Agent Application System User Guide

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How to log into the Agent Application System

You will receive an email notifying you of your username and temporary password.

If you are also the Branch Manager or Counsellor of your agency in addition to being the Director, you will receive separate log in details. For more information about logging in as a Counsellor or Branch Manager, please refer to the guide for Branch Managers and Counsellors.

To log in, please go to: http://evision.kent.ac.uk.

The first time you log in, you will be prompted to set a new password. You should ensure that this is between 9 and 16 characters long and is easy to remember. Once you have entered your password, you will then be logged into the Agent Application System.

If you forget your password, simply click on ‘Forgot your password’ and fill in your usual username and email address. In the date of birth field, please enter 01/Jan/1990. A new password will be sent to your email address, which you will be required to change again when you log in.
Navigating the Agent Application System

Once logged in, you will be taken to the homepage. Below is an overview of this screen. Each section will then be covered in further detail in this guide:

- **Home**: Use this button to return to this page from elsewhere in the portal.
- **Agency Details**: Your agency name.
- **Manage Applications**: Track submitted applications here. Please note you will need to log in as a Branch Manager or Counsellor if you wish to create or continue a new application.
- **Communications**: Contact a member of the International Development, or ask a question on behalf of the applicant via the Kent Enquiry System.
- **View a PDF copy of your contract**
- **Useful Links**: Access useful information from the Kent website.
- **You can find a link to this guide here**
Manage Applications

This section provides a tool for tracking all the applications submitted by your agency.

Please note that if you would like to create or continue an application you will need to log in as a Counsellor or Branch Manager. If you do not have a Counsellor or Branch Manager log in, please email international@kent.ac.uk to request one. Please refer to the guide for Branch Managers and Counsellors for information about submitting a new application.

Track Applications

This option allows you to search for applications submitted by your agency. Please note that this can only be used to search for submitted applications, not those that have been saved but not yet submitted. This tool can be used to search for single or multiple applications. You can use it to view the status of your agency’s applications, to upload documents in response to information requests or to fulfil conditions, to view all applicants submitted by one branch, a number of branches or all branches, or to view all the students who applied in a specific year or for a specific course.

Therefore, the International Development team will no longer be sending you agent updates, as you can now view this yourself on the agent application system.

The only mandatory field in the list is Academic Year, which will default to the next academic year. Remember that you will need to change or add the current academic year to the search to view pre-sessional applications, and you will need to change or add the year after next to view deferred applications. To view all the applications that your agency has submitted please leave all the other fields blank and click on Search.
In the results presented, you can click on each heading in the table to sort the data (for example, you may wish to sort the applications by branch if you have searched on multiple branches). At this stage you also have the option to copy the data, save it as a spreadsheet or PDF, or print.

Clicking on the applicant ID in the left hand column will take you through to the application hub for that applicant. From here you will be able to perform various tasks on behalf of the applicant:

**Communications**

If you need to contact Kent regarding your branch or contract, use the link to international@kent.ac.uk.

If you wish to raise a query on behalf of an applicant, you should click on the To ask a question on behalf of an Applicant click here link to go into the Kent Enquiry System (KES) and log an enquiry.