

Bangor University Agent Portal

User Guide for Agents



Last updated: 17 Sept 2019

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Help & Support

For any difficulty in using the Agent Portal or you if you have any suggestion/feedback, please contact;

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Introduction

You can use Agent Portal either as a Master User or a Branch User. A brief summary about the features available to both users is provided below;

- ✓ **Master users:** Each agent will receive ONLY ONE *Master User* login, which will be provided by the University to the Agent Head Office (*Agents having offices in more than one country will get one master user login per country unless otherwise requested*).

Master Users can do the following;

- Add as many branches as you like
- View all applications submitted through the *Branches* you created.
- Filter applications by the branch or by the counsellor for internal administration.
- Change log-in details if you want
- All other activities which a *Branch User* can do. Refer below.

- ✓ **Branch users:** Wherever *Branch* is created by the *Master User*, each branch will receive a unique login.

Branch Users can do the following;

- Submit new applications and upload supporting documents
- Save an application which is not ready for submission and resume at a later date
- Upload supporting documents for a particular application at a later date
- Monitor the status of applications
- Download *Offer letters* from the portal
- Send messages to the university admissions office through the portal. **(Note: All communications with Bangor University in relation to individual applications should be made through the online portal.)**
- Filter *Active* applications and take appropriate action wherever needed
- Filter *Not Submitted* applications and take appropriate action
- Filter *Action required* applications and take appropriate action
- Receive an email alert when the University requests any further action regarding an application (e.g. documents request, new offers, further details required etc)
- View all applications linked to that particular branch
- Filter applications by the counsellor
- Assign/Change the counsellor linked to an application
- Edit branch details

Section I: How to log-in to the Agent Portal

Log-in as a Master User;

- A. Bangor University will send out an email to you containing 'Master User' log-in details. If you have not received that email then please have a look at your '*Junk folder*' before contacting agentsenquiries@bangor.ac.uk.
- B. Go to the agent portal : <https://apps.bangor.ac.uk/applicant/agent/>
- C. Enter the Agent Username and password you received.
- D. Please save the details for future use.

Log-in as a Branch User;

- A. When a Master User (generally your Head Office) creates a Branch User, the system will generate Branch log-in which will be sent out to the branch address provided.
- B. Go to the agent portal using the URL provided in the email. Enter the Agent Username and Password you received.
- C. Please save the details for future use.
- D. If you have not received Log-in details on your email then you can follow these steps;
 - 1) Have a look at your '*Junk folder*'
 - 2) Contact your *Master User* to confirm the email entered while creating your *Branch* was correct
 - 3) Contact agentsenquiries@bangor.ac.uk , if you still face any problems.

Section II: Managing Branches (*ONLY for Master Users*)

Create a Branch:

- A. Log-in to the portal by following instructions in the Section I above.
- B. From the homepage select 'Manage Branches'
- C. Select 'Create Branch'
- D. Complete the details of the branch requested and click 'Save'.
- E. The new branch will appear on the list of branches. And a unique Log-in for that particular branch will be sent out on the *Branch Email* you provided.

Create a Branch:

The created branch will receive an email containing their password and a link to their login page.

Branch Email *

Please enter branch email address.

Branch Name *

Phone Number *

Phone Number

Please enter branch phone number.

Alternative Phone Number

Alternative Phone Number

Please enter and alternative branch phone number.

Branch Address *

Postal/Zip Code *

Edit a branch:

If any branch details change e.g. Address, phone number you can edit these by:

- A. Select 'Manage Branches' from the Agent Portal home page and you will be shown all branches you created so far.
- B. Select the 'edit' button for the branch where you want to modify the details.
- C. Edit the details as requested and click 'Save'.
- D. If a branch closes you can make that branch 'inactive' by following the steps above and tick the 'Inactive' button and click 'Save'

Viewing the applications for each branch:

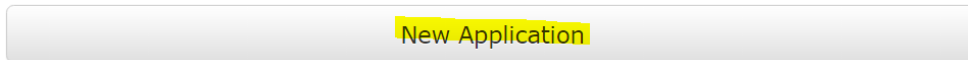
To view applications submitted by a branch:

- A. Go to 'Portal Homepage' and select 'View Applications'
- B. You will see a summary page showing applicants name, Bangor ID, Branch and Counsellor
- C. To sort by branch, click on the 'Blue' button displayed next to the 'Branch' heading
- D. To view individual applications select 'Go to applicant'

Section III: How to submit a NEW Application

- A. Log-in to the portal by following instructions in the Section I above.
- B. Select 'New Application'

Applications



A horizontal menu bar with a light gray background. The text 'New Application' is centered in the bar and highlighted with a yellow background.

- C. Enter the following details, and click 'Create Applicant';

Create an Applicant

Applicant Email *

Please enter the applicant's email address

Applicant Full Name *

Counsellor Name *

Enter the name of the counsellor for this application

Counsellor Email

Enter the counsellor email if not the same as the office address

Create Applicant

Applicant/Applicant details here

Counsellor details here

- D. Next screen will appear like this, click on to the 'Proceed with application for Applicant Name'

Successfully created applicant: Student Name

Proceed with application for **Student Name**

- E. Complete all 10 individual sections one by one by clicking onto them. Detailed guidance below:

NOTE:

- In order for us to quickly process the application and issue Offer Letter as soon as possible, it is very important that all of the details and required documentation is included with the submitted application.
- If you don't have all the details to finish the application in one go, you can save the application and return to it later. Refer to Section III about how to resume and submit incomplete applications.

①	Personal Details
②	Degree programme
③	Additional Information
④	Contacts
⑤	Education History and Professional Qualifications
⑥	Professional Experience
⑦	Language Ability
⑧	Financing your Studies
⑨	Visa and Residency
⑩	Upload Supporting Documentation

1. PERSONAL DETAILS:

Enter all Personal Details exactly as they appear on Applicant passport. Please pay particular attention to the name - nicknames and pseudonyms are not acceptable. Click *Save and Continue*.

Title * ▼
Select your title

Given name *
Enter your first given name as it appears in your passport

Family name *
Enter your family name in full as it appears in your passport

Previous surname
Enter your previous surname if applicable

Middlenames
Enter your middle given name(s) as they appear in your passport

Date of Birth * ▼ ▼ ▼
Insert your date of birth as it appears in your passport

Gender * ▼

Nationality * ▼
Your nationality corresponds to your nationality in your passport

Passport Number *

Passport Expiry Date * ▼ ▼ ▼
It is important that you enter your passport details **AND** upload a copy of your passport ID page. If you **do not** have a valid passport, tick the statement below

I do not have a passport

Country of Birth * ▼
In which country you were born?

Ethnicity * ▼
Give details of your ethnic background

2. DEGREE PROGRAMME:

2.1. Select the appropriate degree program level first;

Select this option for Bachelor Degrees, and go to point 2.2 below.

Select this option for Masters Degrees, and go to point 2.2 below.

Undergraduate/ Bachelor Degree (BSc, BA, LLB)
Undergraduate...

Postgraduate/ Taught masters (MSc, MA, MBA, LLM)
Postgraduate...

Postgraduate Research (PhD, EDD, MPhil, Masters by Research)
Your own research project...
PhD project opportunity...
Bangor University Advertised Studentships...

MRes
MRes...

Non-graduating applications / stand alone modules
Non-graduating Undergraduate...
Non-graduating Postgraduate Taught...
Non-graduating Postgraduate Research...

Restricted admission (passcode required)
Cymraeg mewn Blwyddyn / Welsh in a Year
Head Teachers Leadership programmes (National Consortia in Wales)
PGCE Courses in Education
BA in Primary Education
MA Education Studies (Singapore)

Distance Learning
Distance Learning...

PhD applicants should select one of these three options;
1) Select option 1 if the applicant is ready with his/her own research proposal, and go to point 2.2.
2) Select option 2 for PhD project opportunities, and go to point 2.2 now.
3) Select option three if applicant is applying for an advertised Studentship, and go to point 2.5 now.

2.2. Type the name of the required course in the Course lookup bar, and the relevant courses will appear below. Select the required degree program from the list.

Course lookup *

Start typing programme name...

Business

BA French with Business Studies (BA/FBS R1NC)
BA German with Business Studies (BA/GBS R2NC)
BA Spanish with Business Studies (BA/SPBS R4N1)
BA Business (BA/BUS N107)
BA Business Studies and Chinese (BA/BUSCH N1T1)

2.3. Enter further details like Mode of Study (Full time) and the required Intake Month and Year.

- Bachelor degree applicants will be required to enter the course year they wish to enter.
- PhD/Research applicants ready with their own Research Proposal must enter the title of their proposal under 'Project/topic title' field.
- PhD/Research applicants who are interested in a specific PhD Research Project Opportunity, must enter full title in the Project/topic field.

2.4. Enter further details like Mode of Study (Full time) and the required Intake Month and Year. Move to point 2.6 now

2.5. From the drop down menu, select one of the advertised Studentship options the applicant is applying for, and press 'ADD' button.

- Note: If there are no Studentship to select from, you may revert back to point 2.1 above and select other options under Postgraduate Research heading);

Studentship

Studentships are grouped by programme; select the relevant programme from the drop down menu to see a list of studentships.

Programmes

Studentships: Select programmes menu.

Part time
International students requiring a Tier 4 student visa must study full-time. If you do not require a Tier 4 student visa and wish to study part-time, select 'part-time' here

Academic contact(s)

2.6. If the applicant wishes to apply for more than one program then select 'Back to available program' option and start over again from point 2.1 above , otherwise click 'Continue'.

NOTE: Applicants can apply for a MAXIMUM of 3 different programmes at Bangor University

Selected programmes

Programme	MA Business and Marketing
Academic year	Academic Year 2020/21 (full time)
Start	September 2020

[←Back to available programmes](#)

3. ADDITIONAL INFORMATION

Select appropriate options and provide details, where requested.

Additional Information

Are you a current Bangor University student, or have you applied to Bangor University or studied at Bangor University previously? *

Yes
 No

Do you have any disabilities? *

Yes
 No

During the period of your proposed study, will you be registered simultaneously for any other Higher Education qualification either at Bangor or elsewhere? *

Yes
 No

Have you lived in the UK/EU continuously with the exception of holiday periods since birth? *

Yes
 No

Refer point 3.1 below.

Refer point 3.2 below.

3.1. Disability/Health: This section is included for the purposes of monitoring equal opportunities and to ensure that the University can provide applicants with appropriate facilities. It will **not** affect the University's decision whether or not to offer the applicant a place, and the information will remain **strictly confidential**.

3.2. Residency information: This is to enable the University to classify applicants for fees-payment purposes. In some cases, it may be necessary to request the applicant to complete a 'Fee Status' form.

3.3. Criminal Convictions: For courses in teaching, health, social work, and other courses involving work with children or vulnerable adults

For these courses, the applicant must upload supplementary information giving full details and dates, if any of the following statements apply to them.

- I have a criminal conviction.
- I have a spent criminal conviction.
- I have a caution (including a verbal caution).
- I have a bind-over order.
- I am serving a prison sentence.

If the applicant is currently serving a prison sentence, they must also give the prison address as their postal address on page 1 of their application and a senior prison officer must support their application.

If the applicant is applying for a programme in teaching, health, social work, or programmes involving work with children or vulnerable adults, they **must** tell us about any criminal convictions, including spent sentences and cautions (including verbal cautions) and bind-over orders. For these programmes, they may need an 'enhanced disclosure document' from the Disclosure and Barring Service. More information may be found on the Disclosure and Barring Service website at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>.

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of

Offenders Act 1974) are not considered to be relevant and the applicant should not reveal them (but see below).

If an applicant is convicted of a relevant criminal offence after they have applied, they must tell us immediately. We may then ask for further details of the offence before making a decision.

4. PERMANENT HOME ADDRESS –

Provide applicant’s permanent home address and place of abode as we need this for our records. Please note the FULL postal address is required. Their phone number must contain all country codes and area codes.

Permanent Home Address

Country *

Building

Postcode / ZIP

Address line 1 *
House number or house name and street, building number

Address line 2
Enter town/city further down, not here.

Address line 3
Enter town/city below, not here.

Address line 4

Postal Town / City *

Phone number

5. EDUCATION

- 5.1. Start with the highest Academic Qualifications the applicant has obtained or is working towards and click **Save and Add**. The details provided must match those on the certificates/transcripts you provide with the application.
- 5.2. Select **Add Education history** on the next screen to add additional qualifications
- 5.3. Once you have filled-in all academic qualifications then select **Continue**.

Education History and Professional Qualifications

You have previously indicated that you do not have any education history.

Please provide details of current and previous education history.

Institution *
As it appears on your certificate / transcript.

Country *

Title of Qualification *
As it appears on your certificate / transcript. E.g. BSc (hons) Psychology

Grades Achieved / Expected

Course Attended From *

Course Attended To *

Date Qualification Awarded / Expected

6. EMPLOYMENT HISTORY

- 6.1. If the applicant does not have any employment history then skip this section by pressing 'Continue' button.
- 6.2. Otherwise, provide details of the employment history. The details provided must match the details on employment certificates/papers you will submit as evidence e.g. work experience certificates, CV, work related references etc

Add new employment history

Employer *

Position *

Date From *

Date To

Leave blank if this is your current employer

Details of responsibilities and duties

7. LANGUAGE

Provide details of applicant's English Language ability under this section.

NOTE: All International applicants must provide evidence of their English Language Ability. For some English speaking countries we may be able to waive the requirement for an English Test such as IELTS, if applicants can provide evidence that they achieved a minimum of a C or equivalent in their high school English (higher for some courses) or a letter from their University confirming that their bachelor degree was taught in English. Please upload these documents with the 'Education History' documents.

Language Ability

Is your first language English? *

yes no

If yes, jump to point 8 below.

If No, go to 7.1 below.

7.1. Select appropriate option.

Have you completed an english language test?

yes no

If Yes, go to 7.2 below.

If No, jump to 7.4 below.

7.2. Select the English test/qualification applicant has undertaken (e.g. IELTS, iGCSE) and provide the scores, and press 'Save and Add', and go to point 7.3 below;

English language test *

Date taken *

Overall *

7.3. If you wish to add more another English test score, then start from point 7.1 again, otherwise press the 'Continue' button and jump to point 8 below.

7.4. Select appropriate option;

Are you waiting to take an English test?

yes no

If Yes, go to 7.5 below.

If No, click 'Save and Continue'

7.5. Provide details of the test the applicant is are waiting to undertake, and click 'Save' button to continue;

English language test *

Test date *

8. FINANCE

Select the appropriate option about how the applicant will finance the studies;

Note: International applicants will have to demonstrate to the immigration authorities when they apply for their applicant visa that they have sufficient funds to pay for their fees and support themselves throughout the course

NOTE: Refer to the explanatory notes about each option on the right side of the screen which will help you pick the correct option.

9. INTERNATIONAL VISA

Please provide full details of all the current or previous study the applicant has undertaken in the UK.

NOTE: For applicants with a UK study history please provide copies of the applicant's passport and any previous UK visas and CAS.

International Visa

Do you need a Student Visa to study in the UK?

Yes

No

In order to enter the UK to study, you must have a valid visa. If you require a Tier 4 visa select 'yes'

If Yes, go to 9.1 below.

If No, jump to 9.8 below.

Some applicants may also require a Tier 4 visa. If you require a

9.1. Tell us if the applicant is already studying a course in the UK;

Are you currently enrolled on a course in the UK?

Yes

No

If you are currently officially enrolled on a course in the UK, you must answer every question in this section in full

If Yes, go to 9.3 below.

If No, go to 9.2 below.

9.2. Tell us if the applicant previously studied in the UK;

Have you previously studied in the UK?

Yes

No

If you were enrolled on a course in the UK, you must answer every question in this section in full. This includes academic courses

If Yes, go to 9.3 below.

If No, go to 9.4 below.

If you were enrolled on a course in the UK, you must answer every question in this section

9.3. Provide the details of the course the applicant is studying or studied in the UK, and continue to point 9.4 below

Current visa type *	-----		
Current UK visa number *	Current UK visa number		
Current visa start *	---	---	---
Current visa end *	---	---	---

9.4. Tell us if the applicant has ever been refused a visa to enter the UK:

Have you ever been refused a visa to enter the UK?

Yes

No

Failure to disclose this information may result in your application being withdrawn

If Yes, go to 9.5 below.

If No, go to 9.6 below.

9.5. Tell us how many times applicant's visa was refused, and then continue to 9.6 below

How many times has your application for a visa been refused? *

9.6. Tell us if the applicant was ever suspended or discontinued from their studies in the UK

Has your registration on any course of study in the UK been suspended or discontinued at any time?

Yes

If Yes, go to 9.7 below.

No

If No, press 'Save and Continue'.

9.7. Provide details of the UK institution from where the applicant was either suspended, or discontinued from their studies, and press 'Save and continue';

The institution *

The reason *

The date *

9.8. Select the nationality on the applicant's passport from the drop down, and press 'Save and Continue';

Please advise why you do not require a student visa? *

10. UPLOAD SUPPORTING DOCUMENTATION

Upload scanned copies of the relevant documents under this section. Please note that each document should be uploaded separately with a document title that makes it clear what the document is. **Please only upload relevant documents as show in table below:**

Note: * marked are Essential documents without which a decision cannot be made by the university.

Documents Required	UG/Bachelors	PG/Masters	PhD/Research
School transcripts and certificates	Yes*	Yes*	Yes
Bachelor (or equivalent) degree transcripts		Yes*	Yes*
Masters (or equivalent) degree transcripts			Yes*
Evidence of English language ability (IELTS/PTE/high school transcript)	Yes	Yes	Yes
Passport	Yes	Yes	Yes
Academic Reference letter from teacher/tutor	Yes	Yes	Yes
Work Related Reference from Employer (if you have relevant work experience)	For mature applicants*	For mature applicants*	For mature applicants*
CV (if you have relevant work experience)	For mature applicants*	For mature applicants*	For mature applicants*
Personal statement	Yes	Yes	Yes
Research Proposal			Yes*

10.1. References:

- ✓ Please upload **at least one** academic reference letter / letter of recommendation from current institution or the most recent institution at which the applicant has studied. (Please note, if the applicant is applying to study in the School of Ocean Sciences, two references are required.)
- ✓ If the applicant is applying under the mature applicant regulations or have been out of education for some time, the reference should be from a relevant employer.
- ✓ **The reference letter must be on institutional headed paper, signed and dated by the referee, and should include the referee's full contact details.**
- ✓ The University may contact the referee directly where further information is required.
- ✓ Alternatively, referees can send their reference directly to the Admissions Office, Bangor University, College Road, Bangor, Gwynedd, LL57 2TF, United Kingdom, e-mail postgraduate@bangor.ac.uk (for UK/EU applicants) or e-mail internationaladmissions@bangor.ac.uk (for International applicants).

10.2. Education History Documents:

- ✓ **For Undergraduate applications:** Copies of official course transcripts from School study must be supplied which detail the courses / subjects studied, and marks achieved. If these documents are not in English, please also provide an official, certified English translation of these documents.
- ✓ **For Taught Masters application:** Copies of official course transcripts from School and College/University study must be supplied which detail the courses / subjects studied, and marks achieved. If these documents are not in English, please also provide an official, certified English translation of these documents. If the applicant does not have a final transcript please include the latest transcript.
- ✓ **Evidence of English proficiency:** for applicants from English speaking countries or those that have completed their degree through the medium of English please provide high school transcripts/results and/or a letter from the university confirming that the bachelor degree was taught through the medium of English.

10.3. Research proposal:

- ✓ **For PhD/Research applications:** Guidance about how to write a good research proposal is here: www.bangor.ac.uk/international/applying/research-proposal

11. SUBMITTING THE APPLICATION:

Once all sections are completed, you will receive confirmation on the screen. **Review the application details** by selecting View Summary.

All sections have been completed - [view summary](#)

[Submit your application](#)

- 1) If you notice any errors then you can amend the details by selecting the relevant section in the top bar
- 2) If all details are correct then **Submit your application**

All sections have been completed - [view summary](#)

[Submit your application](#)

NOTE: PLEASE ENSURE THAT YOU SELECT AND CLICK 'SUBMIT YOUR APPLICATION'.

A confirmation email about the application including Applicant ID number will be sent to the email id provided within 5 minutes.

Section IV: How to resume and finish an Incomplete Application

- A. Log-in to the portal by following instructions in the Section I above.
- B. Click on 'View Applications' in the top bar;

Portal Home Manage Branches New Application **View Applications**

- C. On the Right side under Filters, select 'Not Submitted';

Submitted

Not submitted

Submitted

- D. The system will show you the list of applications which are incomplete and yet to be submitted. Click on 'Go to Applicant' and fill-in the required details for that particular application. For details about how to fill the application form, refer to the detailed guidance under Section II above.

	Applicant name	Bangor ID	Branch	Primary contact	
▶	Student Name	not yet assigned	A M Zahid Consultants Bureau	Counsellor Name (testagent@abc.com)	Go to applicant ▼

Section V: Managing Submitted Applications

A. How to view/download Offer Letters:

You will receive an email alerting you when a new offer is waiting on the system. Log in to the agent portal (refer section I for details) and click on '**View Applications**'. Select filter 'Offer Awaiting Response' on the right hand side bar, the list will show those applicants where the Offer Letter is awaiting a response.

Action required

- Any action
- New message
- Document requested
- Offers awaiting response

To take appropriate action;

- 1) Click on the 'go to applicant' against the applicant name
- 2) You will notice the following screen where the Offer Letter can be downloaded from the portal; Click on the Offer letter to download it.

🕒 Offer letter (June 28, 2016, 11:09 a.m.)

It is very important that you read and understand our Terms and Conditions before you accept a place at Bangor University. By accepting an offer, you are agreeing to our Terms and Conditions and will be expected to comply with them.

I confirm I have read and agree to the terms and conditions outlined in the offer:

Accept
 Decline

- 3) Ask the applicant to read the terms and conditions before selecting the 'Accept' option, and press the 'Save' button. Applicant should only 'Accept' or 'Decline' the offer once they have made a decision, and they don't need to do this straight away.


🕒 Offer letter (June 28, 2016, 11:09 a.m.)

Terms and Conditions.

You have Accepted this offer. (June 28, 2016, 11:45 a.m.)

B. How to upload Additional Document requested by the University:

You will receive an email alerting you when the university require additional supporting documents. Log in to the agent portal (refer section I for details) and click on **'View applications'**. Select filter 'Documents requested' on the right hand side bar, the system will show you the applicants where the university has asked for additional document(s) to make a decision.

Action required 

- Any action
- New message
- Document requested
- Offers awaiting response

To take appropriate action;

- 1) Click on the 'go to applicant' against the applicant name
- 2) You will notice a screen similar to the one below clearly specifying which additional document is required.
- 3) Click upload button to submit the required document through the portal.

Academic Reference Required

C. How to uploading additional supporting documents:

If you have received additional supporting documents from an applicant and want to upload them to the portal:

- 1) Click on the 'go to applicant' against the applicant name
- 2) Click on 'Upload additional documents'
- 3) Select the type of document from the drop down menu. If the document type is not listed then select 'General'. It is useful if the document title explains what it is. Click upload and select the required document.

Mr Bob Carlos (500477200)

[+ Create a new application](#)

What happens next?

Thank you for your submission. You will be notified by email to **bob-jones-carlos@test.com**, and on this website, of any progress with your application. You can submit any additional information we may request using this website.

▼ Upload additional documents

Document type *

- D. **How to view and respond to a New Message sent by the university:** You will receive an email alerting you when a new message is waiting. Login to the agent portal (refer section I for details) and click on **'View Applications.'** Select filter **'New Message'** on the right hand side bar;

Action required 🔔

- Any action
- New message
- Document requested
- Offers awaiting response

The system will show you the list of applicants where the university has sent a message which needs attention. The message may be about;

- i. An update about the application.
- ii. Answer in response to any query submitted earlier
- iii. Question the University has asked from the applicant/counsellor

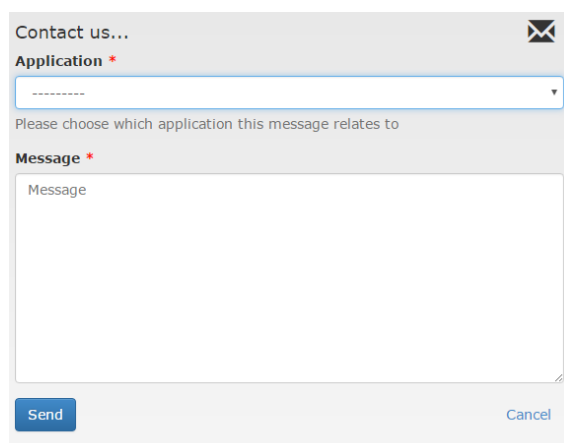
To view the message, click on the **'Go to applicant'** against the applicant, read the message and take appropriate action.

NOTE: Click 'Mark as Read' when you have read the message and taken any action required, otherwise the system will keep showing the message as 'unread' which will alert you each time you login to the system.

- E. **How to send an enquiry to the University Admissions Office about an application:**

If you want to communicate with the admissions office regarding any application;

- 1) Click on the **'go to applicant'** against the applicant name
- 2) The message box in on the right hand side of the screen. Select from the drop down list in the **'application'** bar the relevant application
- 3) Type the message in the **'message'** box and click **'Send'**. Someone from the admissions office will respond accordingly.



NOTE: All communications with the admissions office about an application should be made through the portal NOT via email

Section VI – Useful Navigation Tips

- A. **Summary of applications by Counsellor** – on the *Portal Home* page provides a useful summary of applications per counsellor split into Not Submitted; Submitted; Messages; Document requests; offers outstanding. If you click on the counsellors name this will take you to the list of the counsellors applications.

Applications by Counsellor

Counsellor	Not Submitted	Submitted	Messages	Documents Requested	Offers outstanding
Noor's Office	1	0	0	0	0
bear	0	27	18	5	5
Sion Morris	0	3	0	1	0
test	0	4	4	2	3

- B. **Useful Links section** – on the *Portal Home* page, left side panel provides easy access to useful information on the Bangor University website

Useful links
Academic Entry Requirements
English Language Entry Requirements
Undergraduate Degrees
Postgraduate Taught Degrees
Research Degree
Pre-sessional English Courses
Tuition Fees
Scholarships

- C. **Summary of branch/agent details** – on the *Portal Home* page below the useful links page is a summary of the agent/branch and the contact details
- D. **Quick view of application status or the actions required** - under *View Applications* page, click on the blue arrow on the left-hand side of the applicant's name this will give you a quick status of the application/s and any actions required. To take any action you will still need to click 'Go to applicant' to open up the application

Applicant name	Bangor ID	Branch	Counsellor	
▶ Applicant, Test (s.v.morris@bangor.ac.uk)	500456572	A M Zahid Consultants Bureau	bear (bear@bear.com)	Go to applicant ▼
▼ Carlos, Bob (bob-jones-carlos@test.com)	500477200	A M Zahid Consultants Bureau	Sion Morris (s.morris@bangor.ac.uk)	Go to applicant ▼ 🔔

Title	Starting	Progress	Action required
BA History Submitted: 24-Nov-16	September 2017	You have Accepted this offer. (Nov. 24, 2016, 7:40 a.m.)	🔔

- E. **Filters** – under *View Applications* page, you can filter the list of applications by Action required; Course start date; Counsellor; active/inactive/enrolled; Submitted/not submitted. The system will remember the previous filter you used, so please [‘clear’ filters](#) after use.

Filters

Action required 🔔

Any action

New message

Document requested

Offers awaiting response

[clear](#)

Status

Has active applications

Has inactive applications

Enrolled

[clear](#)

Submitted

Not submitted

Submitted

[clear](#)

course_start

---- ▾ ---- ▾

Counsellors

Noor's Office





bear

Sion Morris

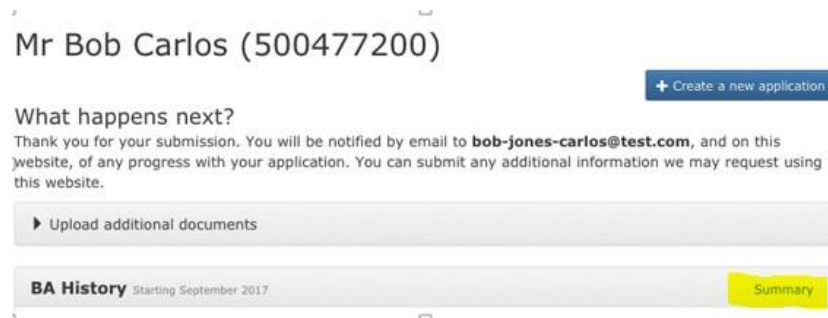
test

[clear](#)

- F. **Changing order of list** – under *View Applications* page, you can change the order of the list by clicking on the double arrows next to the column headings
- G. **Action Items:** under *View Applications* page, you can see following symbols against applications which need your attention.

-  - Action Required
-  - Message waiting
-  - Offer made
-  - Document request

- H. **Viewing application summary:** If you want to view the summary of the application, then click on 'Summary'. This will open in a separate window. When you have finished, close the window and you will return to the application.



The screenshot shows a user interface for an application. At the top, the name 'Mr Bob Carlos (500477200)' is displayed. To the right of the name is a blue button with a white plus sign and the text 'Create a new application'. Below the name, the heading 'What happens next?' is followed by a paragraph: 'Thank you for your submission. You will be notified by email to **bob-jones-carlos@test.com**, and on this website, of any progress with your application. You can submit any additional information we may request using [this website.]'. Below this text is a light gray button with a right-pointing arrow and the text 'Upload additional documents'. At the bottom, there is a horizontal bar with the text 'BA History Starting September 2017' on the left and a yellow button with the text 'Summary' on the right.