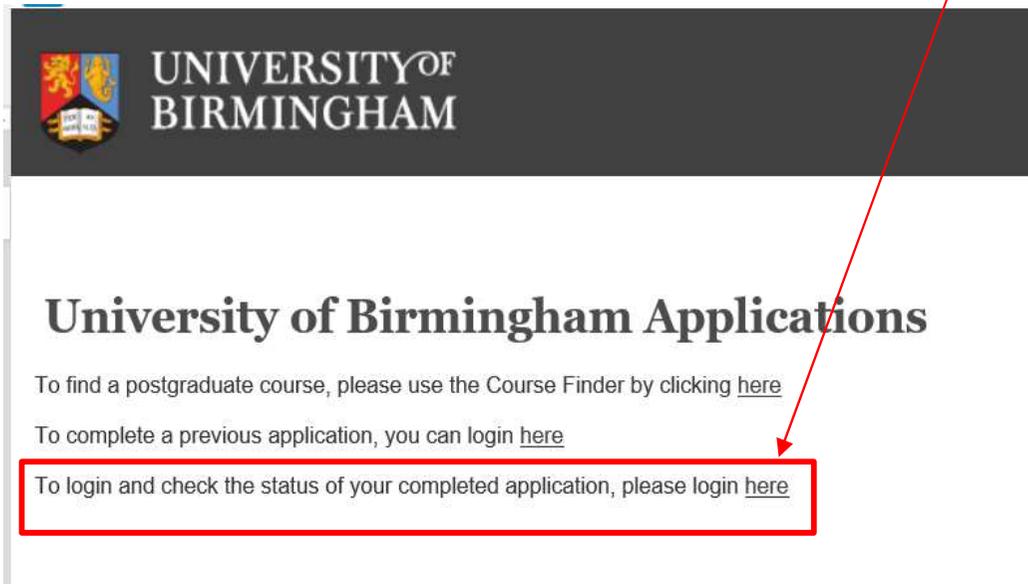


# Partner Admissions Guide

# Accessing the Partner Portal

- The first time you access the portal, you will need to log in and change your password at the following page:  
<https://sits.bham.ac.uk/>
- You will see three options – click on the link “To login and check the status of your completed application, please login here”



 UNIVERSITY OF BIRMINGHAM

## University of Birmingham Applications

To find a postgraduate course, please use the Course Finder by clicking [here](#)

To complete a previous application, you can login [here](#)

To login and check the status of your completed application, please login [here](#)

# Accessing the Partner Portal

- You will have been given a unique username and a password, which you should change when you sign in for the first time. Please do not share your log-in details with anyone.
- Once you have created an account, you can access the Portal here: <https://pga.bham.ac.uk/portal>
- If you are unsure of your username or cannot reset the password yourself, contact the University of Birmingham.

# The Partner Portal

- The Partner Portal is your way of interacting with the new Direct Application Admissions System.
- You can upload details to applications already made, check the status of applications and view particular applications in detail.
- Standard terminology for the Portal is to refer to partner institutions as “Agent” – wherever you see this, this refers your institution.

# Key Portal Tasks

The Partner Portal enables you to:

- View a list of all applications made by your students
- View a summary of applications made by your students
- Look up a particular application made by one of your students
- Check the current status of the application
  - View any outstanding documents or Offer Conditions
  - View documents uploaded in support of the application
  - Upload a document on behalf of the applicant

# Using this Guide

If you view this guide as a presentation, you can click on items with a [Blue edge](#) to navigate to that section – these are just like the actual links in the portal.

This guide focuses on the areas that are most relevant to your students' application process. You can follow the blue buttons to navigate through the portal. You can also use the home button (seen in the bottom right) to return to the portal home page.

- [Portal Home Page](#)
- [Submitted applications](#)
- [Submitting documents on behalf of students \(proxy login\)](#)

# Portal Home Page

The screenshot shows the 'Agent Portal' home page for the University of Birmingham. At the top, there is a navigation bar with the university logo and the text 'UNIVERSITY OF BIRMINGHAM'. To the right of the logo are four navigation links: 'Agent Home Page', 'Agent Offer Guide', 'Agent Portal Guidance', and 'Contact Us'. A search icon is in the top right corner. Below the navigation bar, the page title 'Agent Portal' is displayed, followed by the subtitle 'Home page for Agents for University of Birmingham'. A callout box points to the navigation links with the text: 'You can navigate to different sections of the portal with these links'. The main content area is divided into several sections: 'Information' (a table with columns 'Agent Code' and 'Name', containing a row with 'TEST' in both), 'Intray' (with 'Unread Messages' and a dropdown menu showing 'Unread Messages (0)'), 'Agent Actions' (a list of links including 'Submitted Applications', 'Application Summaries', and 'Proxy Login to App Porta'), and 'Application Logging' (with a note about logging applications and links for 'Log New Application' and 'Applications Not Yet Submitted'). A 'Useful Links' section is on the right, listing various university services. A callout box points to this section with the text: 'A number of useful links can be found here'. Another callout box points to the 'Application Logging' section with the text: 'This functionality is not currently in use for Partners.' A third callout box on the left points to the 'Agent Actions' section with the text: 'This section allows you to find applications and view lists and application statistics'.

UNIVERSITY OF BIRMINGHAM

[Agent Home Page](#) [Agent Offer Guide](#) [Agent Portal Guidance](#) [Contact Us](#)

Agent Portal  
Home page for Agents for University of Birmingham

Information

| Agent Code | Name |
|------------|------|
| TEST       | TEST |

Information for AGENTS goes here...

Intray

Unread Messages

Other views: Unread Messages (0)

You have no new messages.

Agent Actions

- Pending Applications
- Submitted Applications
- Application Summaries
- Proxy Login to App Porta
- Application List

Application Logging

The options below should be used to log applications or continue processing applications that were only partly completed. All applications logged via the portal are subject to a duplicate checking process which can sometimes delay notification of receipt.

Log New Application

Applications Not Yet Submitted

Useful Links

- University of Birmingham Home Page
- Accommodation
- Student Funding
- Student Life
- International Relations
- Birmingham International Academy

This section allows you to find applications and view lists and application statistics

You can navigate to different sections of the portal with these links

A number of useful links can be found here

This functionality is not currently in use for Partners.

# Submitted Applications

UNIVERSITY OF BIRMINGHAM

Agent Home Page Agent Offer Guide Agent Portal Guidance Contact Us

Logged In: Idp Promising Guangzhou (Logout)

## Agent Portal - Submitted Applications

### Select a Submitted Application

The following is a list of your applications that have been submitted for courses starting between 2018/19 and 2019/20. After selecting an application the **Summary** button can be used to view a read only summary of the submitted application. The **Continue** button can be used view the applicant login screen and carry out any actions that are required.

| Applicant ID | Student ID | Surname & Forename | Date of Birth | Date Received | Course Title  | Academic Year | Application Status                          |
|--------------|------------|--------------------|---------------|---------------|---|---------------|---|
| 1986709      | 1986709    | Bean, Sean         | 01/Jan/1997   | 13/Sep/2018   | PhD in Department of Physics and Astronomy  | 2018/19       | Application with Admissions awaiting review |
| 1986710      | 1986710    | Toure, Kolo        | 02/Jun/1996   | 13/Sep/2018   | MSc Computer Science (Dubai)  | 2018/19       | Application with Admissions awaiting review |
| 1986713      | 1986713    | C, C               | 03/Oct/2002   | 14/Sep/2018   | Bachelor's Degree with Integrated Foundation Year (Arts, Social Sciences, Business and Law Pathway) | 2018/19       | Application with Admissions awaiting review |
| 1986714      | 1986714    | D, D               | 08/Aug/1995   | 14/Sep/2018   | Business Management English Preessional Course 6 Week   | 2018/19       | Application with Admissions awaiting review |
| 1986715      | 1986715    | E, E               | 02/Nov/1977   | 14/Sep/2018   | PGCE Secondary English Education (Dubai)  | 2018/19       | Application with Admissions awaiting review |

Buttons: Back, Exit, Summary, Continue

Navigate left and right for more information on applicants

You can view the application status of a submitted application in this screen

Ensure pop-ups are enabled in order to view the summary

Select an application and click 'Summary' to open that application in a new window (Next Slide)

When you press continue you will be taken to the 'ProxyLogin'.

# Summary of the completed application



UNIVERSITY OF  
BIRMINGHAM  
DUBAI

Logged In:

Application from E E for PGCE Secondary English Education (Dubai) to start in October 2018

## Course Application

| Course                                   | Mode of Study    | Year    | Start Date  | Point of Entry |
|--|------------------|---------|-------------|----------------|
| PGCE Secondary English Education (Dubai) | Full-time Taught | 2018/19 | 01/Oct/2018 | Year 1         |

## Personal Details

### Personal Details

Title Dr

Forename/Given name/名 E

Forename 2/Given name 2

Surname/Family name/姓 E

Date of birth 02 Nov 1977

Preferred first name E

Previous surname

Gender Female

Country of birth China

Nationality China

Dual nationality

Country of permanent residence China

Have you previously applied, studied or been a member of staff at the University of No

# Application List

In the homepage click on 'Application List' – this will open this search page which allows you to search applicants by a number of different criteria

UNIVERSITY OF BIRMINGHAM

Agent Home Page Agent Offer Guide Agent Portal Guidance Contact Us

Report Parameters

Report Parameters are entered on this page.

Application List

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

Academic Year

College

Department/School

Programme

Start Date Range

Fee Status

Latest Decision

Agent ID

Clear Fields

Run Report

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Logged In

The programme field is a "dynamic list" – begin typing a programme name and a dropdown list will appear. Only one field needs to be completed in order to search.

There are multiple drop down menus for different search criteria

# Application Summaries

## Application Summaries

The following report shows details for: your submitted applicants; your applicants who have offers; your applicants who have accepted an offer and your applicants who have been rejected.

Will show the status of the applications which are linked with your institution.

| Submitted Applications (0) |   |         |          |                |                                       |
|----------------------------|---|---------|----------|----------------|---------------------------------------|
| Applicant ID               | Programme Title   | Year    | Name     | Submitted Date | Registration Status                   |
| 1986709                    | PhD in Department of Physics and Astronomy  | 2018/19 | BEAN, S  | 13/Sep/2018    | Application submitted and transferred |
| 1986710                    | MSc Computer Science (Dubai)  | 2018/19 | TOURE, K | 13/Sep/2018    | Application submitted and transferred |
| 1986713                    | Bachelor's Degree with Integrated Foundation Year (Arts, Social Sciences, Business and Law Pathway) | 2018/19 | C, C     | 14/Sep/2018    | Application submitted and transferred |
| 1986714                    | Business Management English Preseasonal Course 6 Week   | 2018/19 | D, D     | 14/Sep/2018    | Application submitted and transferred |
| 1986715                    | PGCE Secondary English Education (Dubai)  | 2018/19 | E, E     | 14/Sep/2018    | Application submitted and transferred |

Summary of the applications you have submitted or been paired to.

| Applications with Offers (0) |                 |      |      |                |              |
|------------------------------|-----------------|------|------|----------------|--------------|
| Applicant (Transfer) ID      | Programme Title | Year | Name | Submitted Date | Offer Status |
| No records found.            |                 |      |      |                |              |

| Accepted Offers (0)     |                 |      |      |                |              |
|-------------------------|-----------------|------|------|----------------|--------------|
| Applicant (Transfer) ID | Programme Title | Year | Name | Submitted Date | Offer Status |
| No records found.       |                 |      |      |                |              |

| Rejected Applications (0) |                 |      |      |                |              |
|---------------------------|-----------------|------|------|----------------|--------------|
| Applicant (Transfer) ID   | Programme Title | Year | Name | Submitted Date | Offer Status |
| No records found.         |                 |      |      |                |              |



HOME PAGE

# The results page displays applicants matching your search criteria alphabetically by surname:

 UNIVERSITY OF BIRMINGHAM [Agent Home Page](#) [Agent Offer Guide](#) [Agent Portal Guidance](#) [Contact Us](#)

Logged in: [Logout](#)

5 records retrieved

| Received    | Applicant ID | Surname | Forename | Date of Birth | Start Date  | Fee Status | Level                 | Programme                      | Latest Decision       | Latest Decision Date | Agent         | Status |
|-------------|--------------|---------|----------|---------------|-------------|------------|-----------------------|--------------------------------|-----------------------|----------------------|---------------|--------|
| 13/Sep/2018 | 1986709      | BEAN    | SEAN     | 01/Jan/1997   | 01/Oct/2018 | Overseas   | Postgraduate Research | PhD Phys + Astronomy FT        | Pending - no decision |                      | IDP GUANGZHOU | A      |
| 14/Sep/2018 | 1986713      | C       | C        | 03/Oct/2002   | 24/Sep/2018 | Home/EU    | Undergraduate Taught  | BIA Art Soc Sci Bus Law 4Yr    | Pending - no decision |                      | IDP GUANGZHOU | A      |
| 14/Sep/2018 | 1986714      | D       | D        | 08/Aug/1995   | 24/Sep/2018 | Overseas   | Postgraduate Taught   | Bus Man Eng Presess 6 week FT  | Pending - no decision |                      | IDP GUANGZHOU | A      |
| 14/Sep/2018 | 1986715      | E       | E        | 02/Nov/1977   | 01/Oct/2018 | Overseas   | Postgraduate Taught   | PGCE English Educat FT (Dubai) | Pending - no decision |                      | IDP GUANGZHOU | A      |
| 13/Sep/2018 | 1986710      | TOURE   | KOLO     | 02/Jun/1996   | 01/Oct/2018 | Overseas   | Postgraduate Taught   | MSc Computer Science FT(Dubai) | Pending - no decision |                      | IDP GUANGZHOU | A      |

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# Proxy Log in

- You can use the “Proxy login to App Portal” to upload documents to support your students’ applications.
- You have the option to upload your students’ transcript and English language translation via the proxy log-in in order for our Admissions Office to verify the authenticity of the transcript before an unconditional offer can be issued. This is not essential, students can upload their own documents

# Proxy Login to App Portal

Agent Portal - Proxy Login to App Portal

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

|                    |                                      |   |
|--------------------|--------------------------------------|---|
| Student ID         | <input type="text"/>                 | List  |
| Surname            | <input type="text" value="E"/>       |   |
| Forename 1         | <input type="text"/>                 |   |
| Programme of study | <input type="text"/>                 |   |
| Date of birth      | <input type="text"/>                 |  |
| Agent code         | <input type="text" value="1278256"/> |   |

Clear Fields

Using the search bars, search for your applicant to view their portal/application summary.

Only one field needs to be completed to search for students(ideally ID number).

Once you have entered your search criteria please select the run process button.

# Partner Applications Proxy Login

To open the application summary please select the 'View application Portal' Button

Agent applications proxy login

The table below shows all of your applications. The Applicant Portal links can be used to login to the portal as the applicant.

| Applicant ID | Name | Course Title                             | Course Code | Year    | Submitted Date | Registration Status                         | View Applicant Portal                 |
|--------------|------|--|-------------|---------|----------------|---|---------------------------------------|
| 1986715      | E, E | PGCE Secondary English Education (Dubai) | FT597C      | 2018/19 | 14/Sep/2018    | Application with Admissions awaiting review | <a href="#">View Applicant Portal</a> |

Back

# Using the Proxy Login

## Agent Portal - Submitted Applications

### Online Application - Proxy User Access

You are viewing the Applicant Proxy Login screen. Please use it responsibly, by clicking on the **Proxy Login** button below to login as E E (1986715) and take any necessary action on her application.  
The **Back** button will take you back to the previous screen and the **Exit** button will take you back to the main Agent Portal page.

...after clicking 'Summary' this page will appear.  
Click '**Proxy Login**' to view the selected applicant's summary in a new window.

# My Application (Proxy Login)

My Application

**Personal Details**

|              |   |               |             |
|--------------|---|---------------|-------------|
| Name         | E E   | Date of Birth | 02/Nov/1977 |
| Home Address | You should enter your permanent home address in your country of origin. |               |             |
|              | <input type="button" value="Update"/>                                   |               |             |
|              | 1 Birds Nest<br>Beijing<br>BED122<br>China                              |               |             |
|              | T: 111222333<br>E: e-e-e-e@test.com                                     |               |             |

**Application(s)**

PGCE Secondary English Education (Dubai)

|                |  |                    |   |
|----------------|--|--------------------|---|
| Application id | 1986715                                  | Application Status | Application with Admissions awaiting review |
| Course         | PGCE Secondary English Education (Dubai) | Mode of Study      | Full-time Taught                            |
| Entry Year     | 2018/19                                  | Start Date         | 01/Oct/2018                                 |
| College        | College of Social Sciences               | Department         | School of Education; Professional Education |
| Decision       |  | Response           |   |
| Agent          | ICF GUANGZHOU                            |                    |   |

**Referees**

| Email            | Status               | Date Submitted | Actions                               |
|------------------|----------------------|----------------|---------------------------------------|
| revprof@test.com | Failed to send email |                | <input type="button" value="Remove"/> |

**Documents**

| Requirement        | Status   | Status updated | Files | Uploaded | Action                                |
|--------------------|----------|----------------|-------|----------|---------------------------------------|
| Personal Statement | Uploaded |                |       | 14/09/18 |                                       |
| First reference    | Required |                |       |          | <input type="button" value="Upload"/> |
| Transcript         | Required |                |       |          | <input type="button" value="Upload"/> |

View application form in more detail by clicking here

Update personal details of applicant here

Check referees and status

This is where you can upload extra non-essential documents on the behalf of students

Upload essential outstanding documents (transcripts, English language, passport) required for the application here.

# Uploading Documents

1. To upload a document, browse computer files and select the document you wish to upload

UNIVERSITY OF BIRMINGHAM DUBAI

My Application Useful Links Contact us Change Password

Logged In: E E (Logout)

Upload Documents - First reference

Click browse to select the document(s) that you wish to upload then click 'Upload'. Once you have uploaded your files, click 'Next' to continue.  
If you wish to select a different document type, please click 'Back'.

File uploader

Use the browse button to select files and then press the upload button to submit them.

Browse My Computer Upload

Back Next

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2. After selecting the document, press the upload button on the right. The file status will indicate if the document successfully uploaded. Then, press 'Next' to return to 'My Application'.

UNIVERSITY OF BIRMINGHAM DUBAI

My Application Useful Links Contact us Change Password

Logged In: E E (Logout)

Upload Documents - First reference

Click browse to select the document(s) that you wish to upload then click 'Upload'. Once you have uploaded your files, click 'Next' to continue.  
If you wish to select a different document type, please click 'Back'.

File uploader

Use the browse button to select files and then press the upload button to submit them.

Browse My Computer Upload

doc.docx (12 kb) Delete

File Status Successfully Uploaded 100%

Back Next

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# Uploading Transcript

- Partners can upload the students transcripts (and English translations) in order for our admissions team to verify the document.
- You can upload a transcript either by selecting the “Upload” button next to the Transcript section, or, if a student has already uploaded a copy of their transcript, as part of their application you can upload their transcript from your account by clicking so on the Upload document screen by clicking the “upload document” button on the

The screenshot shows a table with the following data:

| Requirement        | Status   | Status updated | Files | Uploaded | Action |
|--------------------|----------|----------------|-------|----------|--------|
| Personal Statement | Uploaded |                |       | 14/09/18 |        |
| First reference    | Required |                |       |          | Upload |
| Transcript         | Required |                |       |          | Upload |

At the bottom of the table, there are three buttons: "Contact Us", "Upload Document", and "Withdraw Application". The "Upload Document" button is highlighted with a red box. A red arrow points from the text "upload document" in the second bullet point to this button. Another red arrow points from the text "Upload" in the second bullet point to the "Upload" button in the Transcript row of the table, which is also highlighted with a red box.

# Uploading Transcript (2)

- From the dropdown list, select “Transcript”, then next, and upload document as required. You can upload as many additional documents as required, following the same process as in the previous [“Uploading documents”](#) slide

Upload Documents

Which type of document are you uploading?\*

Transcript ▼

Back Next

# Summary of Important Information

- See the separate guidance for details on how your students should fill in and complete the application form. Students need to ensure personal details are typed in correctly.
- **Adding documents to existing applications:** you should identify the student using the proxy log-in and submit relevant documents via this mechanism.
- If you encounter any technical issues with the system please contact [directapplicationsystem@contacts.bham.ac.uk](mailto:directapplicationsystem@contacts.bham.ac.uk).