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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.

Welcome to the Queen's University Agent Portal
Enter your Agent ID and Password and then dick the Log in button. If you
nave rorgomen your Agent tu or Password torow me Get help link.
Sign In Direct Applications
Agent Foltal
Agent ID
Pastword
Login
Sign In Help
Forgotten your password or Agent ID? Get help.
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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.

Weeks University Belfast	RUSSELL INTERNATIONAL EXCELLENCE GROUP
Agent Portal	ome   Log Out   Reset Password
Your first login to Agent Portal	0
As this is your first time logging into the Agent Portal you must reset your password.	
Please enter the password you have been supplied with. You should then select your own password and enter it twice in the spaces provided. Passwords should be between 8 and 20 characters and should not include special characters and specia	acters.
Reset Password Current Password New Password Re-enter New Password	
Gueen's University, Belfast	Update Password
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# **Agent Portal Homepage**

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

Outen's University befast	RUSSELL INTERNATIONAL EXCELLENCE GROUP
nt Portal	Home   Log Out   Reset Password
	0
Password successfully updated	
Your Messages - you have 0 unread messages	e New Applicant Associate Existing Applicant
Welcome to the Agent Portal	
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Ve 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 int student@cub ac uk.	
Queen's University, Belfast	

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.

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Provide stands of the service height but if you have any problems or suggestions for improvement we would be happy to hear from you. Please email us at <u>int student@goub ac uk</u> .  Description	nt Portal	Home   Log Out   Reset Passw
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We can be candidate is applicant. The 'Archive' button allows you to active dapplicant's for any applicants by scroling to the bottom of this page and cicking the your show any problems or suggestions for improvement we would be happy to hear from you. Please email us at <u>infl student/graph ac uk</u> We have the publicant but in your have any problems or suggestions for improvement we would be happy to hear from you. Please email us at <u>infl student/graph ac uk</u> We have the publicant but in your have any problems or suggestions for improvement we would be happy to hear from you. Please email us at <u>infl student/graph ac uk</u>	∃Your Messages - you have 0 unread messages	Create New Applicant Associate Existing Applicant
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Queer's University. Befast	Ve 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 int student@oub ac uk	
	Queen's University, Belfast	

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.

Queen's University Belfast		RUSSELL INTERNATIONAL EXCELLENCE GROUP
Agent Portal		Home   Log Out   Reset Password
Create New Applicant To create a new applicant plea When entering the applicant's of for address details as the inforr	ase complete the registration form below. Fields marked with an asterisk (*) are mandatory and must be completed before you can create a new applicant. details please use mixed case (ie enter <b>Peter</b> not PETER or peter) and type your answers exactly as you wish them to appear. Names should be entered exactly as they appear in the applicant mation will appear as you entered it on any official correspondence sent by the University.	s passport. This is also important
When you are happy that the re application choices for the app Each of the questions on this pa	egistration form is correctly completed click the 'Complete Registration' button and you will be returned to the Agent Portal Homepage. The applicant will be listed in your 'Active Associations' lis plcant.	I. You will now be able to add
First Name	Student 1 *	
Middle Name		
Surname/Family name/Last name	Student 1	
O Title	Mr •	
Date of Birth	14 • February • 1995 • *	
Email	student1.student1@qub.ac.uk *	
Previous Student	© Yes @ No	
Previous Student Number		
Previous Applicant	©Yes ⊛No *	
Previous UCAS	⊘Yes ⊛No *	
Previous Other Undergraduate	de ⊚Yes ⊛No *	
Previous Postgraduate	⊙Yes ⊛No *	
Previous Open Learning	© Yes ∰No *	
Cancel		Complete Registration
	Queen's University. Belfast	
		R 100% 👻

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.

				Home   Log Out   Reset Pass
		Applicant succes	sfully created	
Your Messages - you have 1 unre	ad message			Create New Applicant Associate Existing Applicant
Welcome to the	Agent Portal			
The Agent Portal will allow you to ma	- nage your applications to Queen's Unive	rsity Belfast.		
Create New Applicants Click the "Create New Applicant" but	ton above. You will be asked to complete	a registration page for the applicant. After completin	g the registration page the applicant will be add	led to your Active Associations list - you will then be able to add applications
for the candidate.				
for the candidate. Associate with Existing Applican if you have provided assistance as a address. The applicant will be asked	<b>ts</b> n Agent to an applicant who has submitte I to confirm that they wish to be associate	ed their own application you may use this feature to a cd with you. While we are awaiting their reply they will	ssociate the applicant with you. Click the 'Assoc be listed under Pending Associations.	iate Existing Applicant' button above. You will require the applicant's email
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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.

Queen's University Bisfant	RUSSELL INTERNATIONAL EXCELLENCE GROUP
gent Portal	Home   Log Out   Reset Password
	0
Password successfully updated	
Py Your Messages - you have 0 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 A for the candidate.	ssociations list - you will then be able to add applications
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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 intistudent@cub ac ub	
Queen's University, Belfast	

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

Le benast		RUSSELL INTERNATIONAL INTERNATIONAL GROUP
gent Portal		Home   Log Out   Reset Password
		G
Request To Asso	ciate With Existing Applicant	
If you have provided ass	istance as an Agent to an applicant who has submitted their own application you may use this feature to associate t	he applicant with you as an Agent.
Enter the applicant's em	ail address and click the 'Find Applicant' button. The applicant will be sent an email asking them to confirm that they	wish to be associated with you.
While we are waiting for	the applicant's reply the request will be shown in your 'Pending Associations' list. If the applicant confirms the assoc	iation they will be added to your 'Active Associations' and you will be able to manage their application.
If the applicant does not	reply and you wish to remove the requested association click the "Delete Request' button in your "Pending Associati	ons' list.
Email address	student2.student2@qub.ac.uk	
Cancel		Find Applicant
	Queen's University, Belfast	

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.

Queris University Belia:	RUSSELL INTERNATIONAL EXCELLENCE GROUP
Agent Portal	Home   Log Out   Reset Password
Confirm Association	
Below is the name of the applicant who matches the email address you provided	
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rease data te comminicascularin outorin in commini au you wood me to represent ins approart and inter or approart and are or present ins approart and inter or approart and or the benar.	
Appreant Found:	
Sweet	Confirm Association
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Lucerts Unitedisty, Detasit	
	- 1000 -
	* 100% *

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.

				INTERNATIC EXCELLENCI GROUP
nt Portal				Home   Log Out   Reset Pas
		Applicant successful	ly associated	
Your Messages - you have 1 unre	ad message			Create New Applicant Associate Existing Applicant
Velcome to the	Agent Portal			
ne Agent Portal will allow you to ma	nage your applications to Queen's Univers	ity Belfast.		
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	lpful but if you have any problems or sugge	stions for improvement we would be happy to hear fro	om you. Please email us at <u>intl student@qub.ac.uk</u>	
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e hope that you find this service h ending Associations - Av lemo itudent 2, Student 2	Applicant ID N/A	Emeil student2.student2@qub.ac.uk	Last Action Date 13/03/2012 17:51	Options Delete request
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e hope that you find this service he ending Associations - Av Izme tudent 2, Student 2 ctive Associations server A LastName V Izme	Applicant ID N/A Applicant ID 👻 Applicant ID	Email student2 student2@qub ac uk A Email V Email	Last Action Date 13032012 17.5 Access Action V Last Action Date	Options Delete request Options

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'.

				Home   Log Out   Reset Pass
Your Messages - you have 3 unread	Imessages			Create New Applicant Associate Existing Applicant
Welcome to the A	gent Portal			
The Agent Portal will allow you to mana	age your applications to Queen's Unive	ersity Belfast.		
Create New Applicants Click the 'Create New Applicant' buttor for the candidate.	above. You will be asked to complete	a registration page for the applicant. After completing	the registration page the applicant will be add	ed to your Active Associations list - you will then be able to add applications
Associate with Existing Applicants f you have provided assistance as an address. The applicant will be asked to	Agent to an applicant who has submitte o confirm that they wish to be associate	ed their own application you may use this feature to as ed with you. While we are awailing their reply they will t	sociate the applicant with you. Click the 'Assoc be listed under Pending Associations.	iate Existing Applicant' button above. You will require the applicant's email
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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 <u>intl.student@qub.ac.uk</u> 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.

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# **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.

ent Portal				Home   Log Out   Reset Par
Your Messages - you have 5 unr	ead messages			Create New Applicant Associate Existing Applicant
Welcome to the	Agent Portal			
The Agent Portal will allow you to m	anage your applications to Queen's Unive	rsity Belfast.		
Create New Applicants Click the 'Create New Applicant' bu for the candidate.	tton above. You will be asked to complete	a registration page for the applicant. After completing	the registration page the applicant will be add	led to your Active Associations list - you will then be able to add applications
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For each applicant there are three possible actions:

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Welcome to the	Agent Portal			
The Agent Portal will allow you to n	nanage your applications to Queen's Unive	rsity Belfast.		
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#### 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).

ent Porta	al			Home   Log Out   Reset Passwon
				6
Applicar	nt Details			-
Name	Student 1 Student 1	Email student1 student1@gub.ac.uk		
D.O.B.	14 February 1985	Applicant ID N/A		
Ctudent	d'a Applications			Los In to Applications Portal
Student	T S Applications			Log In to Applications Portar
This is a list o	of this candidate's applications if any. To add new applications click th	e "Log In to Applications Portal" button above. The current status of any existin	ng applications is displayed:	
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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.

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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.

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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.

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Queen's University Belfast		RUSSELL INTERNATIONAL EXCELLENCE GROUP
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If you follow the link the following page is displayed. Click the 'View Decision' button to see the decision.

Direct	Applications Portal			
My A	Applications > Home			•
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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.

<b>W</b> <sup>belast</sup>			INTERNATIONAL EXCELLENCE GROUP
Direct Applications P	ortal		
My Applications >	Reply to Offer		0
Offer Details			
Below you will find details of	f the offer which has been made to v	vou. Please review your offer carefully before deciding whather or not you wish to access or decline it. You can reply to the offer new or return to make your n	egly at a later date. Please
select the appropriate buttor	n balow.		
You will raceive official confi	rmation of this offer by post along w	ith guidance notes. You may find it helpful to vist our New Students website at www.qub.ac.uk/new-students.	
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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.

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However, if this is not possible please tick the box to indicate that you will forward your passport at a later date. You should forward a copy of your Passport by email or post to the Ad	missions and Access Senice as soon as possible.
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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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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 Belfast	; University			RUSSELL INTERNATION EXCELLENCE GROUP
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Applica	ant Details			
Name	Student 1 Student 1	Email student1.student1@qub.ac.uk		
D.O.B.	14 February 1985	Applicant ID 40091554		
Student	t 1's Applications			Log In to Applications Portal
This is a list	t of this candidate's applications if any. To add now applications click the	1 on Into Applications Portal' button above. The surrent status of any o	icting applications is displayed	
This is a list	t or this candidate's applications if any. To add new applications click the	Log in to Applications Ponal button above. The current status of any ex	isung applications is displayed.	
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### **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.

				H	ome   Log Out   Reset Passwo
					-
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Your Messages - you have 3 unr	ead messages			Create New Applicant A	ssociate Existing Applicant
Welcome to the	Agent Portal				
The Agent Portal will allow you to m	vanage your applications to Queen's Univ	ersity Bellast			
norigenti ena nicalen jesten	anago jen oppronente te ancorre ent	or only to one of the			
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Associate with Existing Application f you have provided assistance as	nts an Agent to an applicant who has submit	ted their own application you may use this feature to as	sociate the applicant with you. Click the 'Asso	ciate Existing Applicant' button above. You will require	the applicant's email
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Messages are arranged in date order with the most recent appearing first. To view a message double click on the subject of the message.

Queen's University Belfast			RUSSELL INTERNATIONAL EXCELENCE GROUP
ent Portal			Home   Log Out   Reset Password
Your Messages This page contains a list of all mess You can distinguish between Unread	ages sent to your Active Associations. The m d and Read messages as the former are in b	essages are sorted by date with the most recent at the top. To view a message doub old. In addition, Unread message show an unopened envelope on the left hand side of	eclick on the subject of the message     the date while the Read messages have an opened envelope.
If you click on the 'View Applicant Si	ummary' button you will see the status of this a	applicant, a list of their applications (if any) and all of their individual messages.	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
		Queen's University, Bellast	

You can distinguish between read and unread messages as unread message 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 Befast	RUSSELL INTERNATIONAL SCILLINGE GROUP
gent Portal	Home   Log Out   Reset Password
From Date Sent	Applicat Porta 133/312 Segme
Subject Thank you far choosing to apply for admissing to Posta	Vectore to the Gueen's Application portal Vectore to the Gueen's Applica
In order to complete your application you should follow t	e 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 sh	xild 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	save submittel 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	View Students website at:
http://www.qub.ac.uk/new-students/	
Should you have problems completing the application pl	use contact the Admissions and Access Service for assistance.
Postgraduate Admissions	
Admissions and Access Service Largron North Daver's University Bellast Bellast Northem Ireland 0177 11N Tei: +44 (0) 28 9097 5051 Fax: +44 (0) 28 9097 5151 WWW, www.cqba.ac. dxlado E-Mail: 9g aptivgleyab.ac. dx	
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 Beliast	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	Seed Message
Queen's University	Belfast
	® 100

# 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.

ent Portal				Home   Log Out   Reset P	asswor
					6
Your Messages - you have 6 unr	ead messages			Create New Applicant Associate Existing Applica	int
Welcome to the	Agent Portal				
The Agent Portal will allow you to m	anage your applications to Queen's Unive	ersity Belfast.			
Create New Applicants Click the 'Create New Applicant' bu for the candidate.	utton above. You will be asked to complete	e a registration page for the applicant. After completing	the registration page the applicant will be add	ded to your Active Associations list - you will then be able to add application	าร
Associate with Existing Applicat	nts		and the second state of the later		
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f you have provided assistance as address. The applicant will be aske Manage Existing Applicants Applicants you have already create current Decision-Reply status, reply Associations' button.	an Agent to an applicant who has submitt ed to confirm that they wish to be associate d are listed below under Active Association to offers and any messages sent to the a	ed their own application you may use this teature to as ed with you. While we are awaiting their reply they will b ons. The 'Log In' button will open the candidate's applic pplicant. The 'Archive' button allows you to archive old	suchate the applicant with you. Calok the Associations be listed under Pending Associations.	care Existing Applicant button above, You will require the applicants email o see summary information about an applicant, any applications they have, by scrolling to the bottom of this page and clicking the 'View Archived	the
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You will be asked to confirm whether or not you wish to proceed.

Queeris University Buffost	RUSSELL INTERNATIONAL EXCELLENCE GROUP
Agent Portal	Home   Log Out   Reset Password
	0
	-
Are you sure you want to archive the association with Student 4, Student 4?	
No Yes	
Queen's University, Belfast	
	® 100% •

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.

ent Portal				Home   Log Out   Reset	23551
SYour Messages - you have 5 un	ead messages			Create New Applicant. Associate Existing Applic	ant
Welcome to the	Agent Portal				
The Agent Portal will allow you to m	anage your applications to Queen's Unive	ersity Belfast.			
Create New Applicants Click the 'Create New Applicant' be for the candidate.	utton above. You will be asked to complete	e a registration page for the applicant. After completing	the registration page the applicant will be add	led to your Active Associations list - you will then be able to add application	ns
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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 Beliast				RUSSELL INTERNATIONA EXCELLENCE GROUP
ent Portal				Home   Log Out   Reset Passwor
				6
Archived Associations				
Below is a list of archived applicants. The	list is sorted alphabetically by Surname/F	amily Name and then by First Name.		
You can reactivate an archived applicant	by clicking the 'Activate' button. The applic	ant will then be added to your 'Active Associations" list.		
Archived Associations				
Name	Applicant ID	Email	Last Action Date	Ontions
Student 4, Student 4	NA	student4 student4@qub.ac.uk	13/03/2012 17:59	Activate

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.

Weekst University Beliest	RUSSELL INTERNATIONAL EXCELLENCE GROUP
Agent Portal	Home   Log Out   Reset Password
	0
Are you sure you want to re-activate the association with Student 4/	
NO Tes	
Queen's University, Belfast	
	\$100% ·

# **Resetting your Password**

From the Agent Portal homepage you can reset your password.

nt Portal	Home   Log Our Reset Passo
	Password successfully updated
Your Messages - you have <b>0</b> unread messages	Create New Applicant Associate Existing Applicant
Velcome to the Agent Portal	
e Agent Portal will allow you to manage your applications to Queen's University B	Beffast
reate New Applicants lick the 'Create New Applicant' button above. You will be asked to complete a regi r the candidate.	istration 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
sociate with Existing Applicants you have provided assistance as an Agent to an applicant who has submitted thei ddress. The applicant will be asked to confirm that they wish to be associated with	ir 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 you. While we are awaiting their reply they will be listed under Pending Associations.
anage Existing Applicants pplicants you have already created are listed below under Active Associations. Th reart Decision: Reply status, reply to offers and any messages sent to the applican sociations' button.	he '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 nt. 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
le hope that you find this service helpful but if you have any problems or suggestion	ns for improvement we would be happy to hear from you. Please email us at intlistudenti@oub ac uk.
	Queen's University, Befast

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.

Queers University Bolist	RUSSELL INTERNATIONAL ENCELLENCE GROUP
Agent Portal	Home   Log Out   Reset Password
Reset Password	0
Please enter your current password. You should then choose a new password and enter it twice in the spaces provided. Passwords should be between 8 and 20 characters and should not include special characters.	
If you share this Password with other users please advise them of the updated password.	
Current Password New Password Reventer New Password Current Current	Update Password
Queen's University, Belfast	
	<b>1</b> ,95%

### 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.

Queer's University Beliast Becker GROUP	AL
Agent Portal Home   Log Out   Reset Passwo	ord
	9
Password successfully updated	
S Your Messages - you have 0 unread messages	
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 oid 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 int student@cub.ac.uk	
Queen's University, Belfast	
	₹ 100% ×

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).

Queen's University Belfast		RUSSEI INTERN INTERN GROUP	L ATIONAL INCE
ent Portal		Home   Log Out   Reset	Password
			0
<b>Create New Applicant</b>			
To create a new applicant plea	use complete the registration form	n below. Fields marked with an asterisk (*) are mandatory and must be completed before you can create a new applicant.	
When entering the applicant's of for address details as the infor	details please use mixed case (ii mation will appear as you entere	e enter Peter not PETER or peter) and type your answers exactly as you wish them to appear. Names should be entered exactly as they appear in the applicant's passport. This is also imp d it on any official correspondence sent by the University.	ortant
When you are happy that the re application choices for the app	egistration form is correctly comp blicant.	leted click the 'Complete Registration' button and you will be returned to the Agent Portal Homepage. The applicant will be listed in your 'Active Associations' list. You will now be able to ac	ld
Each of the questions on this p	age has help associated with it.	By clicking on the '?' icon adjacent to the question help will be displayed.	
First Name	Student 1	]•	
<ul> <li>Middle Name</li> </ul>			
<ul> <li>Surname/Family name/Last name</li> </ul>	Student 1		
O Title	Mr 🔹 *		
Date of Birth	14 • February • 1985 • *		
O Email	student1.student1@qub.ac.uk		
Previous Student	Yes No		
Previous Student Number			
Previous Applicant	Yes No *		
(Close) Previous Applicant Please indicate if you have previously	y applied to study at Queen's.		
If you have previously applied you sho	ould indicate below which course(s) you t	applied to	W8514
Previous UCAS	© Yes ● No *		
Previous Other Undergraduat	e 💿 Yes 💿 No 📍		
Previous Postgraduate	Yes      No *		

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