



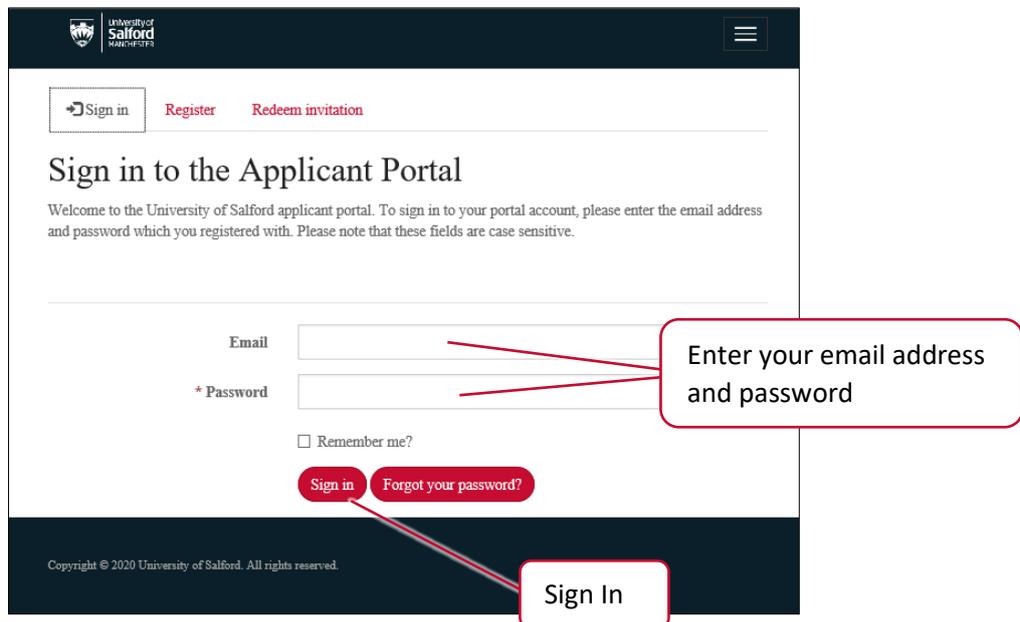
Agent Portal Guide – Accessing the Portal

This document provides an overview of how to access the agent portal and guidance on how to use it efficiently and effectively.

This document is meant for Agent Portal Users.

How do I Sign In to the Agent Portal?

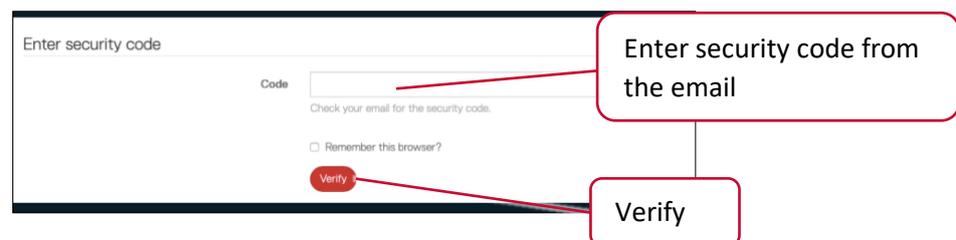
Once you have completed registration for an Agent Portal account, you can access the application portal via the following link <https://apply.salford.ac.uk>



Enter the registered email address for your agency, and the password.

Then click Sign in.

You will receive a security code to your registered email address. You will need to input this code to proceed.



Once you have entered the code from the email, click Verify.

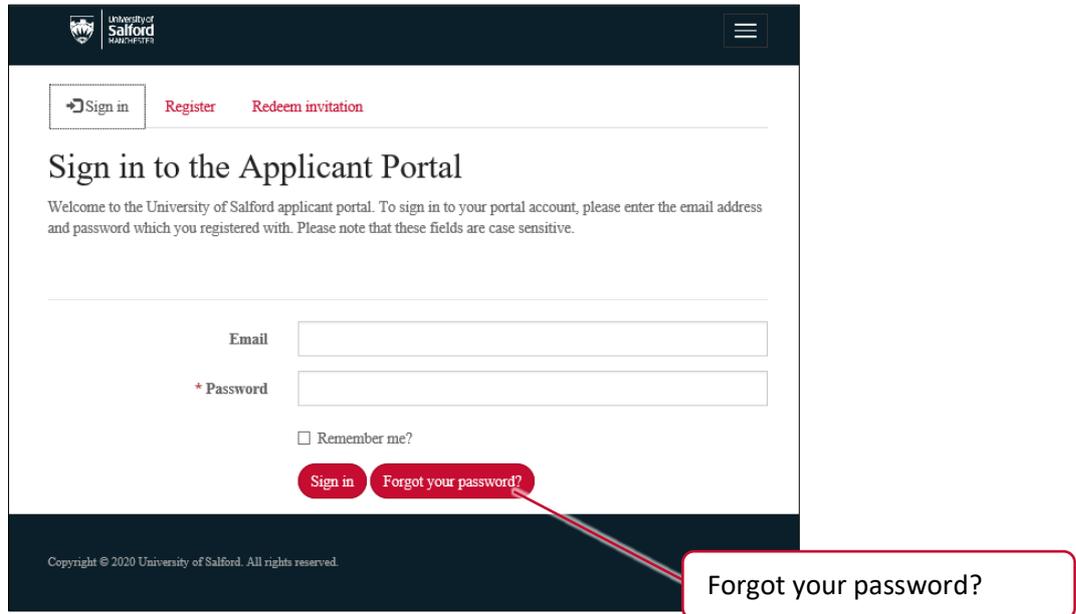
Note: You can select the 'Remember the browser' option so your session is saved. This will mean you do not need to input the security code again for the remainder of your session.



How Do I Update the login Password?

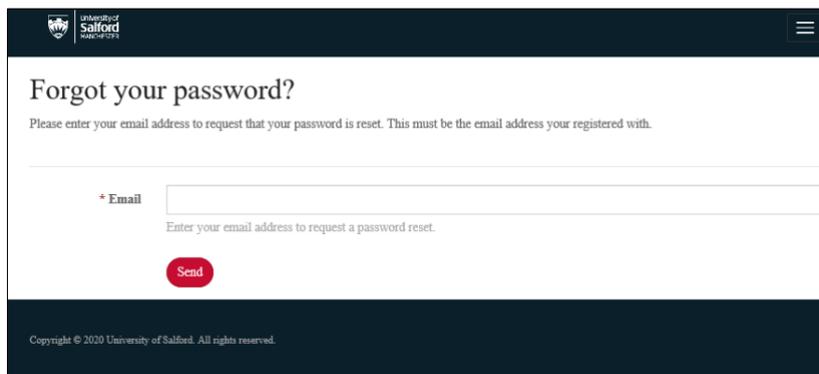
If you need to update your password, then you can use the 'Forgot your password?' button at the log in page.

Important: You are required to reset your password any time a counsellor with previous access to the portal leaves your organisation.



Remember, however, that this password is for your Agency, and so if you change it here it will change the password for anyone who is using this email address to sign in.

When you click on Forgot your Password? You will be asked to confirm the email address



Type in the registered email address for the account and then click Send

An email containing a link to reset the password will be sent to the email address provided.

Click the link in the email to reset the password.

Remember to inform any other users of the account once the password has been updated.

Important: You are required to reset your password any time a counsellor with previous access to the portal leaves your organisation.



Using the Agent Portal - Navigation

Main Options

Displayed at the top of the page are the main options within the Agent Portal.

'New Application' – Click here if you want to submit a new application form



'My Applications' – click here to be taken to your organisation's application summary page which will list previously submitted and draft applications

'Office/ Branch Name' – Click here to see your organisation profile page. This details your agency's admission email and username.

Home > Profile

Profile

Please complete your personal profile below.

Please note that these details will prepopulate fields in your application. You will be able to edit these details until you submit your application. If you need to edit these details following submission, please contact our Admissions department at applications@salford.ac.uk

Profile

Your Information

First Name *

Surname/Family Name *

E-mail *

Organisation Name

Update

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Your Profile page shows your Agency name and registered email address.



My Applications Summary Page

This page is divided in to 2 main sections – Submitted Choices and Draft Applications.

Depending on your login profile you may also have an option to view the submitted and draft applications of branch offices associated with your organisation.

Click on the level of the organisation for which you want to see the applications – for example, My Submitted Choices, Branch Submitted Choices, or Sub-branch Submitted Choices (where applicable / relevant).

Submitted Choices

My Submitted Choices Branch Submitted Choices Sub-branch Submitted Choices

My Submitted Choices

Draft Applications

My Draft Applications Branch Draft Applications Sub-branch Draft Applications

Submitted Choices

The ‘My Submitted Choices’ section displays all application submitted through the login profile you are using.

This will include (if applicable) applications you submit for any branch office associated to your organisation.

For each application, you will see a summary of information, including the Application date, the name of the Applicant, and a link to view the application, upload any missing documentation and view decision and conditions.

Submitted Choices

New Application

My Submitted Choices Branch Submitted Choices Sub-branch Submitted Choices

My Submitted Choices

Search

Agent Organisation (raised by Agent Portal)	Surname (Application)	First Name (Application)	Banner ID (Application)	Course	Month of Entry	Year of Entry	Application Date (Application)	Application Link
IRT Agent	[REDACTED]	[REDACTED]	[REDACTED]	Health and Global Environment	February	2021	23/10/2020	View Application Decision & Conditions Upload Documents Decision Documents



Draft Applications

The 'My Draft Applications' section displays all draft applications started through the login profile you are using.

This will also include (if applicable) draft applications being processed by any branch office associated to your organisation.

The 'Edit' Icon on the right can be used to view, edit, and continue to complete the application.

Draft Applications						
My Draft Applications						
<input type="text" value="Search"/>						
Agent Organisation (raised by Agent Portal)	Application Reference	Course Title	Title	Surname	First Name	Created On ↓
IDP - Jakarta	APPL-00001251	Business and Economics with International Foundation Year,		Chan	Edd Test	10/05/2020 6:06 PM
IDP - Jakarta	APPL-00001228	Business and Economics with International Foundation Year,		Chan	Edd Test	07/05/2020 11:44 AM
IDP - Jakarta	APPL-00001197	Business and Economics with International Foundation Year,		Chan	Edd Test	05/05/2020 1:49 PM
IDP - Jakarta	APPL-00001194	Aeronautical Engineering with International Foundation Year,		broughton	Jason	05/05/2020 1:09 PM
IDP - Jakarta	APPL-00001189			Reid	David	05/05/2020 12:11 PM

Contact

If you have any questions about the Application Process, please contact your University of Salford Account Manager.