu   | File Menu is displayed  |                |           |      |                 |
| 71    | Select <Print> Option  | The Print Menu is displayed   |                |           |      |                 |
| 72    | Select <Print> button  | The Report is printed   |                |           |      |                 |
| 73    | Close the new window by clicking the <Back> on the browser   | The new window closes. The Self-Service Page is displayed.                    |                |           |      |                 |
| 74    | Select <Part 3> from the Forms & Reports section under "This Year's FISAP Form, Submitted Version."    | A new window will open and display the document via the Adobe Acrobat Reader. |                |           |      |                 |
| 75    | Select <File> from the .pdf menu   | File Menu is displayed  |                |           |      |                 |
| 76    | Select <Print> Option  | The Print Menu is displayed   |                |           |      |                 |
| 77    | Select <Print> button  | The Report is printed   |                |           |      |                 |
| 78    | Close the new window by clicking the <Back> on the browser   | The new window closes. The Self-Service Page is displayed.                    |                |           |      |                 |
| 79    | Select <Part 4> from the Forms & Reports section under "This Year's FISAP Form, Submitted Version."    | A new window will open and display the document via the Adobe Acrobat Reader. |                |           |      |                 |
| 80    | Select <File> from the .pdf menu   | File Menu is displayed  |                |           |      |                 |
| 81    | Select <Print> Option  | The Print Menu is displayed   |                |           |      |                 |

| Step: | Value to Enter  | Expected Results  | Actual Results | Pass/Fail | SIR# | Test Conditions |
|-------|---|---|----------------|-----------|------|-----------------|
| 82    | Select <Print> button   | The Report is printed   |                |           |      |                 |
| 83    | Close the new window by clicking the <Back> on the browser  | The new window closes. The Self-Service Page is displayed.                                |                |           |      |                 |
| 84    | Select <Part 5> from the Forms & Reports section under "This Year's FISAP Form, Submitted Version." | A new window will open and display the document via the Adobe Acrobat Reader.             |                |           |      |                 |
| 85    | Select <File> from the .pdf menu  | File Menu is displayed  |                |           |      |                 |
| 86    | Select <Print> Option   | The Print Menu is displayed   |                |           |      |                 |
| 87    | Select <Print> button   | The Report is printed   |                |           |      |                 |
| 88    | Close the new window by clicking the <Back> on the browser  | The new window closes. The Self-Service Page is displayed.                                |                |           |      |                 |
| 89    | Select <Part 6> from the Forms & Reports section under "This Year's FISAP Form, Submitted Version." | A new window will open and display the document via the Adobe Acrobat Reader.             |                |           |      |                 |
| 90    | Select <File> from the .pdf menu  | File Menu is displayed  |                |           |      |                 |
| 91    | Select <Print> Option   | The Print Menu is displayed   |                |           |      |                 |
| 92    | Select <Print> button   | The Report is printed   |                |           |      |                 |
| 93    | Close the new window by clicking the <Back> on the browser  | The new window closes. The Self-Service Page is displayed.                                |                |           |      |                 |
| 94    | Select <Submitted Version-Branch Campus Additional Information>                                     | The System displays the Submitted Version-Branch Campus Additional Information Page       |                |           |      |                 |
| 95    | Select <File> from the .pdf menu  | File Menu is displayed  |                |           |      |                 |
| 96    | Select <Print> Option   | The Print Menu is displayed   |                |           |      |                 |
| 97    | Select <Print> button   | The Report is printed   |                |           |      |                 |
| 98    | Select <Current Working Version-Branch Campus Additional Information>                               | The System displays the Current Working Version-Branch Campus Additional Information Page |                |           |      |                 |
| 99    | Select <File> from the new window's top navigation bar  | The File Menu is displayed  |                |           |      |                 |
| 100   | Select <Print> from the file menu   | The System prints the page  |                |           |      |                 |
| 101   | Select <Debarment Form & Signature Page> from the Forms & Reports section.                          | The System displays the Debarment and Signature Page                                      |                |           |      |                 |
| 102   | Select <File> from the .pdf menu  | File Menu is displayed  |                |           |      |                 |
| 103   | Select <Print> Option   | The Print Menu is displayed   |                |           |      |                 |
| 104   | Select <Print> button   | The Report is printed   |                |           |      |                 |
| 105   | Close the new window by clicking the <x> button located on the upper-right corner of the window.    | The new window closes. The Self-Service Page is displayed.                                |                |           |      |                 |
| 106   | Select <Lobbying Form> from the Forms & Reports section.  | A new window will open and display the document via the Adobe Acrobat Reader.             |                |           |      |                 |
| 107   | Close the new window by clicking the <x> button located on the upper-right corner of the window.    | The new window closes. The Self-Service Page is displayed.                                |                |           |      |                 |

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| Step: | Value to Enter   | Expected Results  | Actual Results | Pass/Fail | SIR# | Test Conditions |
|-------|--|---|----------------|-----------|------|-----------------|
| 108   | Select <2001-2002> from the Forms & Reports section under Statement of Account.                  | A new window will open and display the document via the Adobe Acrobat Reader. |                |           |      |                 |
| 109   | Close the new window by clicking the <x> button located on the upper-right corner of the window. | The new window closes. The Self-Service Page is displayed.                    |                |           |      |                 |
| 110   | Select <2000-2001> from the Forms & Reports section under Statement of Account.                  | A new window will open and display the document via the Adobe Acrobat Reader. |                |           |      |                 |
| 111   | Select <File> from the new window's top navigation bar   | The File Menu is displayed  |                |           |      |                 |
| 112   | Select <Print> from the file menu  | The System prints the page  |                |           |      |                 |
| 113   | Close the new window by clicking the <x> button located on the upper-right corner of the window. | The new window closes. The Self-Service Page is displayed.                    |                |           |      |                 |
| 114   | Select <1999-2000> from the Forms & Reports section under Statement of Account.                  | A new window will open and display the document via the Adobe Acrobat Reader. |                |           |      |                 |
| 115   | Select <File> from the new window's top navigation bar   | The File Menu is displayed  |                |           |      |                 |
| 116   | Select <Print> from the file menu  | The System prints the page  |                |           |      |                 |
| 117   | Close the new window by clicking the <x> button located on the upper-right corner of the window. | The new window closes. The Self-Service Page is displayed.                    |                |           |      |                 |
| 118   | Select <1998-1999> from the Forms & Reports section under Statement of Account.                  | A new window will open and display the document via the Adobe Acrobat Reader. |                |           |      |                 |
| 119   | Close the new window by clicking the <x> button located on the upper-right corner of the window. | The new window closes. The Self-Service Page is displayed.                    |                |           |      |                 |
| 120   | Select <1997-1998> from the Forms & Reports section under Statement of Account.                  | A new window will open and display the document via the Adobe Acrobat Reader. |                |           |      |                 |
| 121   | Close the new window by clicking the <x> button located on the upper-right corner of the window. | The new window closes. The Self-Service Page is displayed.                    |                |           |      |                 |
| 122   | Select <Submission Log> from the Acknowledgements section.                                       | A new window will open and display the document via the Adobe Acrobat Reader. |                |           |      |                 |
| 123   | Close the new window by clicking the <x> button located on the upper-right corner of the window. | The new window closes. The Self-Service Page is displayed.                    |                |           |      |                 |
| 124   | Select <Batch Submittal> from the Acknowledgements section.                                      | A new window will open and display the document via the Adobe Acrobat Reader. |                |           |      |                 |
| 125   | Close the new window by clicking the <x> button located on the upper-right corner of the window. | The new window closes. The Self-Service Page is displayed.                    |                |           |      |                 |

| Step: | Value to Enter   | Expected Results   | Actual Results | Pass/Fail | SIR# | Test Conditions |
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| 126   | Select the <CBFOB@ed.gov > link in the Contact the Help Desk section. The link is located in the "Email" column.       | The system activates the User's mail utility. "CBFOB@ed.gov" is populated in the Recipient field.  |                |           |      |                 |
| 127   | Close the mail utility by clicking the <x> button located on the upper-right corner of the window.                     | The email utility closes. The Self-Service Page is displayed.  |                |           |      |                 |
| 128   | Select the <http://ifap.ed.gov/> link in the Contact the Help Desk section. The link is located in the "Email" column. | A new window will open and display the IFAP web page. "www.IFAP.ed.gov" is populated as the URL.   |                |           |      |                 |
| 129   | Close the mail utility by clicking the <x> button located on the upper-right corner of the window.                     | The email utility closes. The Self-Service Page is displayed.  |                |           |      |                 |
| 130   | <b>Log in to Admin Site</b>  |  |                |           |      |                 |
| 131   | Enter <http://dev.cbs.sfa.ed.gov:8531/CBSWebApp/admin/adminWelcome.jsp> into the browser address window                | Window "Enter Network Password", asking for user's name and password is displayed. (Testing only)  |                |           |      |                 |
| 132   | Type <cbs> as your username and <cbstest> as your password   | Field accepts values   |                |           |      |                 |
| 133   | Click <OK>   | Verify that the system displays the Campus-Based Admin Login page. In the center of the page is a Login button. There is a following instruction notifying the Admin User how to proceed: Welcome to Campus-Based Administration.<br><br>To access the Campus-Base |                |           |      |                 |
| 134   | Select <Log In> button   | Network login screen appears.  |                |           |      |                 |
| 135   | Type <integrate> as your username and <pin1026> as your password   | Field accepts value (this step is for testing purposes only and will not be necessary in February).  |                |           |      |                 |
| 136   | Select <OK> or if security browser was displayed, click <Yes> button to accept   | The System displays the PIN Authentication site with the following fields: social security number, first two letters of last name, date of birth, and PIN. The PIN Authentication site is outside of the eCB System.   |                |           |      |                 |
| 137   | Enter <222334444> into the SSN field   | Field accepts value.   |                |           |      |                 |
| 138   | Enter <IM> into the first two letters of last name field   | Field accepts value.   |                |           |      |                 |
| 139   | Enter <10221970> in the DOB field  | Field accepts value.   |                |           |      |                 |
| 140   | Enter <2309> in the PIN number field.  | Field accepts value.   |                |           |      |                 |
| 141   | Select <Submit Request> button   | Security Alert message comes up.   |                |           |      |                 |
| 142   | Select <Yes> button  | The System displays a screen where the Admin User enters the Admin TG number. There is a field to enter a TG number. There is a Next button. There is a following instruction notifying the Admin User how to proceed: "Please enter your TG number using upper    |                |           |      |                 |
| 143   | Enter <TG08899> into the TG field  | Field accepts value.   |                |           |      |                 |

| Step: | Value to Enter   | Expected Results   | Actual Results | Pass/Fail | SIR# | Test Conditions |
|-------|--|--|----------------|-----------|------|-----------------|
| 144   | Click <Next> button  | The System displays the Campus-Based Admin home page. The following links are displayed on the left navigation bar: Accounting, Admin Security, Awards, ComLog, Communications, FISAP Update, FISAP View, Hold Schools, Manual Adjustments, New Schools, PART, PLIST, Recalculation, Reports, Tracking, Waivers, Work College, Log Out   |                |           |      |                 |
| 145   | <b>Admin User Updates Email Text</b>                           |  |                |           |      |                 |
| 146   | Select the <Communication> Link from the left navigation bar   | The System displays the Communications page. There are links to all e-mails available for the current year. Next to each message is a radio button. There is no default radio button. Each option is also a link to a report version of the message text. There is an Edit button. There is a dropdown menu where the Admin User can select a year. Initially only one year is available. Upon succeeding years, the Admin User can access the prior data up to five years. There is a dropdown menu where the Admin User selects a year. There is a Select button. There is an instruction notifying the Admin User how to proceed.   |                |           |      | EM007, EM003    |
| 147   | Select the <radio button> next to the Final Awards e-mail link | A block dot is displays  |                |           |      | EM008           |
| 148   | Select <2001> from dropdown menu                               | The system displays 2001   |                |           |      |                 |
| 149   | Select the <Edit> Button on the bottom of the page             | The System displays the Communications – Edit E-mail Text page. The text of the message is in an input box. The existing text prepopulates this input box. There is an Update button. There is an instruction notifying the Admin User how to proceed. The text reads:<br><br>[MM/DD/YYYY]<br><br>Dear [FAA]:<br>The U.S. Department of Education's eCampus-Based System has determined your school's final funding authorization for the Federal Perkins Loan, Federal Work-Study (FWS), and/or Federal Supplemental Educational Opportunity Grant (FSEOG) programs for the 2002-2003 award year.<br><br>To review details of your notification, please logon to the eCampus-Based System web site at www.cbfnisap.sfa.ed.gov. Select the "Self Service" link from the top navigation bar or main menu. Your data is posted in the "Campus-Based Notifications" section.<br><br>Sincerely,<br><br>The Campus-Based Programs |                |           |      | EM010           |

| Step: | Value to Enter   | Expected Results  | Actual Results | Pass/Fail | SIR# | Test Conditions |
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| 150   | Enter <Is Testing Final Award Email Notification> in the underlined snippet. | Field displays value  |                |           |      | EM010           |
| 151   | Select the <Update> button on bottom of the Page                             | The System displays the Communications page.  |                |           |      | EM009           |
| 152   | Select the <Final Awards> link   | The System displays a report showing the updated text.  |                |           |      | EM011, EM009    |
| 153   | Select <File> from the .pdf menu   | File Menu is displayed  |                |           |      |                 |
| 154   | Select <Print> Option  | The Print Menu is displayed   |                |           |      |                 |
| 155   | Select <Print> button  | The Report is printed   |                |           |      |                 |
| 156   | Select <Close> button  | The Report closes   |                |           |      |                 |
| 157   | <b>Admin User Views the Text for each E-mail</b>                             |   |                |           |      |                 |
| 158   | Select the <Tentative Award Notification> link on the Communications page    | <p>The e-mail displays:</p> <p>[mm/dd/yyyy]</p> <p>Dear [FAA]:</p> <p>The U.S. Department of Education's eCampus-Based System has determined your school's tentative funding levels for the Federal Perkins Loan, Federal Work-Study (FWS), and/or Federal Supplemental Educational Opportunity Grant (FSEOG) programs for the [2002-2003] award year.</p> <p>To review details of your notification, please logon to the eCampus-Based System web site at <a href="http://www.cbfsap.sfa.ed.gov">www.cbfsap.sfa.ed.gov</a>. Select the "Self Service" link from the top navigation bar or main menu. Your data is posted in the "Campus-Based Notifications" section.</p> <p>Sincerely,</p> <p>The Campus-Based Programs</p> |                |           |      | EM004, EM005    |
| 159   | Select the <Close> button  | The report closes and the system displays the Communications page   |                |           |      | EM006           |

| Step: | Value to Enter   | Expected Results   | Actual Results | Pass/Fail | SIR# | Test Conditions |
|-------|--|--|----------------|-----------|------|-----------------|
| 168   | Select the <Close Out Awards> link on the Communications page    | <p>The e-mail displays:<br/> [MM/DD/YYYY]</p> <p>Dear [FAA]:<br/> The U.S. Department of Education's eCampus-Based System has completed the closeout of all 2000-2001 Campus-Based awards.</p> <p>To review details of your notification, please logon to the eCampus-Based System web site at www.cbfsap.sfa.ed.gov. Select the "Self Service" link from the top navigation bar or main menu. Your data is posted in the "Campus-Based Notifications" section.</p> <p>Sincerely,<br/> <br/> The Campus-Based Programs</p>   |                |           |      | EM004, EM005    |
| 169   | Select the <Close> button  | The report closes and the system displays the Communications page  |                |           |      | EM006           |
| 168   | Select the <Supplemental Awards> link on the Communications page | <p>The e-mail displays:<br/> [MM/DD/YYYY]</p> <p>Dear [FAA]:<br/> The U.S. Department of Education's eCampus-Based System has determined your school's supplemental funding for the 2001-2002 award year. Your Statement of Account serves as your notification.</p> <p>To review details of your notification, please logon to the eCampus-Based System web site at www.cbfsap.sfa.ed.gov. Select the "Self Service" link from the top navigation bar or main menu. Your data is posted in the "Campus-Based Notifications" section.</p> <p>Sincerely,<br/> <br/> The Campus-Based Programs</p> |                |           |      | EM004, EM005    |
| 169   | Select the <Close> button  | The report closes and the system displays the Communications page  |                |           |      | EM006           |

| Step: | Value to Enter   | Expected Results  | Actual Results | Pass/Fail | SIR# | Test Conditions |
|-------|--|---|----------------|-----------|------|-----------------|
| 160   | Select the <Perkins Teacher Cancellation Award Notification> link on the Communications page | <p>The e-mail displays:</p> <p>[MM/DD/YYYY]</p> <p>Dear [FAA]:</p> <p>The U.S. Department of Education's eCampus-Based System has determined your school's Perkins Loan Service Cancellation payment letter and worksheet for reimbursement of the 2002-2003 award year.</p> <p>To review details of your notification, please logon to the eCampus-Based System web site at <a href="http://www.cbfsap.sfa.ed.gov">www.cbfsap.sfa.ed.gov</a>. Select the "Self Service" link from the top navigation bar or main menu. Your data is posted in the "Campus-Based Notifications" section.</p> <p>Sincerely,</p> <p>The Campus-Based Programs</p> |                |           |      | EM004, EM005    |
| 161   | Select the <Close> button  | The report closes and the system displays the Communications page   |                |           |      | EM006           |
| 162   | Select the <Hold School> link on the Communications page                                     | <p>The e-mail displays:</p> <p>[MM/DD/YYYY]</p> <p>Dear [FAA]:</p> <p>The U.S. Department of Education's eCampus-Based System has placed your school's final funding for the 2002-2003 award year on Hold.</p> <p>To review details of your notification, please logon to the eCampus-Based System web site at <a href="http://www.cbfsap.sfa.ed.gov">www.cbfsap.sfa.ed.gov</a>. Select the "Self Service" link from the top navigation bar or main menu. Your data is posted in the "Campus-Based Notifications" section.</p> <p>Sincerely,</p> <p>The Campus-Based Programs</p>   |                |           |      | EM004, EM005    |
| 163   | Select the <Close> button  | The report closes and the system displays the Communications page   |                |           |      | EM006           |

| Step: | Value to Enter   | Expected Results  | Actual Results | Pass/Fail | SIR# | Test Conditions |
|-------|--|---|----------------|-----------|------|-----------------|
| 164   | Select the <Safeguard Procedure Notifications> link on the Communications page | <p>Email Displays: MM/DD/YYYY]</p> <p>Dear [FAA]:<br/> The U.S. Department of Education's eCampus-Based System has reviewed and responded to your school's Safeguard Procedures Report. Please forward this e-mail notification to the IRS Skiptracing Service contact at your school.</p> <p>To review details of your notification, please logon to the eCampus-Based System web site at www.cbfsap.sfa.ed.gov. Select the "Self Service" link from the top navigation bar or main menu. Your data is posted in the "Campus-Based Notifications" section.</p> <p>Sincerely,<br/><br/> The Campus-Based Programs</p> |                |           |      |                 |
| 165   | Select the <Close> button  | The report closes and the system displays the Communications page   |                |           |      |                 |
| 166   | Select the <Safeguard Activity Notifications> link on the Communications page  | <p>Email Displays: MM/DD/YYYY]</p> <p>Dear [FAA]:<br/> The U.S. Department of Education's eCampus-Based System has reviewed and responded to your school's Safeguard Activity Report. Please forward this e-mail notification to the IRS Skiptracing Service contact at your school.</p> <p>To review details of your notification, please logon to the eCampus-Based System web site at www.cbfsap.sfa.ed.gov. Select the "Self Service" link from the top navigation bar or main menu. Your data is posted in the "Campus-Based Notifications" section.</p> <p>Sincerely,<br/><br/> The Campus-Based Programs</p>   |                |           |      |                 |
| 167   | Select the <Close> button  | The report closes and the system displays the Communications page   |                |           |      |                 |

| Step: | Value to Enter   | Expected Results   | Actual Results | Pass/Fail | SIR# | Test Conditions |
|-------|--|--|----------------|-----------|------|-----------------|
| 166   | Select the <ELC 1 Notification Letter> link on the Communications page | The e-mail displays:<br>MM/DD/YYYY]<br><br>Dear [FAA]:<br>The U.S. Department of Education's eCampus-Based System has reason to believe that your Federal Perkins Loan Program Fund may contain more money than your school requires for expenditures in the foreseeable future.<br>To review details of your notification, please logon to the eCampus-Based System web site at www.cbfnisap.sfa.ed.gov. Select the "Self Service" link from the top navigation bar or main menu. Your data is posted in the "Campus-Based Notifications" section.<br><br>Sincerely,<br><br>The Campus-Based Programs |                |           |      | EM004, EM005    |
| 167   | Select the <Close> button  | The report closes and the system displays the Communications page  |                |           |      | EM006           |
| 168   | Select the <ELC 2 Notification Letter> link on the Communications page | The e-mail displays:<br>MM/DD/YYYY]<br><br>Dear [FAA]:<br>The U.S. Department of Education's eCampus-Based System has reason to believe that your Federal Perkins Loan Program Fund may contain more money than your school requires for expenditures in the foreseeable future.<br>To review details of your notification, please logon to the eCampus-Based System web site at www.cbfnisap.sfa.ed.gov. Select the "Self Service" link from the top navigation bar or main menu. Your data is posted in the "Campus-Based Notifications" section.<br><br>Sincerely,<br><br>The Campus-Based Programs |                |           |      | EM004, EM005    |
| 169   | Select the <Close> button  | The report closes and the system displays the Communications page  |                |           |      | EM006           |

| Step: | Value to Enter  | Expected Results   | Actual Results | Pass/Fail | SIR# | Test Conditions |
|-------|---|--|----------------|-----------|------|-----------------|
| 168   | Select the <ELC 3 Notification Letter> link on the Communications page      | <p>The e-mail displays:<br/>MM/DD/YYYY]</p> <p>Dear [FAA]:<br/>The U.S. Department of Education's eCampus-Based System has reason to believe that your Federal Perkins Loan Program Fund may contain more money than your school requires for expenditures in the foreseeable future.<br/>To review details of your notification, please logon to the eCampus-Based System web site at www.cbfnisap.sfa.ed.gov. Select the "Self Service" link from the top navigation bar or main menu. Your data is posted in the "Campus-Based Notifications" section.</p> <p>Sincerely,<br/><br/>The Campus-Based Programs</p>             |                |           |      | EM004, EM005    |
| 169   | Select the <Close> button   | The report closes and the system displays the Communications page  |                |           |      | EM006           |
| 170   | Select the <ELC Second Notification Letter> link on the Communications page | <p>The e-mail displays: [MM/DD/YYYY]</p> <p>Dear [FAA]:<br/>The U.S. Department of Education's eCampus-Based System has not yet received a response from your school regarding the potential excess liquid capital in your school's Federal Perkins Loan Program for the 2002-2003 award year.</p> <p>To review details of your notification, please logon to the eCampus-Based System web site at www.cbfnisap.sfa.ed.gov. Select the "Self Service" link from the top navigation bar or main menu. Your data is posted in the "Campus-Based Notifications" section.</p> <p>Sincerely,<br/><br/>The Campus-Based Programs</p> |                |           |      | EM004, EM005    |
| 171   | Select the <Close> button   | The report closes and the system displays the Communications page  |                |           |      | EM006           |

| Step: | Value to Enter  | Expected Results  | Actual Results | Pass/Fail | SIR# | Test Conditions |
|-------|---|---|----------------|-----------|------|-----------------|
| 172   | Select the <Excess Cash Notification Letter> link on the Communications page            | <p>The e-mail displays:<br/>MM/DD/YYYY]</p> <p>Dear [FAA]:<br/>The U.S. Department of Education's eCampus-Based System has reviewed and responded to your school's reply regarding the potential excess liquid capital in your school's Federal Perkins Loan Program 2002-2003 award year.</p> <p>To review details of your notification, please logon to the eCampus-Based System web site at www.cbfsap.sfa.ed.gov. Select the "Self Service" link from the top navigation bar or main menu. Your data is posted in the "Campus-Based Notifications" section.</p> <p>Sincerely,</p> <p>The Campus-Based Programs</p>  |                |           |      | EM004, EM005    |
| 173   | Select the <Close> button   | The report closes and the system displays the Communications page   |                |           |      | EM006           |
| 162   | Select the <Reponse Accepted - No Payment Notification> link on the Communications page | <p>The e-mail displays:<br/>[MM/DD/YYYY]</p> <p>Dear [FAA]:<br/>The U.S. Department of Education's eCampus-Based System has reviewed and responded to your school's reply regarding the potential excess liquid capital in your school's Federal Perkins Loan Program 2002-2003 award year.</p> <p>To review details of your notification, please logon to the eCampus-Based System web site at www.cbfsap.sfa.ed.gov. Select the "Self Service" link from the top navigation bar or main menu. Your data is posted in the "Campus-Based Notifications" section.</p> <p>Sincerely,</p> <p>The Campus-Based Programs</p> |                |           |      | EM004, EM005    |
| 163   | Select the <Close> button   | The report closes and the system displays the Communications page   |                |           |      | EM006           |

| Step: | Value to Enter   | Expected Results   | Actual Results | Pass/Fail | SIR# | Test Conditions |
|-------|--|--|----------------|-----------|------|-----------------|
| 164   | Select the <Response Denied- No Payment Notification> link on the Communications page        | <p>The e-mail displays:</p> <p>[MM/DD/YYYY]</p> <p>Dear [FAA]:</p> <p>The U.S. Department of Education's eCampus-Based System has reviewed and responded to your school's reply regarding the potential excess liquid capital in your school's Federal Perkins Loan Program 2002-2003 award year.</p> <p>To review details of your notification, please logon to the eCampus-Based System web site at <a href="http://www.cbfnisap.sfa.ed.gov">www.cbfnisap.sfa.ed.gov</a>. Select the "Self Service" link from the top navigation bar or main menu. Your data is posted in the "Campus-Based Notifications" section.</p> <p>Sincerely,</p> <p>The Campus-Based Programs</p> |                |           |      | EM004, EM005    |
| 165   | Select the <Close> button  | The report closes and the system displays the Communications page  |                |           |      | EM006           |
| 166   | Select the <Response Accepted- Partial Payment Notification> link on the Communications page | <p>The e-mail displays:</p> <p>[MM/DD/YYYY]</p> <p>Dear [FAA]:</p> <p>The U.S. Department of Education's eCampus-Based System has reviewed and responded to your school's reply regarding the potential excess liquid capital in your school's Federal Perkins Loan Program 2002-2003 award year.</p> <p>To review details of your notification, please logon to the eCampus-Based System web site at <a href="http://www.cbfnisap.sfa.ed.gov">www.cbfnisap.sfa.ed.gov</a>. Select the "Self Service" link from the top navigation bar or main menu. Your data is posted in the "Campus-Based Notifications" section.</p> <p>Sincerely,</p> <p>The Campus-Based Programs</p> |                |           |      | EM004, EM005    |
| 167   | Select the <Close> button  | The report closes and the system displays the Communications page  |                |           |      | EM006           |

| Step: | Value to Enter  | Expected Results  | Actual Results | Pass/Fail | SIR# | Test Conditions |
|-------|---|---|----------------|-----------|------|-----------------|
| 168   | Select the <Response Denied - Partial Payment Notification> link on the Communications page | <p>The e-mail displays:<br/> [MM/DD/YYYY]</p> <p>Dear [FAA]:<br/> The U.S. Department of Education's eCampus-Based System has reviewed and responded to your school's reply regarding the potential excess liquid capital in your school's Federal Perkins Loan Program 2002-2003 award year.</p> <p>To review details of your notification, please logon to the eCampus-Based System web site at www.cbfsap.sfa.ed.gov. Select the "Self Service" link from the top navigation bar or main menu. Your data is posted in the "Campus-Based Notifications" section.</p> <p>Sincerely,</p> <p>The Campus-Based Programs</p> |                |           |      | EM004, EM005    |
| 169   | Select the <Close> button   | The report closes and the system displays the Communications page   |                |           |      | EM006           |
| 168   | Select the <FCC Returned Notification> link on the Communications page                      | <p>The e-mail displays:<br/> [MM/DD/YYYY]</p> <p>Dear [FAA]:<br/> The U.S. Department of Education's eCampus-Based System has reviewed and responded to your school's reply regarding the potential excess liquid capital in your school's Federal Perkins Loan Program 2002-2003 award year.</p> <p>To review details of your notification, please logon to the eCampus-Based System web site at www.cbfsap.sfa.ed.gov. Select the "Self Service" link from the top navigation bar or main menu. Your data is posted in the "Campus-Based Notifications" section.</p> <p>Sincerely,</p> <p>The Campus-Based Programs</p> |                |           |      | EM004, EM005    |

Self-Service Script  
DRAFT  
6/4/2002

| Step: | Value to Enter   | Expected Results  | Actual Results | Pass/Fail | SIR# | Test Conditions |
|-------|--|---|----------------|-----------|------|-----------------|
| 169   | Select the <Close> button  | The report closes and the system displays the Communications page   |                |           |      | EM006           |
| 168   | Select the <Title III Waiver Notification> link on the Communications page | <p>The e-mail displays:</p> <p>[mm/dd/yyyy]<br/> Dear [FAA]:<br/> The U.S. Department of Education's eCampus-Based System has posted information regarding your school's [2002-2003] Title III waiver.</p> <p>To review details of your notification, please logon to the eCampus-Based System web site at www.cbfsap.sfa.ed.gov. Select the "Self Service" link from the top navigation bar or main menu. Your data is posted in the "Campus-Based Notifications" section.</p> <p>Sincerely,<br/> The Campus-Based Programs</p>  |                |           |      | EM004, EM005    |
| 169   | Select the <Close> button  | The report closes and the system displays the Communications page   |                |           |      | EM006           |
| 166   | Select the <Under Use Waiver Notification> link on the Communications page | <p>The e-mail displays:</p> <p>[mm/dd/yyyy]<br/> Dear [FAA]:<br/> The U.S. Department of Education's eCampus-Based System has reviewed and responded to your school's request for a waiver of the under use penalty for the [2002-2003] award year.</p> <p>To review details of your notification, please logon to the eCampus-Based System web site at www.cbfsap.sfa.ed.gov. Select the "Self Service" link from the top navigation bar or main menu. Your data is posted in the "Campus-Based Notifications" section.</p> <p>Sincerely,<br/> The Campus-Based Programs</p> |                |           |      | EM004, EM005    |
| 167   | Select the <Close> button  | The report closes and the system displays the Communications page   |                |           |      | EM006           |

| Step: | Value to Enter   | Expected Results   | Actual Results | Pass/Fail | SIR# | Test Conditions |
|-------|--|--|----------------|-----------|------|-----------------|
| 164   | Select the <Community Service Waiver Notification> link on the Communications page | The e-mail displays:<br><br>[mm/dd/yyyy]<br>Dear [FAA]:<br>The U.S. Department of Education's eCampus-Based System has reviewed and responded to your school's request for a waiver of the Federal Work-Study community service requirements for the [2002-2003] award year.<br><br>To review details of your notification, please logon to the eCampus-Based System web site at www.cbfsip.sfa.ed.gov. Select the "Self Service" link from the top navigation bar or main menu. Your data is posted in the "Campus-Based Notifications" section.<br><br>Sincerely,<br>The Campus-Based Programs |                |           |      | EM004, EM005    |
| 165   | Select the <Close> button  | The report closes and the system displays the Communications page  |                |           |      | EM006           |
| 170   | Select the <Award Modifications> link on the Communications page                   | The e-mail displays:<br><br>[MM/DD/YYYY]<br><br>Dear [FAA]:<br>The U.S. Department of Education's eCampus-Based System has adjusted your award authorizations for the 2002-2003 award year. Your Statement of Account serves as your notification.<br><br>To review details of your notification, please logon to the eCampus-Based System web site at www.cbfsip.sfa.ed.gov. Select the "Self Service" link from the top navigation bar or main menu. Your data is posted in the "Campus-Based Notifications" section.<br><br>Sincerely,<br><br>The Campus-Based Programs                       |                |           |      | EM004, EM005    |
| 171   | Select the <Close> button  | The report closes and the system displays the Communications page  |                |           |      | EM006           |
| 172   | Select the <Home> from the top navigation bar                                      | The Campus-Based Admin Page is displayed   |                |           |      | EM006           |
| 173   | <b>Admin Wants to Log Out of the System</b>  |  |                |           |      |                 |
| 174   | Select the <Logout> link from the left navigation bar                              | The System displays the log out warning message, there is a Yes and a No button.   |                |           |      |                 |
| 175   | Select the <Yes> button  | The System displays the Log in Page  |                |           |      |                 |