



# Agent Application System User Guide

## Directors

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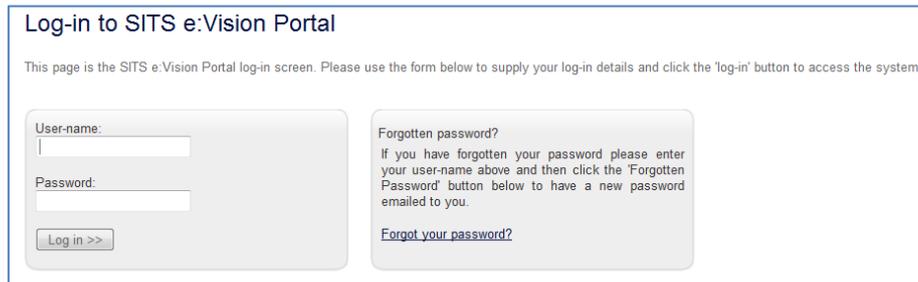
Communications

## *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 screenshot shows a web page titled "Log-in to SITS e:Vision Portal". Below the title is a small instruction: "This page is the SITS e:Vision Portal log-in screen. Please use the form below to supply your log-in details and click the 'log-in' button to access the system." The form is divided into two main sections. The left section contains a "User-name:" label above a text input field, a "Password:" label above another text input field, and a "Log in >>" button below them. The right section is titled "Forgotten password?" and contains the text: "If you have forgotten your password please enter your user-name above and then click the 'Forgotten Password' button below to have a new password emailed to you." Below this text is a blue link labeled "Forgot your password?".

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:

The screenshot shows the 'Agent Application System' homepage. At the top left is a 'Home' button. The main content is divided into three columns: 'Agency Details', 'Manage Applications', and 'Useful Links'. The 'Agency Details' section shows 'Karen's Test Agency' and a table of documents. The 'Manage Applications' section contains instructions and a 'Track submitted applications' link. The 'Communications' section provides contact information. The 'Useful Links' section lists 'Online Prospectus', 'Accommodation at Kent', and 'Student Finance'. Red arrows point from callout boxes to these various elements.

**Home:** Use this button to return to this page from elsewhere in the portal

You can find a link to this guide here

**Agency Details:** Your agency name

**Agency Details:** Karen's Test Agency

| Type                   | Document Link  | Date Created |
|------------------------|--|--------------|
| Copy of Agent Contract | <a href="#">View Karen's Test Agency Contract Copy</a> | 02/Jun/2014  |

[Help! How to use this Portal](#)

View a PDF copy of your contract

**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

Please note that to create or continue an application you will need to [log in](#) as a branch counsellor or manager. If you do not have a counsellor or manager log in, please email [international@kent.ac.uk](mailto:international@kent.ac.uk) to request one.

[Track submitted applications](#)

**Communications:** Contact a member of the International Development, or ask a question on behalf of the applicant via the Kent Enquiry System.

For Agency or Branch queries, email [international@kent.ac.uk](mailto:international@kent.ac.uk) or telephone +44(0) 1227 824904.

To view a list of our staff members [click here](#).

To ask a question on behalf of an Applicant [click here](#).

**Useful Links:** Access useful information from the Kent website

- Online Prospectus
- Accommodation at Kent
- Student Finance

## Manage Applications

### Manage Applications

Please note that to create or continue an application you will need to [log in](#) as a branch counsellor or manager. If you do not have a counsellor or manager log in, please email [international@kent.ac.uk](mailto:international@kent.ac.uk) to request one.

▶ [Track submitted applications](#)

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](mailto: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.

**Track Applicants In My Branches**

This screen allows you to enter your search criteria to retrieve either a single application or several applications meeting the criteria. Please note that if you do not limit search criteria the results may take some time to be displayed or even timeout. If searching for a specific course which contains '3', replace with '\*'.

**Agent Screen Report**

Enter search criteria

|  |   |  |  |
|--|---|--|--|
| Branch (use CTRL+click to select multiple) | <input type="text" value="Atlantis Agency, Darwin"/><br><input type="text" value="Atlantis Agency, Grimond"/><br><input type="text" value="Atlantis Agency, Keynes"/><br><input type="text" value="Atlantis Agency, Rutherford"/>   |  |  |
| Applicant ID                               | <input type="text"/>  |  |  |
| Surname/Family Name                        | <input type="text"/>  |  |  |
| Forename                                   | <input type="text"/>  |  |  |
| Date of birth                              | <input type="text"/>  |  |  |
| Nationality                                | <input type="text"/>  |  |  |
| Country of Domicile                        | <input type="text"/>  |  |  |
| Academic Year                              | <input type="text" value="2012-13"/><br><input type="text" value="2013-14"/><br><input type="text" value="2014-15"/><br><input type="text" value="2015-16"/>  |  |  |
| Course                                     | <input type="text"/>  |  |  |
| Department                                 | <input type="text"/>  |  |  |
| Decision Status                            | <input type="text" value="No Decision"/><br><input type="text" value="Unconditional"/><br><input type="text" value="Conditional"/><br><input type="text" value="Reject"/>   |  |  |
| Campus                                     | <input type="text" value="University of Kent - Canterbury"/><br><input type="text" value="University of Kent - Medway"/><br><input type="text" value="University of Kent - Brussels"/><br><input type="text" value="University of Kent - Athens"/><br><input type="text" value="University of Kent - Paris"/><br><input type="text" value="University of Kent - Rome"/><br><input type="text" value="Medway School of Pharmacy"/> |  |  |
| Level                                      | <input type="text" value="Pre-sessional"/><br><input type="text" value="Undergraduate"/><br><input type="text" value="Postgraduate Taught"/><br><input type="text" value="Postgraduate Research"/>  |  |  |

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.

**Search Results**  
The following is a list of applicants based on the criteria you entered on the previous screen.

Show 10 entries

| Applicant ID | Name              | Date of Birth | Branch                     | Course  | Year of Entry | Current Decision Status           | Nationality | Country of Domicile | CAS Status          |
|--------------|-------------------|---------------|----------------------------|---|---------------|-----------------------------------|-------------|---------------------|---------------------|
| 14000029     | GAZZA BALE        | 11May1988     | Abantis Agency, Darwin     | Management Science (Business Anal/Aca) - MSc - full-time at Canterbury                                  | 2014-15       | No Decision - No Response         | Bahrain     | Grenada             | Not ready for issue |
| 14000365     | LEENA ILOHA       | 07Nov1993     | Abantis Agency, Darwin     | European Studies (Spanish/Italian) - BA (Hons) - full-time at Canterbury                                | 2013-14       | Conditional Offer - No Response   | British     | England             | Not ready for issue |
| 14000366     | LEENA ILOHA       | 07Nov1993     | Abantis Agency, Darwin     | Law & Accounting & Finance - BA (Hons) - full-time at Canterbury  | 2014-15       | No Decision - No Response         | British     | England             | Not ready for issue |
| 14000658     | ANTONY BRENTON    | 07Jan1977     | Abantis Agency, Darwin     | Pre-Sessional English (B2) - Credit - full-time at Canterbury   | 2014-15       | Conditional Offer - No Response   | British     | England             | Not ready for issue |
| 15000118     | HARIHARAN PATEL   | 14Jun1995     | Abantis Agency, Darwin     | Electronic & Communications Engineering with a year in Industry - BEng (Hons) - full-time at Canterbury | 2014-15       | No Decision - No Response         | British     | England             | Not ready for issue |
| 15000118     | HARIHARAN PATEL   | 14Jun1995     | Abantis Agency, Darwin     | Computing - BSc (Hons) - Full-time at Medway  | 2014-15       | No Decision - No Response         | British     | England             | Not ready for issue |
| 15000333     | ANDERSON SILVA    | 01Jan1980     | Abantis Agency, Darwin     | Karen Test Course - MSc - Full Time at Canterbury   | 2014-15       | No Decision - No Response         | British     | Angola              | Not ready for issue |
| 16000008     | LUCY HUTCHINSON   | 03Mar1988     | Abantis Agency, Grimsby    | Applied Actuarial Science - MSc - full-time at Canterbury   | 2013-14       | Conditional Offer - Decline       | Brazilian   | Benin               | Not ready for issue |
| 1191403      | ELIZABETH BENNETT | 01Jan1990     | Abantis Agency, Keynes     | Applied Actuarial Science - MSc - full-time at Canterbury   | 2013-14       | Unconditional Offer - Firm accept | Chinese     |                     | Not ready for issue |
| 16000024     | JOHN KENNEDY      | 09Aug1966     | Abantis Agency, Rutherford | Actuarial Science - PDip - part-time at Canterbury  | 2013-14       | Unconditional Offer - No Response | Afghan      | Afghanistan         | Not ready for issue |

Showing 1 to 10 of 10 entries

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:

**Current Applications**

These are the applications **Antony Brenton (14000658)** has made for the current or future academic year(s).

Please note that when you take an action from this screen, you are working on behalf of the applicant. Scroll to the bottom of the screen for further options. Close this tab/window to return to your Agent portal.

**Pre-Sessional English (B2) - Credit - full-time at Canterbury**

Starting 29 September 2014

Current status: **Offer made**

This is a summary of your conditions of offer. For full details of the offer made to you please view your offer letter.

| Condition           | Status  |
|---------------------|---|
| View offer letter   |   |
| Provide information | It is your responsibility to satisfy your conditions of offer. You can provide information here once you have documentation available to send us. |

**Applicant Tasks**

Use the links below to view information about the applicant and carry out tasks on their behalf. Please click on the question mark icon against each option for further details on what each link is for.

- Intay
- Student Visa
- Correspondence History

View the current status of the application and use the buttons to view the offer letter or provide information

Use these links to perform other tasks on behalf of applicants. Clicking the question mark icon will reveal guidance about each option.

## Communications

**Communications**

To contact International Development about your Agency or Branch, email [international@kent.ac.uk](mailto:international@kent.ac.uk) or telephone +44(0)1227 824904.

To view a list of our staff members, [click here](#).

To ask a question on behalf of an Applicant [click here](#).

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