Agent Application System User Guide

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How to log into the Agent Application System

To log into the agent portal, please go to: [http://evision.kent.ac.uk](http://evision.kent.ac.uk). You will receive an email notifying you of your username and temporary 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 and is easy to remember. Once you have entered your password, you will then be logged into the Agent Application System.

**Forgotten your password?**
If you forget your password, simply click on ‘I have forgotten my password’ and fill in your usual username and email address. In the date of birth field, please enter 01/Jan/1990, and then click on ‘Go’.

A new password will be sent to your email address, which you will be required to change again when you log in.

**Counsellors or Branch Managers at more than 1 branch**
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](#).
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:

- **Manage Applications**: Continue saved applications here. Please note you will need to log in as a Branch Manager or Counsellor if you wish to create a new application.
- **Agency Details**: Your agency name appears here.
- **Communications**: Contact the International Recruitment team, or find a specific member of staff.
- **Helpful Links**: Access useful information from the Kent website.
- **Agent Application System**
  - You can find a link to this guide here.
  - Here you will be able to view a PDF version of your contract.
Communications

If you wish to raise a query on behalf of an applicant, or if you need to contact Kent regarding your branch or contract, use the link to international@kent.ac.uk.

For Agency, Branch and Applicant queries, email international@kent.ac.uk or telephone +44(0)1227 824904.
To view a list of our staff members click here.

You can also view a list of the International Recruitment staff members.