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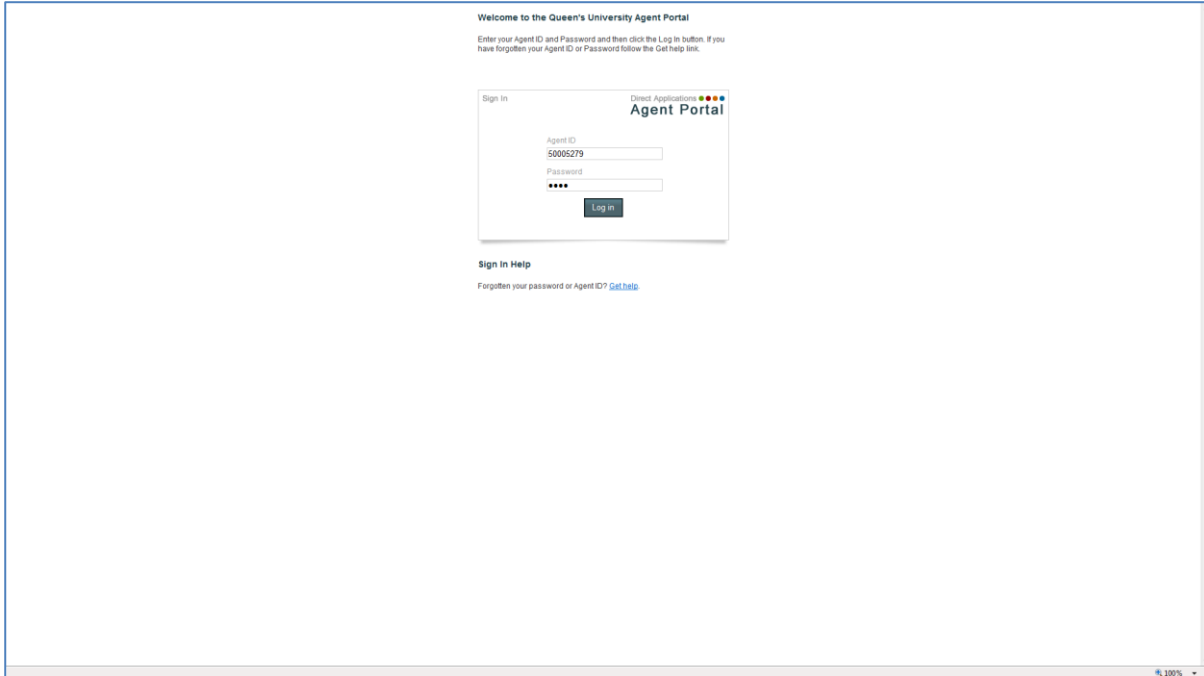
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Accessing the Agent Portal

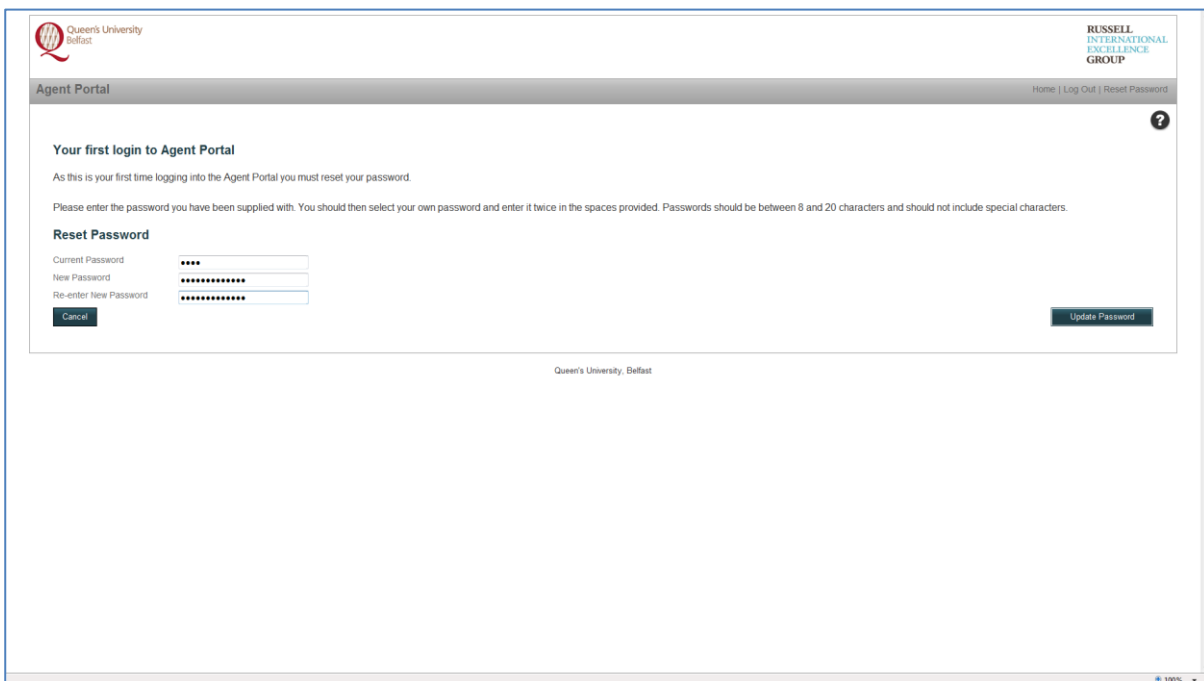
The Agent Portal can be accessed at:

<https://dap.qub.ac.uk/dapprd/agents/>

When you access the Agent Portal please enter your Agent ID and Password in the space provided.

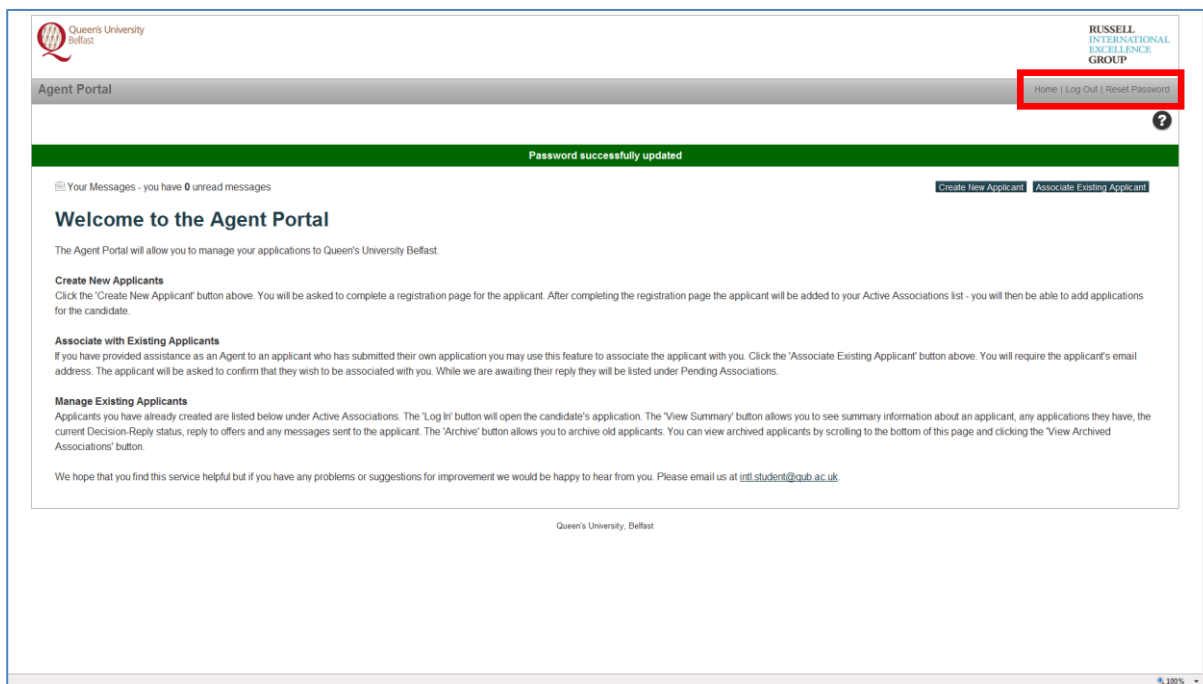


The first time you log in to the Agent Portal you will be asked to change your password. Please enter your Current Password and then enter a New Password of your own choosing. You will be asked to re-enter the New Password for validation purposes.



Agent Portal Homepage

The first time you enter the Agent Portal there will be no application records.



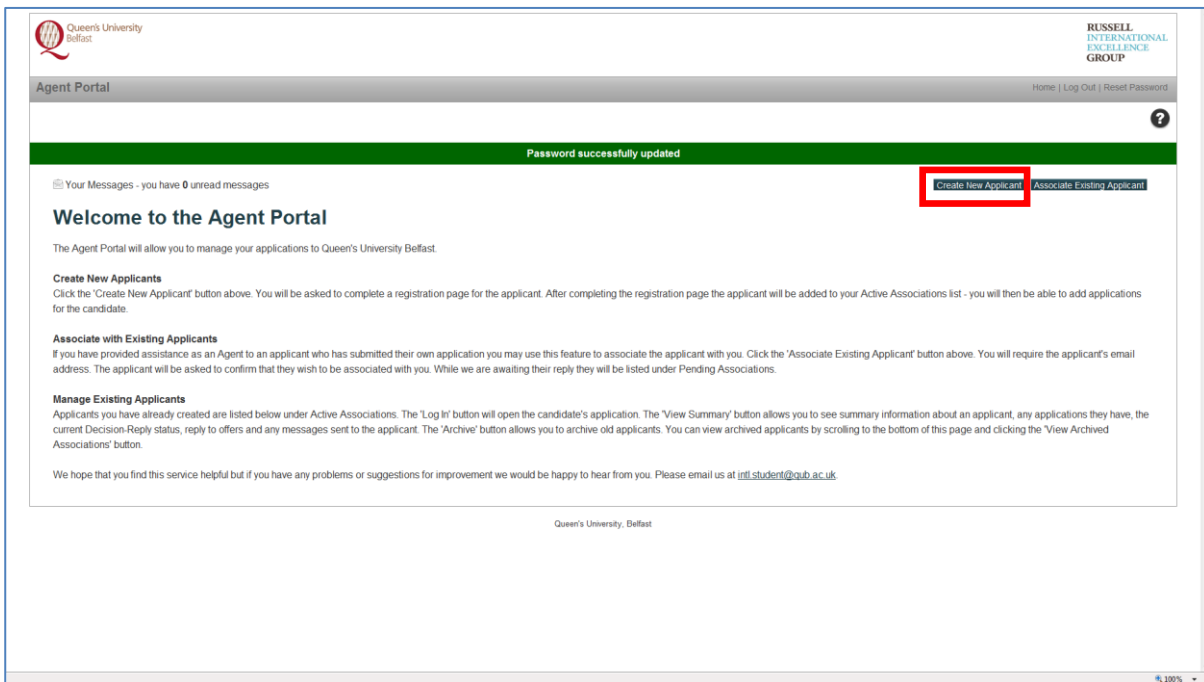
In the top right hand corner there are three links. These links appear on all pages in the Agent Portal and allow you to navigate to the Agent Portal homepage, log out of the Agent Portal or reset your password.

From the Agent Portal homepage you will be able to:

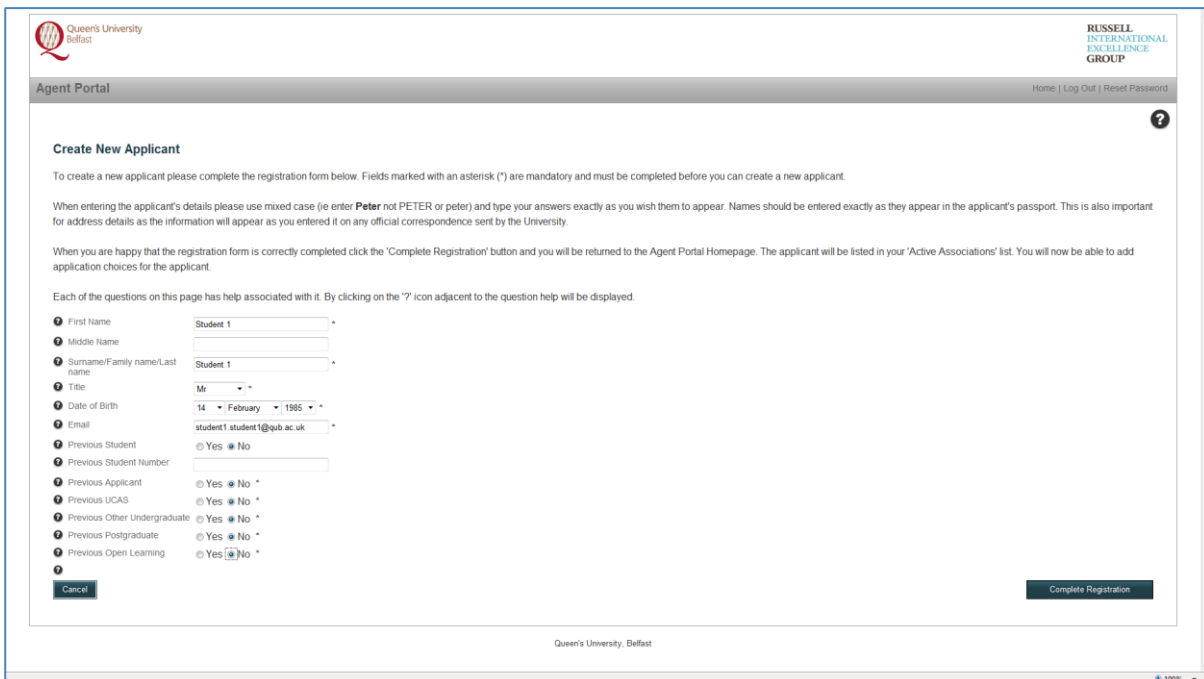
- Create New Applicants
- Associate with Existing Applicants
- Manage Existing Applicants
- View all Messages sent in relation to applicants you are associated with
- Archive old applicant records

Create New Applicants

To create a new applicant click the 'Create New Applicant' button.



You will then be asked to complete a registration form for the applicant. Please enter the applicant's details carefully as these will be used in official correspondence from the University. Please enter the applicant's email address in the 'Email' field. When you have completed the form click the 'Complete Registration' button.



After you have clicked the 'Complete Registration' button you will be returned to the Agent Portal homepage and you will see that the applicant has been created under 'Active Associations'.

'Active Associations' are applicants you are currently representing.

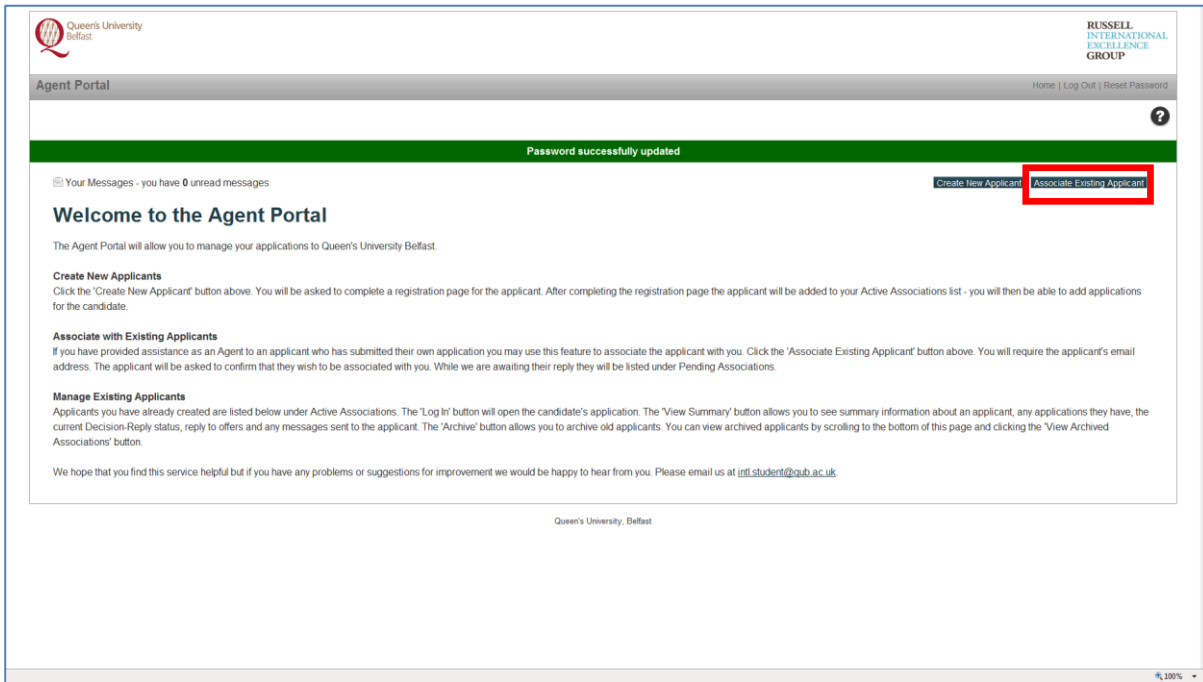
The screenshot shows the Agent Portal interface. At the top left is the Queen's University Belfast logo, and at the top right is the Russell International Excellence Group logo. A green banner across the top of the main content area reads "Applicant successfully created". Below this, there is a message notification: "Your Messages - you have 1 unread message". Two buttons are visible: "Create New Applicant" and "Associate Existing Applicant". The main heading is "Welcome to the Agent Portal", followed by a brief introduction and instructions on how to create new applicants, associate with existing applicants, and manage existing applicants. A red box highlights the "Active Associations" table, which contains one entry for "Student 1, Student 1". The table has columns for Name, Applicant ID, Email, Last Action Date, and Options. The "Options" column for the first entry contains "Log In", "View Summary", and "Archive" buttons.

Name	Applicant ID	Email	Last Action Date	Options
Student 1, Student 1	N/A	student1.student1@qub.ac.uk	13/03/2012 17:46	Log In View Summary Archive

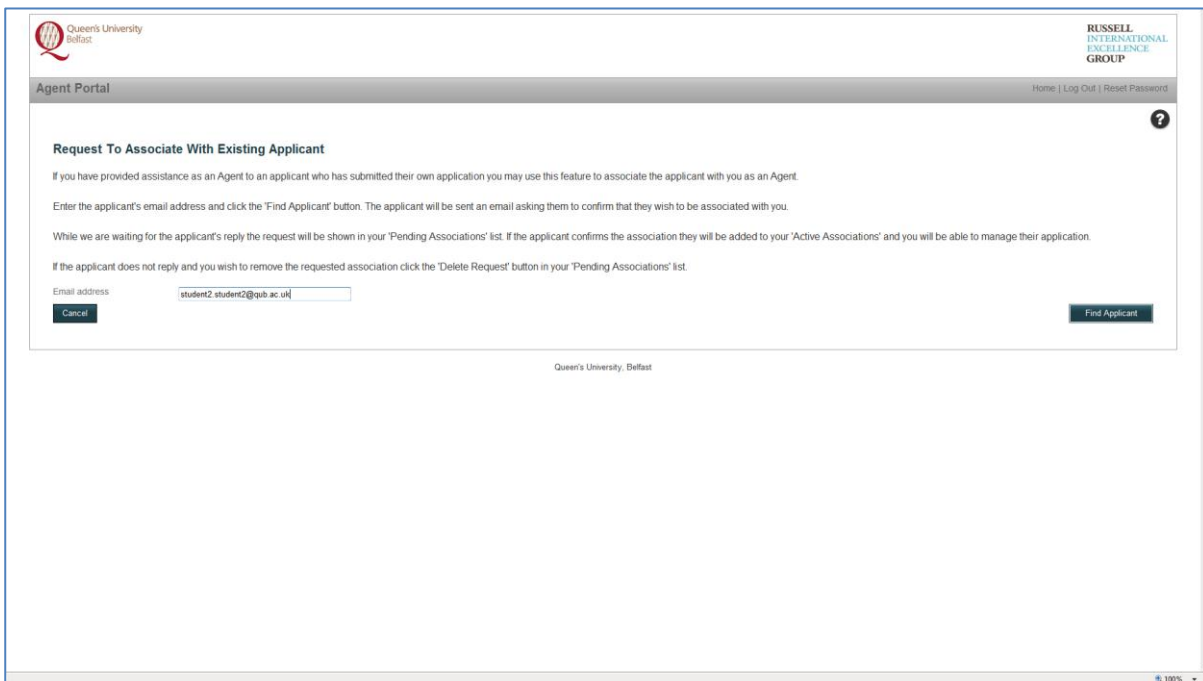
To create applications for the student you can click the 'Log In' button which will take you to the Direct Application Portal. Please refer to the section on the Direct Application Portal later in this document.

Associate Existing Applicants

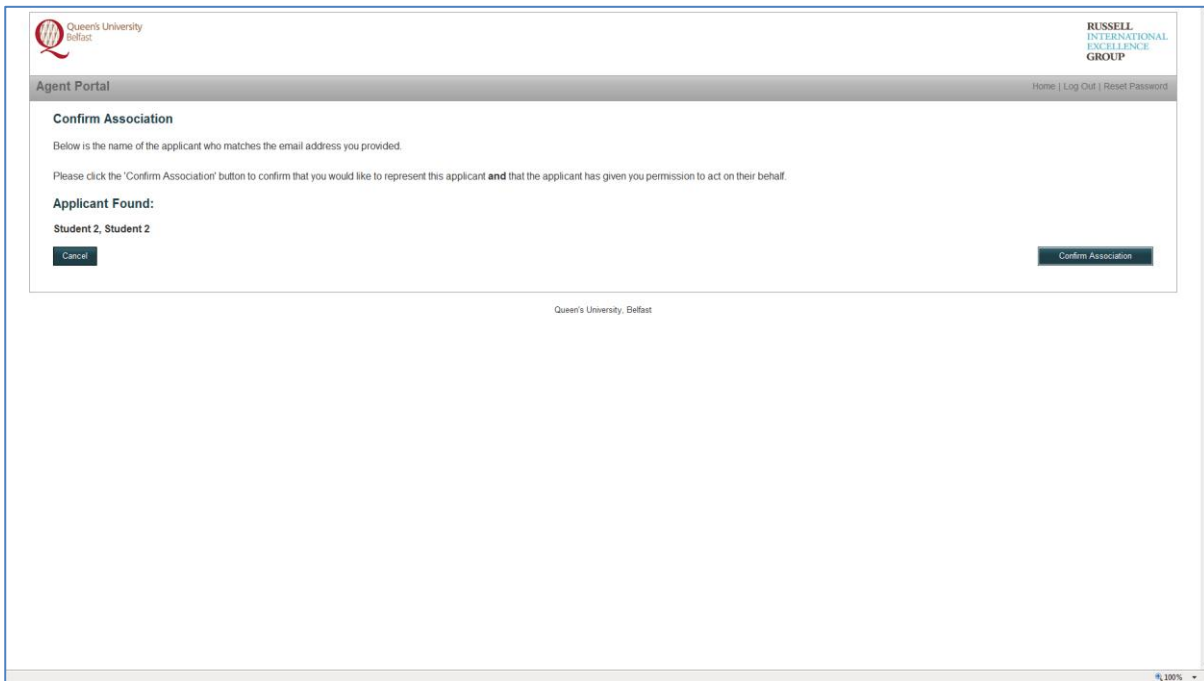
If you have provided assistance as an Agent to an applicant who has submitted their own application you may use this feature to associate the applicant with you. Click the 'Associate Existing Applicant' button.



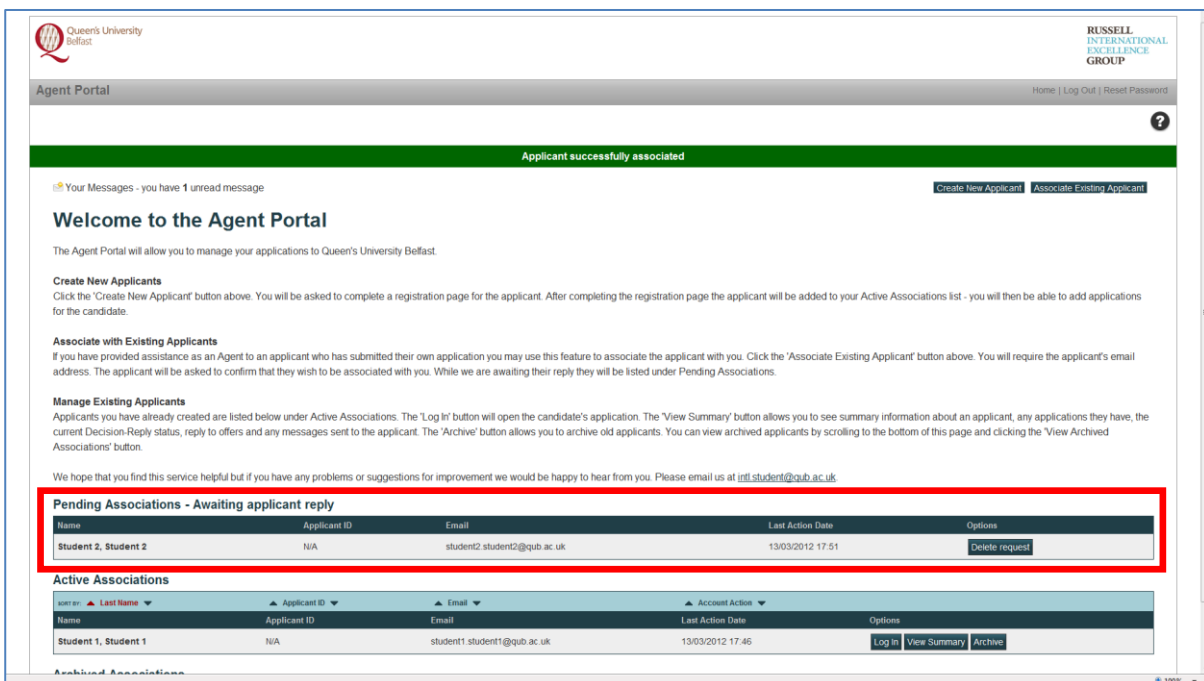
Enter the applicant's email address and then click the 'Find Applicant' button.



If the Agent Portal finds a match the applicant's name will be displayed. You will be asked to confirm that this is the correct applicant and the applicant has given you permission to act on their behalf. Click on the 'Confirm Association' button to complete the request to be associated with the applicant.



You will be returned the Agent Portal homepage and the applicant will be added under 'Pending Associations – Awaiting applicant reply'. The applicant will be sent an email asking them to access the Direct Application Portal to confirm that they wish to be associated with you as their Agent. You may also find it helpful to contact the applicant to let them know that you have made this request.



The applicant will be listed under 'Pending Associations – Awaiting applicant reply' until they reply. If the applicant does not reply within a reasonable period you may delete the request by clicking the 'Delete request' button.

If the applicant confirms the association then their name will be added under your 'Active Associations'.

The screenshot shows the 'Agent Portal' interface. At the top left is the Queen's University Belfast logo. At the top right is the 'RUSSELL INTERNATIONAL EXCELLENCE GROUP' logo. Below the logos is a navigation bar with 'Home | Log Out | Reset Password'. A message notification says 'Your Messages - you have 3 unread messages'. There are two buttons: 'Create New Applicant' and 'Associate Existing Applicant'. The main heading is 'Welcome to the Agent Portal'. Below this are sections for 'Create New Applicants', 'Associate with Existing Applicants', and 'Manage Existing Applicants'. A table titled 'Active Associations' is shown with columns: Name, Applicant ID, Email, Last Action Date, and Options. The second row, 'Student 2, Student 2', is highlighted with a red border. Below the table is a section for 'Archived Associations' with a 'View Archived Associations' button. The footer contains 'Queen's University, Belfast' and a zoom level of '100%'.

Queen's University Belfast

RUSSELL INTERNATIONAL EXCELLENCE GROUP

Agent Portal Home | Log Out | Reset Password

Your Messages - you have 3 unread messages

Create New Applicant Associate Existing Applicant

Welcome to the Agent Portal

The Agent Portal will allow you to manage your applications to Queen's University Belfast.

Create New Applicants
Click the 'Create New Applicant' button above. You will be asked to complete a registration page for the applicant. After completing the registration page the applicant will be added to your Active Associations list - you will then be able to add applications for the candidate.

Associate with Existing Applicants
If you have provided assistance as an Agent to an applicant who has submitted their own application you may use this feature to associate the applicant with you. Click the 'Associate Existing Applicant' button above. You will require the applicant's email address. The applicant will be asked to confirm that they wish to be associated with you. While we are awaiting their reply they will be listed under Pending Associations.

Manage Existing Applicants
Applicants you have already created are listed below under Active Associations. The 'Log In' button will open the candidate's application. The 'View Summary' button allows you to see summary information about an applicant, any applications they have, the current Decision-Reply status, reply to offers and any messages sent to the applicant. The 'Archive' button allows you to archive old applicants. You can view archived applicants by scrolling to the bottom of this page and clicking the 'View Archived Associations' button.

We hope that you find this service helpful but if you have any problems or suggestions for improvement we would be happy to hear from you. Please email us at intl.student@qub.ac.uk.

Active Associations

Name	Applicant ID	Email	Last Action Date	Options
Student 1, Student 1	N/A	student1.student1@qub.ac.uk	13/03/2012 17:46	Log In View Summary Archive
Student 2, Student 2	N/A	student2.student2@qub.ac.uk	13/03/2012 17:52	Log In View Summary Archive

Archived Associations

View Archived Associations

Queen's University, Belfast

100%

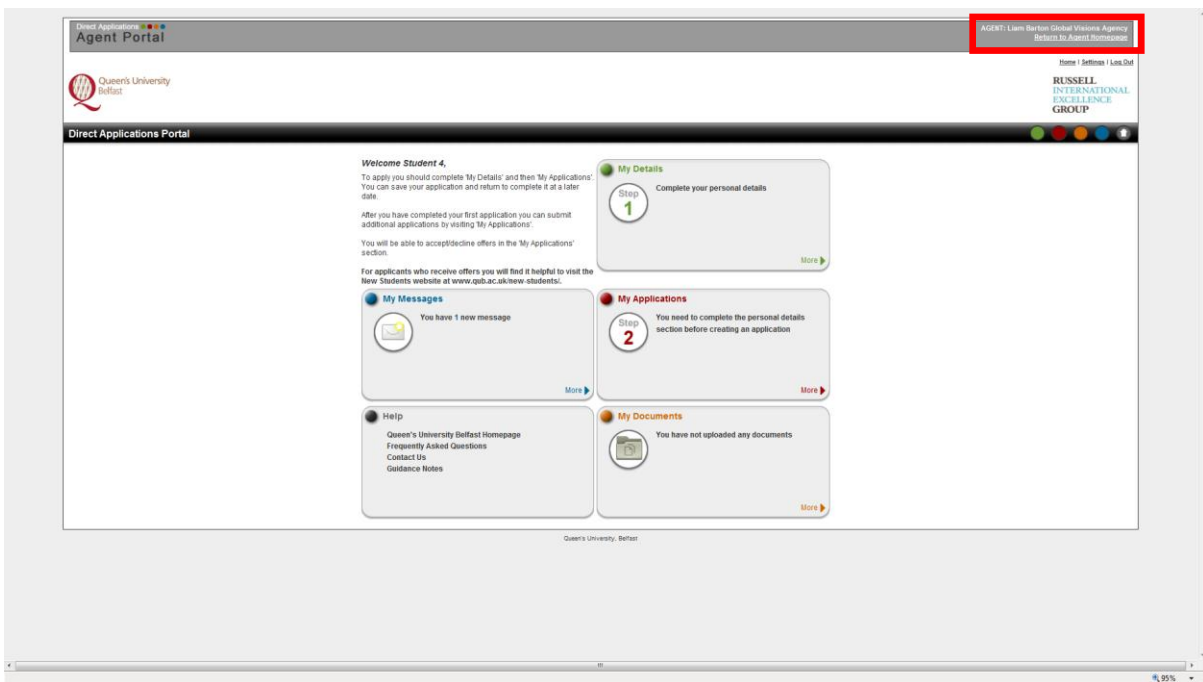
If the applicant is associated with another agent or the Agent Portal does not find a match an appropriate message will be displayed. In these circumstances you are asked to email the University at intl.student@qub.ac.uk quoting the applicant's name, email address and why you believe that the applicant should be associated with you. An email link will be displayed on the page to allow you to email us.

Direct Application Portal

When an applicant is associated with you as their Agent you will be able to access the Direct Application Portal to submit and manage the candidate's applications.

If you are accessing the Direct Application Portal for the first time you should complete the 'My Details' and then 'My Applications' sections. On each page of the Direct Application Portal a '?' icon is displayed in the top right hand corner of the page. If you click on the '?' icon help associated with that page is displayed. In addition a '?' icon is displayed alongside each question. If there are any questions you are uncertain of click the '?' adjacent to the specific question and help text associated with that question will be displayed.

You can quickly return to the Agent Portal homepage by clicking on the appropriate link displayed in the top right hand corner of each page.



Managing Your Applicants

You can manage your applicants under Active Associations. The list is sorted alphabetically by Surname/Family Name and then First Name. You can change the sort order by Applicant ID, Email and Account Action (this is the last action date on an applicant record). You can use the upward and downward triangles to sort the list in ascending or descending order.

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Agent Portal | Home | Log Out | Reset Password

Your Messages - you have 5 unread messages | Create New Applicant | Associate Existing Applicant

Welcome to the Agent Portal

The Agent Portal will allow you to manage your applications to Queen's University Belfast.

Create New Applicants
Click the 'Create New Applicant' button above. You will be asked to complete a registration page for the applicant. After completing the registration page the applicant will be added to your Active Associations list - you will then be able to add applications for the candidate.

Associate with Existing Applicants
If you have provided assistance as an Agent to an applicant who has submitted their own application you may use this feature to associate the applicant with you. Click the 'Associate Existing Applicant' button above. You will require the applicant's email address. The applicant will be asked to confirm that they wish to be associated with you. While we are awaiting their reply they will be listed under Pending Associations.

Manage Existing Applicants
Applicants you have already created are listed below under Active Associations. The 'Log In' button will open the candidate's application. The 'View Summary' button allows you to see summary information about an applicant, any applications they have, the current Decision-Reply status, reply to offers and any messages sent to the applicant. The 'Archive' button allows you to archive old applicants. You can view archived applicants by scrolling to the bottom of this page and clicking the 'View Archived Associations' button.

We hope that you find this service helpful but if you have any problems or suggestions for improvement we would be happy to hear from you. Please email us at itil.student@qub.ac.uk

Name	Applicant ID	Email	Last Action Date	Options
Student 1, Student 1	N/A	student1.student1@qub.ac.uk	13/03/2012 17:46	Log In View Summary Archive
Student 2, Student 2	N/A	student2.student2@qub.ac.uk	13/03/2012 17:52	Log In View Summary Archive
Student 3, Student 3	N/A	student3.student3@qub.ac.uk	13/03/2012 17:58	Log In View Summary Archive
Student 4, Student 4	N/A	student4.student4@qub.ac.uk	13/03/2012 17:59	Log In View Summary Archive

Archived Associations
[View Archived Associations](#)

<https://dqp.qub.ac.uk/dqp/agent/index.php?noarchive&id=1002745> | 100%

For each applicant there are three possible actions:

Queen's University Belfast | RUSSELL INTERNATIONAL EXCELLENCE GROUP

Agent Portal | Home | Log Out | Reset Password

Your Messages - you have 5 unread messages | Create New Applicant | Associate Existing Applicant

Welcome to the Agent Portal

The Agent Portal will allow you to manage your applications to Queen's University Belfast.

Create New Applicants
Click the 'Create New Applicant' button above. You will be asked to complete a registration page for the applicant. After completing the registration page the applicant will be added to your Active Associations list - you will then be able to add applications for the candidate.

Associate with Existing Applicants
If you have provided assistance as an Agent to an applicant who has submitted their own application you may use this feature to associate the applicant with you. Click the 'Associate Existing Applicant' button above. You will require the applicant's email address. The applicant will be asked to confirm that they wish to be associated with you. While we are awaiting their reply they will be listed under Pending Associations.

Manage Existing Applicants
Applicants you have already created are listed below under Active Associations. The 'Log In' button will open the candidate's application. The 'View Summary' button allows you to see summary information about an applicant, any applications they have, the current Decision-Reply status, reply to offers and any messages sent to the applicant. The 'Archive' button allows you to archive old applicants. You can view archived applicants by scrolling to the bottom of this page and clicking the 'View Archived Associations' button.

We hope that you find this service helpful but if you have any problems or suggestions for improvement we would be happy to hear from you. Please email us at itil.student@qub.ac.uk

Name	Applicant ID	Email	Last Action Date	Options
Student 1, Student 1	N/A	student1.student1@qub.ac.uk	13/03/2012 17:46	Log In View Summary Archive
Student 2, Student 2	N/A	student2.student2@qub.ac.uk	13/03/2012 17:52	Log In View Summary Archive
Student 3, Student 3	N/A	student3.student3@qub.ac.uk	13/03/2012 17:58	Log In View Summary Archive
Student 4, Student 4	N/A	student4.student4@qub.ac.uk	13/03/2012 17:59	Log In View Summary Archive

Archived Associations
[View Archived Associations](#)

<https://dqp.qub.ac.uk/dqp/agent/index.php?noarchive&id=1002745> | 100%

1. Log In

The 'Log In' button will open the candidate's application. Please refer to the section on the Direct Application Portal.

2. View Summary

The 'View Summary' button allows you to see summary information about an applicant, any applications they have created/submitted, the current Decision-Reply status, reply to offers and view any messages sent to the applicant. You can also access the candidate's application from this page.

3. Archive

The 'Archive' button allows you to archive old applicants. You can view archived applicants by scrolling to the bottom of the Agent Portal homepage and clicking the 'View Archived Associations' button.

View Applicant Summary Page

This is the main page to manage a candidate's application(s).

Applicant Details
Name: Student 1 Student 1
D.O.B.: 14 February 1985
Email: student1.student1@qub.ac.uk
Applicant ID: N/A

Student 1's Applications [Log In to Applications Portal](#)

This is a list of this candidate's applications if any. To add new applications click the 'Log In to Applications Portal' button above. The current status of any existing applications is displayed.

Created Applications
These are applications which have either been created but not yet submitted to the University or applications which have been returned for amendment. You may Log In to the application portal to complete and submit the application or to withdraw the application - click the 'Log In to Applications Portal' button above.

Submitted Applications
These are applications which have been submitted to the University. The current Decision-Reply status of the application will be displayed. If the Decision is 'Unconditional - No Reply' or 'Conditional - No Reply' you can reply to the offer by clicking the 'Log In to Applications Portal' button above.

Type	Title	Date Created	Status	Options
Submitted				
PGT	Accounting and Finance (Master of Science)	13th Mar 2012 06:00pm	Submitted	
PGT	Finance (Master of Science in Finance)	13th Mar 2012 06:00pm	Submitted	

Student 1's Messages [Contact Admissions](#)

This contains all messages sent to this applicant. The messages are arranged in date order with the most recent at the top.

If you have any queries about this applicant click the 'Contact Admissions' button above to send us a message. Please quote the applicant's name, email address and if available Applicant ID.

From	Subject	Date Received
Applicant Portal	Application Submitted	13/03/12 6:18pm
Applicant Portal	Application Submitted	13/03/12 6:13pm
Applicant Portal	Welcome to the Queen's Application portal	13/03/12 5:46pm

From this page you can:

1. Log in to the application portal for this applicant - please refer to the section on the Direct Application Portal.
2. Review created applications which have not yet been submitted - please refer to the section on the Direct Application Portal.
3. Monitor the progress of submitted applications.
4. View all messages sent in relation to this applicant.

Applicant Details
Name: Student 1 Student 1
D.O.B.: 14 February 1985
Email: student1.student1@qub.ac.uk
Applicant ID: 40091554

Student 1's Applications [Log In to Applications Portal](#)

This is a list of this candidate's applications if any. To add new applications click the 'Log In to Applications Portal' button above. The current status of any existing applications is displayed.

Created Applications
These are applications which have either been created but not yet submitted to the University or applications which have been returned for amendment. You may Log In to the application portal to complete and submit the application or to withdraw the application - click the 'Log In to Applications Portal' button above.

Submitted Applications
These are applications which have been submitted to the University. The current Decision-Reply status of the application will be displayed. If the Decision is 'Unconditional - No Reply' or 'Conditional - No Reply' you can reply to the offer by clicking the 'Log In to Applications Portal' button above.

Type	Title	Date Created	Status	Options
Created				
PGT	Human Rights and Criminal Justice Cross Border (Master of Laws)	27th Mar 2012 01:00pm	Created	---
Submitted				
PGT	Accounting and Finance (Master of Science)	13th Mar 2012 06:00pm	Submitted	Conditional - Offer Declined
PGT	Finance (Master of Science in Finance)	13th Mar 2012 06:00pm	Submitted	Unconditional - Offer Accepted

Student 1's Messages

This contains all messages sent to this applicant. The messages are arranged in date order with the most recent at the top.

If you have any queries about this applicant click the 'Contact Admissions' button above to send us a message. Please quote the applicant's name, email address and if available Applicant ID.

From	Subject	Date Received
Applicant Portal	The offer for application 00232602 has been accepted	13/03/12 6:33pm
Applicant Portal	The offer for application 00232603 has been declined	13/03/12 6:30pm
Admissions Office	Update to Application No 00232603	13/03/12 6:30pm
Admissions Office	Update to Application No 00232602	13/03/12 6:27pm
Admissions Office	Application No 00232603 - has passed initial check	13/03/12 6:23pm

When a decision is made on an application it will be displayed on the applicant summary page. You can view the decision by clicking the 'Log In to Applications Portal' button.

Applicant Details

Name: Student 1 Student 1 Email: student1.student1@qub.ac.uk
 D.O.B.: 14 February 1985 Applicant ID: 40091554

Student 1's Applications Log In to Applications Portal

This is a list of this candidate's applications if any. To add new applications click the 'Log In to Applications Portal' button above. The current status of any existing applications is displayed.

Created Applications
 These are applications which have either been created but not yet submitted to the University or applications which have been returned for amendment. You may Log In to the application portal to complete and submit the application or to withdraw the application - click the 'Log In to Applications Portal' button above.

Submitted Applications
 These are applications which have been submitted to the University. The current Decision-Reply status of the application will be displayed. If the Decision is 'Unconditional - No Reply' or 'Conditional - No Reply' you can reply to the offer by clicking the 'Log In to Applications Portal' button above.

Type	Title	Date Created	Status	Options
Submitted				
PGT	Accounting and Finance (Master of Science)	13th Mar 2012 06:00pm	Submitted	Conditional - no reply
PGT	Finance (Master of Science in Finance)	13th Mar 2012 06:00pm	Submitted	Unconditional - no reply

Student 1's Messages Contact Admissions

This contains all messages sent to this applicant. The messages are arranged in date order with the most recent at the top.

If you have any queries about this applicant click the 'Contact Admissions' button above to send us a message. Please quote the applicant's name, email address and if available Applicant ID.

From	Subject	Date Received
Admissions Office	Update to Application No 00232603	13/03/12 6:30pm
Admissions Office	Update to Application No 00232602	13/03/12 6:27pm
Admissions Office	Application No 00232603 - has passed initial check	13/03/12 6:23pm
Admissions Office	Application No 00232602 - has passed initial check	13/03/12 6:23pm
Applicant Portal	Application Submitted	13/03/12 6:18pm

After clicking the 'Log In to Applications Portal' button the candidate's application will be opened and under 'My Applications' a link to view the decision and reply to an offer will be displayed.

Direct Applications Portal

Welcome Student 1,
 To apply you should complete 'My Details' and then 'My Applications'. You can save your application and return to complete it at a later date.
 After you have completed your first application you can submit additional applications by visiting 'My Applications'.
 You will be able to accept/decline offers in the 'My Applications' section.
 For applicants who receive offers you will find it helpful to visit the New Students website at www.qub.ac.uk/new-students/.

My Details
 Your personal details are now complete

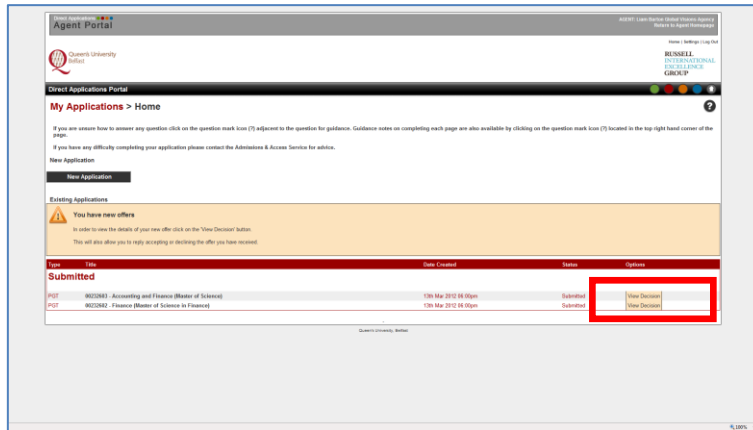
My Messages
 You have 6 new messages

My Applications You have new offers
 You have 0 pending applications
 You have 2 submitted applications
 Reply Now

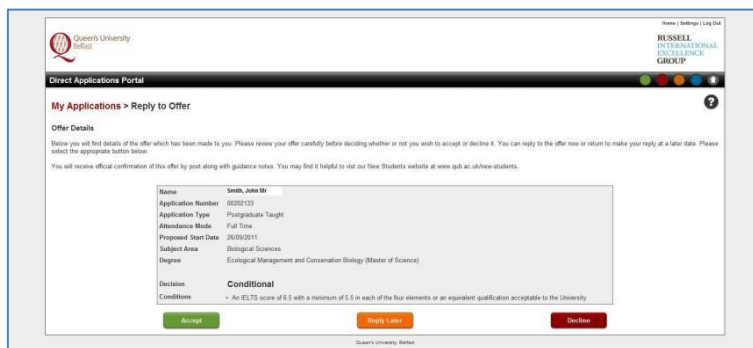
My Documents
 You have not uploaded any documents

Help
 Queen's University Belfast Homepage
 Frequently Asked Questions
 Contact Us
 Guidance Notes

If you follow the link the following page is displayed. Click the 'View Decision' button to see the decision.

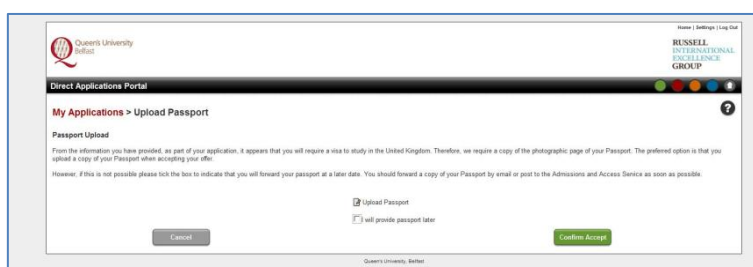


This will open a new page (see below). This page will show the decision, and if the offer is conditional it will show the condition(s). You can then decide to accept, decline or reply to the offer later.



If you choose to accept the offer you will be asked to provide a copy of the applicant's passport. This is required so that we can prepare a Confirmation of Acceptance for Studies (CAS) which is required for international (non-EU/EEA) students wishing to study in the United Kingdom.

The preferred option is that you upload a copy of the applicant's passport at this stage. However, if this is not possible you can indicate that you will provide a copy of the passport later. You should forward a copy of the applicant's passport as soon as possible. You should forward a copy of the passport by email (preferred) to intl.student@qub.ac.uk or post it to the Admissions and Access Service.



If you reply to an offer(s) the applicant summary page is updated accordingly. You may accept more than one offer on behalf of an applicant but we would ask you to advise us which offer(s) the applicant finally wishes to accept and decline as soon as the applicant has finalised their plans. This will ensure that the applicant is provided with the correct information on their CAS.

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Agent Portal | Home | Log Out | Reset Password

Applicant Details
 Name: Student 1 Student 1 | Email: student1.student1@qub.ac.uk
 D.O.B.: 14 February 1985 | Applicant ID: 40091554

Student 1's Applications | Log In to Applications Portal

This is a list of this candidate's applications if any. To add new applications click the 'Log In to Applications Portal' button above. The current status of any existing applications is displayed.

Created Applications
 These are applications which have either been created but not yet submitted to the University or applications which have been returned for amendment. You may Log In to the application portal to complete and submit the application or to withdraw the application - click the 'Log In to Applications Portal' button above.

Submitted Applications
 These are applications which have been submitted to the University. The current Decision-Reply status of the application will be displayed. If the Decision is 'Unconditional - No Reply' or 'Conditional - No Reply' you can reply to the offer by clicking the 'Log In to Applications Portal' button above.

Type	Title	Date Created	Status	Options
Submitted				
PGT	Accounting and Finance (Master of Science)	13th Mar 2012 06:00pm	Submitted	Conditional - Offer Declined
PGT	Finance (Master of Science in Finance)	13th Mar 2012 06:00pm	Submitted	Unconditional - Offer Accepted

Student 1's Messages | Contact Admissions

This contains all messages sent to this applicant. The messages are arranged in date order with the most recent at the top.

If you have any queries about this applicant click the 'Contact Admissions' button above to send us a message. Please quote the applicant's name, email address and if available Applicant ID.

From	Subject	Date Received
Applicant Portal	The offer for application 60232602 has been accepted	13/03/12 6:33pm
Applicant Portal	The offer for application 60232603 has been declined	13/03/12 6:32pm
Admissions Office	Update to Application No 60232603	13/03/12 6:30pm
Admissions Office	Update to Application No 60232602	13/03/12 6:27pm
Admissions Office	Application No 60232603 - has passed initial check	13/03/12 6:23pm

All messages in relation to an individual applicant are also displayed. You can view messages by double clicking on the subject of the message. You can also reply to messages – please refer to the section on 'Your Messages' later in this document.

Queen's University Belfast | RUSSELL INTERNATIONAL EXCELLENCE GROUP

Agent Portal | Home | Log Out | Reset Password

Applicant Details
 Name: Student 1 Student 1 | Email: student1.student1@qub.ac.uk
 D.O.B.: 14 February 1985 | Applicant ID: 40091554

Student 1's Applications | Log In to Applications Portal

This is a list of this candidate's applications if any. To add new applications click the 'Log In to Applications Portal' button above. The current status of any existing applications is displayed.

Created Applications
 These are applications which have either been created but not yet submitted to the University or applications which have been returned for amendment. You may Log In to the application portal to complete and submit the application or to withdraw the application - click the 'Log In to Applications Portal' button above.

Submitted Applications
 These are applications which have been submitted to the University. The current Decision-Reply status of the application will be displayed. If the Decision is 'Unconditional - No Reply' or 'Conditional - No Reply' you can reply to the offer by clicking the 'Log In to Applications Portal' button above.

Type	Title	Date Created	Status	Options
Submitted				
PGT	Accounting and Finance (Master of Science)	13th Mar 2012 06:00pm	Submitted	Decision Pending
PGT	Finance (Master of Science in Finance)	13th Mar 2012 06:00pm	Submitted	Decision Pending

Student 1's Messages | Contact Admissions

This contains all messages sent to this applicant. The messages are arranged in date order with the most recent at the top.

If you have any queries about this applicant click the 'Contact Admissions' button above to send us a message. Please quote the applicant's name, email address and if available Applicant ID.

From	Subject	Date Received
Admissions Office	Application No 60232603 - has passed initial check	13/03/12 6:23pm
Admissions Office	Application No 60232602 - has passed initial check	13/03/12 6:23pm
Applicant Portal	Application Submitted	13/03/12 6:18pm
Applicant Portal	Application Submitted	13/03/12 6:13pm
Applicant Portal	Welcome to the Queen's Application portal	13/03/12 5:46pm

Your Messages

From the Agent Portal homepage there is a link to allow you to view all messages in relation to your active applicants. It will also highlight if you have any unread messages.

The screenshot shows the Agent Portal homepage. At the top left is the Queen's University Belfast logo. At the top right is the Russell International Excellence Group logo. Below the logos is a navigation bar with 'Home | Log Out | Reset Password'. A notification banner at the top left says 'Your Messages - you have 3 unread messages'. Below this is a 'Welcome to the Agent Portal' section with instructions on how to create new applicants, associate with existing applicants, and manage existing applicants. At the bottom, there is a table of Active Associations.

Name	Applicant ID	Email	Last Action Date	Options
Student 1, Student 1	N/A	student1.student1@qub.ac.uk	13/03/2012 17:46	Log In View Summary Archive
Student 2, Student 2	N/A	student2.student2@qub.ac.uk	13/03/2012 17:52	Log In View Summary Archive

Messages are arranged in date order with the most recent appearing first. To view a message double click on the subject of the message.

The screenshot shows the 'Your Messages' page. It contains a list of messages sent to Active Associations, sorted by date with the most recent at the top. Unread messages are in bold and have an unopened envelope icon. Read messages are in regular font and have an opened envelope icon. The first message is unread and bold, with the subject 'Welcome to the Queen's Application portal' highlighted. The second message is read and has the subject 'Request from Agent to be Associated with you'. The third message is read and has the subject 'Welcome to the Queen's Application portal'.

Date	Applicant	Subject	Options
2012-03-13 17:52:47	Student 2, Student 2	Welcome to the Queen's Application portal	View Applicant Summary
2012-03-13 17:51:13	Student 2, Student 2	Request from Agent to be Associated with you	View Applicant Summary
2012-03-13 17:46:42	Student 1, Student 1	Welcome to the Queen's Application portal	View Applicant Summary

You can distinguish between read and unread messages as unread messages are in bold. In addition, for unread messages an unopened envelope icon is displayed to the left of the date of the message. For read messages an opened envelope icon appears.

After reading a message you can then click the 'Return to previous page' which will return you to the 'Your Messages' page. If you opened the message from the applicant summary page you will be returned to the applicant summary page.

If you have a query in relation to a message you can reply to the message by clicking the 'Contact Admissions about this message' button.

Queen's University Belfast

RUSSELL INTERNATIONAL EXCELLENCE GROUP

Agent Portal Home | Log Out | Reset Password

From: Applicant Portal
Date Sent: 12/2/12 5:46pm
Subject: Welcome to the Queen's Application portal

Thank you for choosing to apply for admission to Postgraduate study at Queen's University Belfast.

In order to complete your application you should follow the My Details link on the homepage. Once you have completed the My Details section the information you have entered will be used for each of your application choices (ie you will not have to enter this information again).

After you have completed the My Details section you should go to My Applications from the homepage to create an application. When you have completed your application you will be asked to review it before submitting the application.

If you have any queries about completing the application help is provided on each page. Alongside each question there is a question mark icon (?) - click on the question mark icon for help. Each page also has its own help - click the question mark icon (?) in the top right hand corner.

You can track the progress of your application after you have submitted it by returning to the application portal and checking the My Applications section.

If you are made an offer you will find it helpful to visit our New Students website at:
<http://www.qub.ac.uk/new-students/>

Should you have problems completing the application please contact the Admissions and Access Service for assistance.

Postgraduate Admissions

Admissions and Access Service
Lanyon North
Queen's University Belfast
Belfast
Northern Ireland
BT7 1NN
Tel: +44 (0) 28 9097 5081
Fax: +44 (0) 28 9097 5153
WWW: www.qub.ac.uk/ado
E-Mail: pg.apply@qub.ac.uk

Return to previous page Contact Admissions about this message

Queen's University, Belfast

If you are contacting Admissions about an applicant please quote the applicant's name and email address.

Queen's University Belfast

RUSSELL INTERNATIONAL EXCELLENCE GROUP

Agent Portal Home | Log Out | Reset Password

Contact Admissions

If you are contacting us about an Applicant please quote their name and email address.

Subject
Enter subject...

Your Message
Enter message...

Cancel Send Message

Queen's University, Belfast

Archiving old applicants

This will allow you to manage your applicants over time as you can archive old applicants. From the Agent Portal homepage click on the 'Archive' button against the applicant you wish to archive.

The screenshot shows the Agent Portal interface. At the top, there are logos for Queen's University Belfast and RUSSELL INTERNATIONAL EXCELLENCE GROUP. The page title is 'Agent Portal'. Below the header, there is a message: 'Your Messages - you have 5 unread messages'. There are two buttons: 'Create New Applicant' and 'Associate Existing Applicant'. The main heading is 'Welcome to the Agent Portal'. Below this, there are sections for 'Create New Applicants', 'Associate with Existing Applicants', and 'Manage Existing Applicants'. The 'Manage Existing Applicants' section contains a table of 'Active Associations'. The table has columns for Name, Applicant ID, Email, Last Action Date, and Options. The 'Options' column contains 'Log In', 'View Summary', and 'Archive' buttons. The 'Archive' button for 'Student 4, Student 4' is highlighted with a red box. Below the table, there is a section for 'Archived Associations' with a 'View Archived Associations' button.

Name	Applicant ID	Email	Last Action Date	Options
Student 1, Student 1	N/A	student1.student1@qub.ac.uk	13/03/2012 17:46	Log In View Summary Archive
Student 2, Student 2	N/A	student2.student2@qub.ac.uk	13/03/2012 17:52	Log In View Summary Archive
Student 3, Student 3	N/A	student3.student3@qub.ac.uk	13/03/2012 17:58	Log In View Summary Archive
Student 4, Student 4	N/A	student4.student4@qub.ac.uk	13/03/2012 17:59	Log In View Summary Archive

You will be asked to confirm whether or not you wish to proceed.

The screenshot shows a confirmation dialog box. The text inside the dialog box reads: 'Are you sure you want to archive the association with Student 4, Student 4?'. Below the text are two buttons: 'No' (red) and 'Yes' (green). The dialog box is centered on the page. The background shows the Agent Portal interface, but it is dimmed.

If you wish to see a list of 'Archived Associations' or re-activate an archived applicant scroll to the bottom of the Agent Portal homepage and click the 'View Archived Associations' button.

Queen's University Belfast

RUSSELL INTERNATIONAL EXCELLENCE GROUP

Agent Portal Home | Log Out | Reset Password

Your Messages - you have 5 unread messages

Create New Applicant Associate Existing Applicant

Welcome to the Agent Portal

The Agent Portal will allow you to manage your applications to Queen's University Belfast.

Create New Applicants
Click the 'Create New Applicant' button above. You will be asked to complete a registration page for the applicant. After completing the registration page the applicant will be added to your Active Associations list - you will then be able to add applications for the candidate.

Associate with Existing Applicants
If you have provided assistance as an Agent to an applicant who has submitted their own application you may use this feature to associate the applicant with you. Click the 'Associate Existing Applicant' button above. You will require the applicant's email address. The applicant will be asked to confirm that they wish to be associated with you. While we are awaiting their reply they will be listed under Pending Associations.

Manage Existing Applicants
Applicants you have already created are listed below under Active Associations. The 'Log In' button will open the candidate's application. The 'View Summary' button allows you to see summary information about an applicant, any applications they have, the current Decision-Reply status, reply to offers and any messages sent to the applicant. The 'Archive' button allows you to archive old applicants. You can view archived applicants by scrolling to the bottom of this page and clicking the 'View Archived Associations' button.

We hope that you find this service helpful but if you have any problems or suggestions for improvement we would be happy to hear from you. Please email us at intl.student@qub.ac.uk.

Active Associations

Name	Applicant ID	Email	Last Action Date	Options
Student 1, Student 1	N/A	student1.student1@qub.ac.uk	13/03/2012 17:46	Log In View Summary Archive
Student 2, Student 2	N/A	student2.student2@qub.ac.uk	13/03/2012 17:52	Log In View Summary Archive
Student 3, Student 3	N/A	student3.student3@qub.ac.uk	13/03/2012 17:58	Log In View Summary Archive
Student 4, Student 4	N/A	student4.student4@qub.ac.uk	13/03/2012 17:59	Log In View Summary Archive

Archived Associations
[View Archived Associations](#)

<https://step.qub.ac.uk/dspdev/agents/index.php?m=archiveAssoc&pic10032745>

On the 'Archived Associations' page you will see a list of Archived Associations arranged alphabetically by Surname/Family Name and then First name. If you wish to re-activate an applicant click on the 'Activate' button.

Queen's University Belfast

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Agent Portal Home | Log Out | Reset Password

Archived Associations

Below is a list of archived applicants. The list is sorted alphabetically by Surname/Family Name and then by First Name.

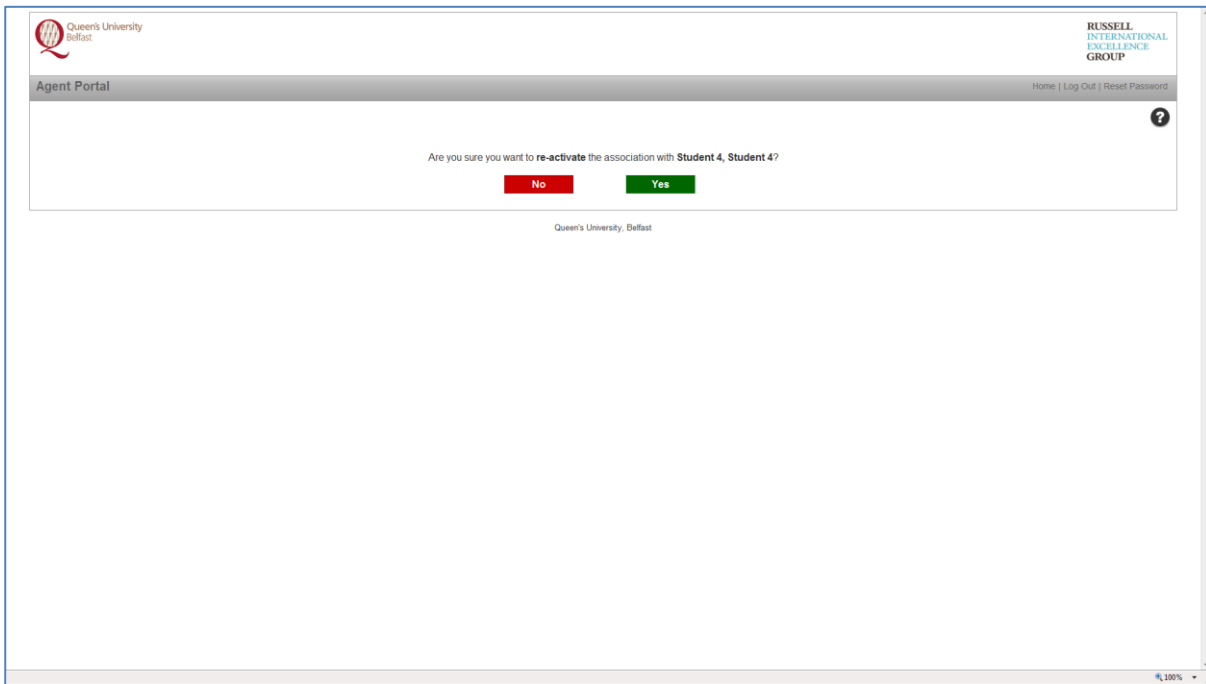
You can reactivate an archived applicant by clicking the 'Activate' button. The applicant will then be added to your 'Active Associations' list.

Archived Associations

Name	Applicant ID	Email	Last Action Date	Options
Student 4, Student 4	N/A	student4.student4@qub.ac.uk	13/03/2012 17:59	Activate

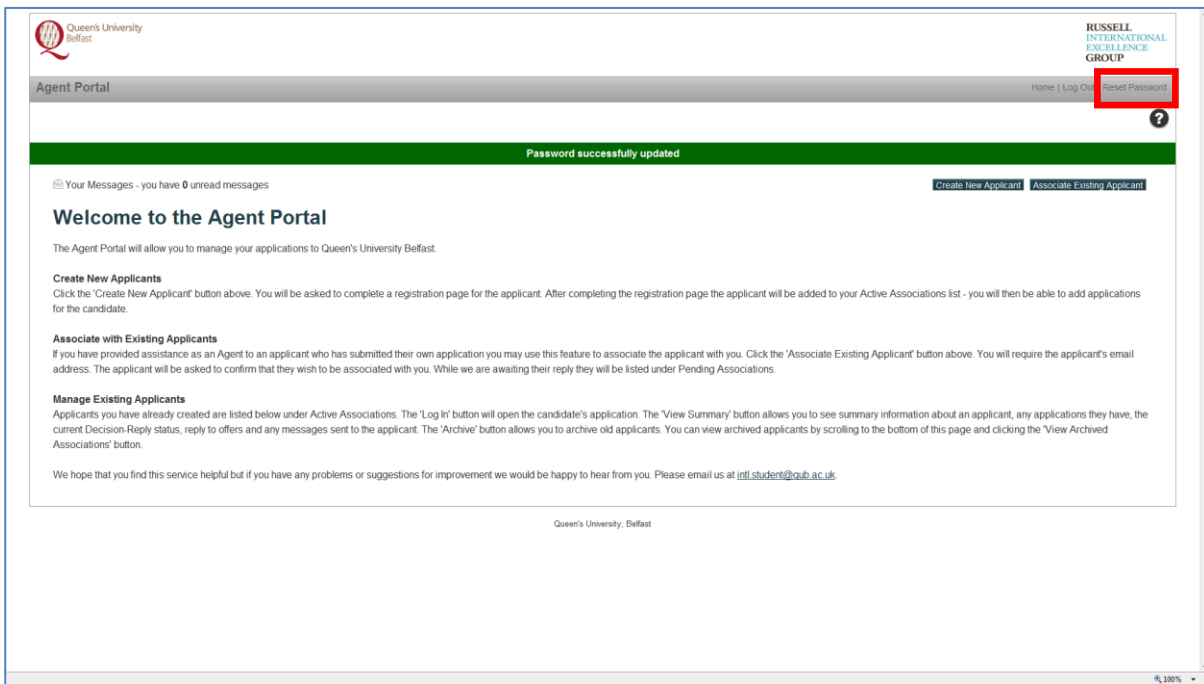
Queen's University, Belfast

You will be asked to confirm whether or not you wish to re-activate the applicant. If you confirm that you wish to re-activate an applicant their details will be added under your 'Active Associations' list on the Agent Portal homepage.



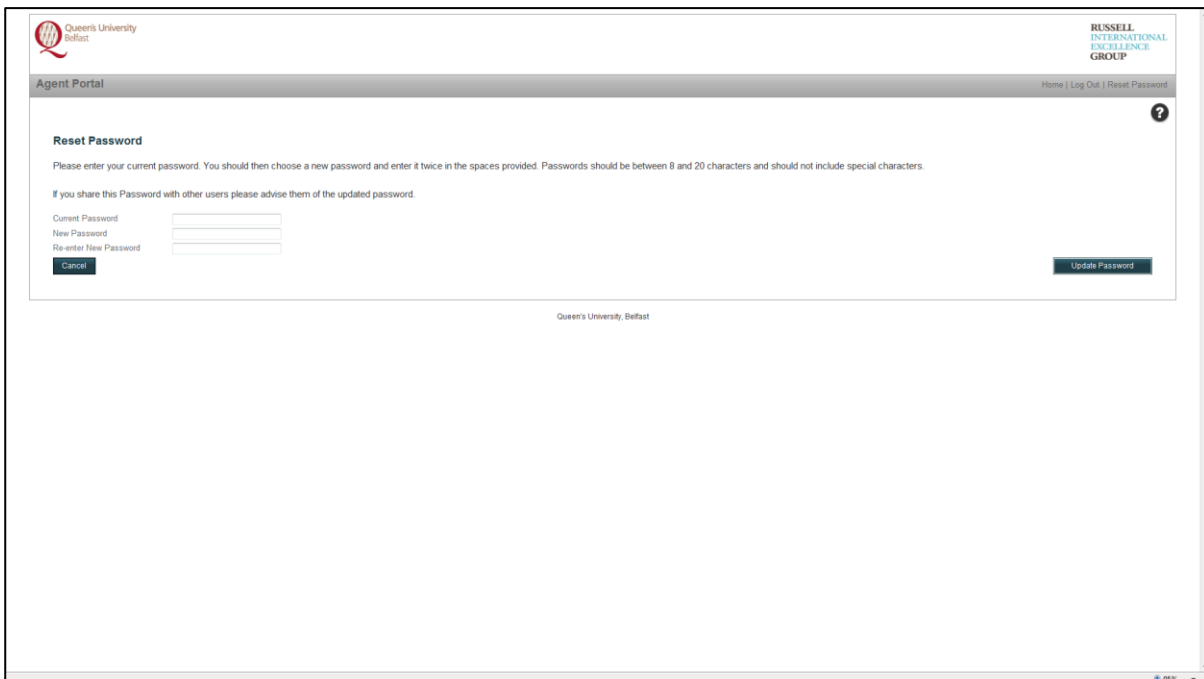
Resetting your Password

From the Agent Portal homepage you can reset your password.



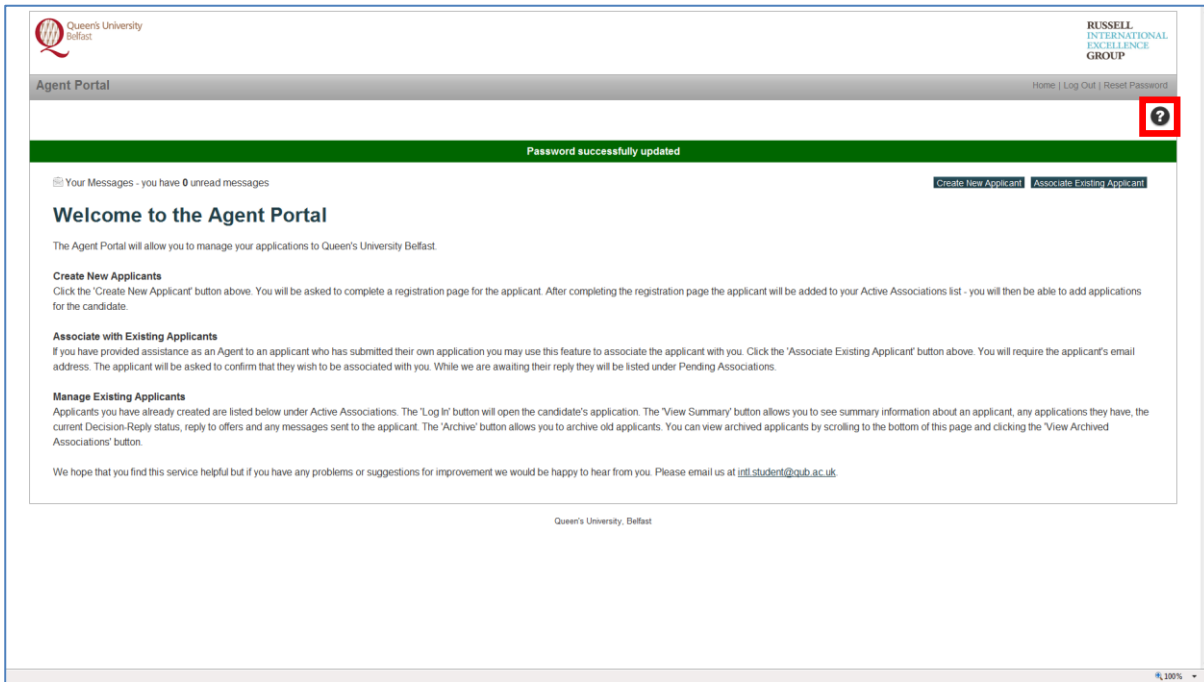
Please enter your Current Password and then enter a New Password of your own choosing. You will be asked to re-enter the New Password for validation purposes.

If you share this Password with other users please advise them of the updated password.

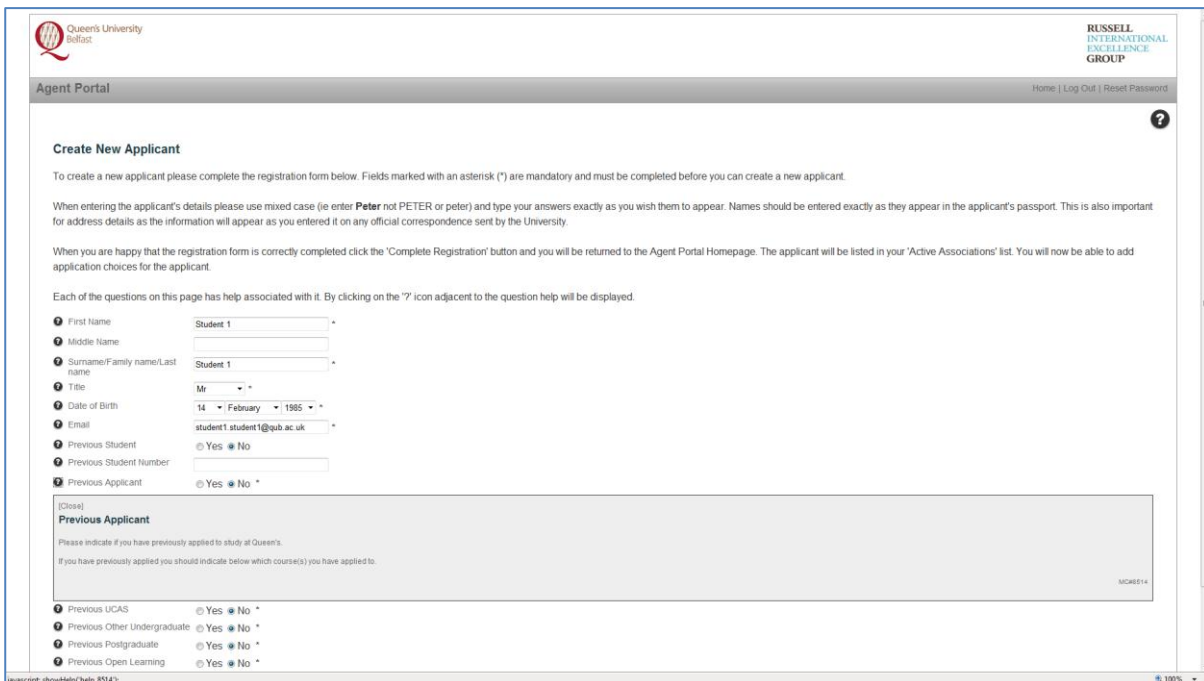


Help

In the top right hand corner of all pages in the Agent Portal and the Direct Application Portal a '?' icon is displayed. If you click on the '?' icon help associated with that page is displayed.



On the 'Create New Applicant' page, and throughout the Direct Application Portal a '?' icon is also displayed alongside each question. If there are any questions you are uncertain of click the '?' adjacent to the specific question and help text associated with that question will be displayed (see below).



If you cannot find the help you require please do not hesitate to contact the Admissions and Access Service at intl.student@gub.ac.uk.