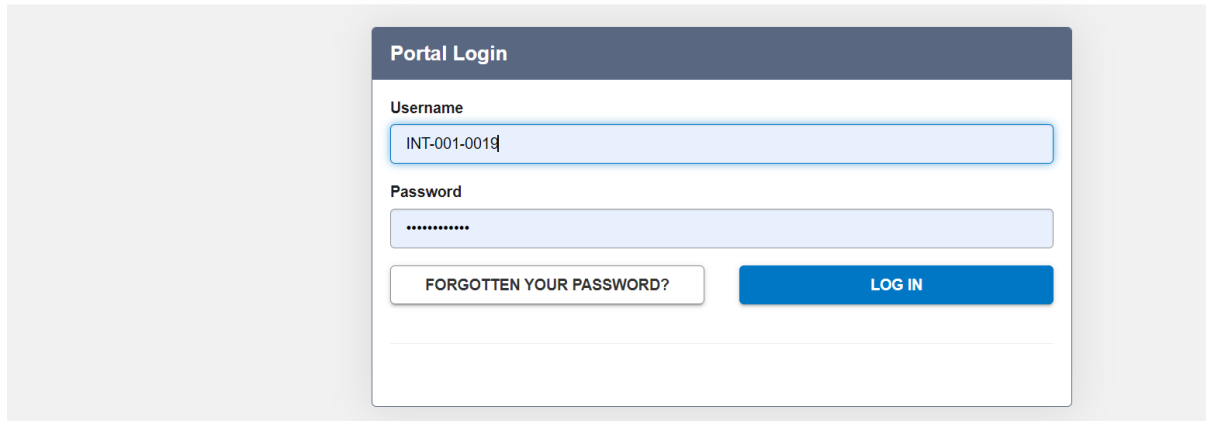


e:Vision: How to submit an agent application

- 1) Login in into your agency e:Vision account by using the link
https://smsweb.wlv.ac.uk/urd/sits.urd/run/siw_lgn
- 2) Insert your agency credentials and wait.

e:Vision

This page is the SITS e:Vision Portal login screen. Please use the form below to supply your login details and click the "Log in" button to access the system.



The screenshot shows a 'Portal Login' form with the following fields and buttons:

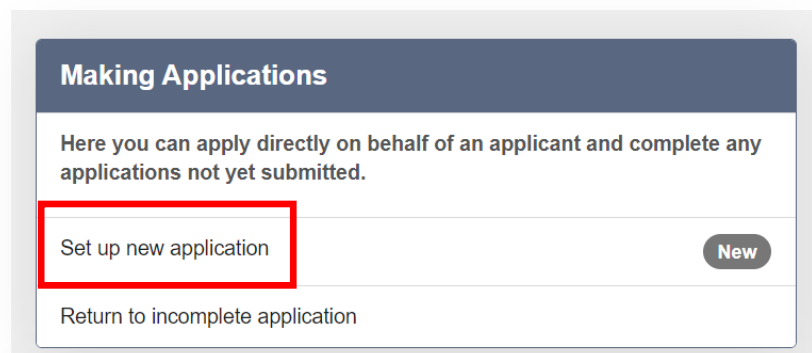
- Username:** A text input field containing 'INT-001-0019'.
- Password:** A password input field with masked characters '.....'.
- Buttons:** A button labeled 'FORGOTTEN YOUR PASSWORD?' and a blue button labeled 'LOG IN'.

- 3) A new dashboard will come up on your screen
- 4) Under the section *Application Management*, click on *Set up new application* on the right-hand side.

➤ Applicant Management

➤ Admissions

Applicant Management



The screenshot shows the 'Making Applications' section with the following content:

- Section Header:** Making Applications
- Description:** Here you can apply directly on behalf of an applicant and complete any applications not yet submitted.
- Buttons:** A button labeled 'Set up new application' (highlighted with a red box) and a button labeled 'New'.
- Link:** A link labeled 'Return to incomplete application'.

- 5) On Choose Subject Areas drop down menu select the relevant subject area.
- 6) Click Next

Report Parameters

Report Parameters are entered on this page.

Please select a course from the subject areas below.

Set up New Application by Agent Online

Please complete the report options and click the 'Run Report' button.

Choose Subject Areas Chestnut Applications ▼

CLEAR
NEXT

7) Choose the designated programme and click Select.

Now showing records 1 - 6 of 6

Course Code	Course Title	Mode	Select
BU075H01UCA	BA (Hons) Business Management with Chestnut Education TBV	Undergraduate	SELECT
CS039P06UCA	Master by Research in Cyber Security with Chestnut Education (Blended) TBV	Postgraduate	SELECT
CS040P06UCA	Master by Research in Artificial Intelligence with Chestnut Education (Blended) TBV	Postgraduate	SELECT
HW061P01UCA	Master by Research Public Health with Chestnut Education	Postgraduate	SELECT
IR005P06UCA	MSc International Relations with Chestnut Education (Blended) TBV	Postgraduate	SELECT
IR006P01UCA	Master by Research in International Relations with Chestnut Education TBV	Postgraduate	SELECT

8) When the programme is chosen, the following screen will appear. Click Apply Now to be directed to the next step.

BA (Hons) Business Management with Chestnut Education TBV

School	Wolverhampton Business School
Length of Course	1 Years
Mode of Study	Full-time

Location	Start Date	Entry Year	Apply
University and Blended Learning	16/Sep/2024	3	Apply Now

9) Input **applicant details**, including **their personal email (not agency)** to create a new user.

Logged In:
Clear & Reset Application Form Documents Questions

Your Application

Selected Course	Course Code	Course Sequence	Start date	Mode of Attendance	Academic Year
1. BA (Hons) Business Management with Chestnut Education TBV	BU075H01UCA	0002	16/Sep/2024	FULL-TIME	2024/5

Create New User

Title * Gender Date of Birth

Forename(s)

Known As Surname

Login Details

Email Address *

10) Click *Create User* at the bottom of the page

Login Details

Email Address *

CANCEL

CREATE USER

- 11)** Complete all the sections (Personal Details, Fee Status, Qualifications...) as required. Complete sections will show as green.

The application form is separated into sections, you can see these sections on the tabs below.
You may not be able to move from one page to the next until you've completed all required fields, this is to ensure we get the information we need without having to bother you again.
Any field that is marked with an * is mandatory and must be filled completed in order to progress.

PERSONAL DETAILS FEE STATUS QUALIFICATIONS EDUCATION & EXPERIENCE CONFIRM

Personal Details

Title Mrs

Family Name/Surname BARREIROS

If you do not have a Family/Surname, please check this box

First/Given Names RAQUEL

- 12)** When ready, you can submit the application. Once it has been submitted, a confirmation email will be sent to the applicant with their University Student ID which is a **7 digits long number starting with 2XXXXXX after the date 30/09/2024XXXXXX**).

University of Wolverhampton -Thank you for your application

We will contact you when we have processed your application.

Yours sincerely,

University of Wolverhampton Admissions Team

Ref: 30/09/20242XXXXXX

Supporting application documents can now be uploaded onto e:Vision.

How to upload application documents for applicants

- 13)** Login in into your agency e:Vision account by using the link https://smsweb.wlv.ac.uk/urd/sits.urd/run/siw_lgn
- 14)** Insert your agency credentials and wait.

- 15) Under the section Documents and Correspondence, click on *Upload Application Documents for Applicants* and fill in all the mandatory fields.

Applicant Management

<p>Making Applications</p> <p>Here you can apply directly on behalf of an applicant and complete any applications not yet submitted.</p> <p>Set up new application New</p> <p>Return to incomplete application</p>	<p>Tracking Applications</p> <p>Here you can track the progress of your applicants, view Offer Status, Offer type and Offer Conditions</p> <p>Check on progress of completed applications</p> <p>Agent Application Statistics</p> <p>Conditional Firm Actions</p>
<p>Application Decisions</p> <p>Here you can make offers for applications submitted by CEA's assigned to your Regional Office and track all decisions made within your team</p> <p>Regional Office Decision Overview (Year 1 entry)</p> <p>Offer Status Advanced Standing (Year 2 or 3 Entry)</p>	<p>Documents and Correspondence</p> <p>Here you can view correspondence generated for applicants and upload any required documentation</p> <p>View Applicants Correspondence</p> <p>Upload Application Documents for Applicants</p> <p>View an Applicant's Uploaded Documents</p>
<p>Request Help from Admissions Team</p>	

- 16) Input student ID (2XXXXXX) and wait until the applicant record is found
- 17) Select from the drop-down menu the type of file you wish to upload
- 18) Provide brief description of the document
- 19) Choose file and click *Upload*

Select and Upload

Enter Student ID* Name of applicant will automatically show here

Please select the document type that best represents the information you are uploading to your e:Vision account the more accurately you choose the category the easier it is for the admissions team to process and confirm your admissions.*

Please provide a description of the document you have uploaded (example: GCSE Maths Grade C).*

No file chosen

UPLOAD

20) Continue uploading to repeat the above process OR Confirm & Exit

Document Link: [View Document](#)

[UPLOAD ANOTHER FOR THIS APPLICANT](#)

[CONFIRM & EXIT](#)