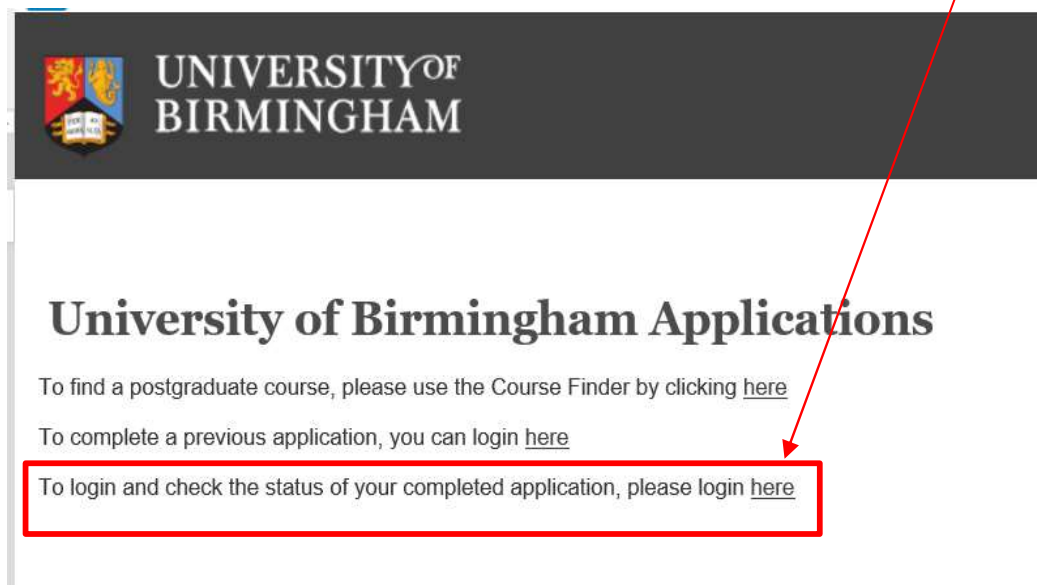


Partner Admissions Guide

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”



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 is a dark navigation bar with the university logo and four links: 'Agent Home Page', 'Agent Offer Guide', 'Agent Portal Guidance', and 'Contact Us'. Three arrows point from a central text box to these links. Below the navigation bar, the page title 'Agent Portal' is followed by the subtitle 'Home page for Agents for University of Birmingham'. The main content area is divided into three columns. The left column contains an 'Information' section with a table of agent codes and names, and an 'Agent Actions' section with links to 'Submitted Applications', 'Application Summaries', and 'Proxy Login to App Portal'. The middle column has an 'Intray' section for unread messages and a 'Useful Links' section with various university links. The right column contains a text box stating that the functionality is not currently in use for Partners. Annotations include a box on the left explaining the 'Agent Actions' section and a box on the right explaining the 'Useful Links' section.

UNIVERSITY OF BIRMINGHAM

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

Logged In: | (Logout)

Agent Portal

Home page for Agents for University of Birmingham

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

Information

Agent Code	Name
TEST	TEST

Information for AGENTS goes here...

Agent Actions

- Pending Applications
- Submitted Applications
- Application Summaries
- Proxy Login to App Portal
- 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

Intray

Unread Messages

Other views: Unread Messages (0)

You have no new messages.

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

A number of useful links can be found here

This functionality is not currently in use for Partners.

Submitted Applications

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Agent Home Page Agent Offer Guide Agent Portal Guidance Contact Us

Logged In: ldp 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

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

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Agent Home Page Agent Offer Guide Agent Portal Guidance Contact Us

Logged In

Report Parameters


Report Parameters are entered on this page.

Application List

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

Academic Year	<input type="text"/>	←
College	<input type="text"/>	←
Department/School	<div>All Academic Services Academic Services/Birmingham International Academy Accounting and Finance</div>	←
Programme	<input type="text"/>	←
Start Date Range	<input type="text"/>	←
Fee Status	<input type="text"/>	←
Latest Decision	<div>All No Decision Conditional Offer (No Response) Conditional Offer (Accepted)</div>	←
Agent ID	<input type="text"/>	←

Clear Fields Run Report

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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 (o)					
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 Preessional 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 (o)					
Applicant (Transfer) ID	Programme Title	Year	Name	Submitted Date	Offer Status
No records found.					


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

Rejected Applications (o)					
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](#)

Q

Logged in: [Logout](#)


Search again...

5 records retrieved

001 - Application Received Details

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

Search again...

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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 Run Process

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

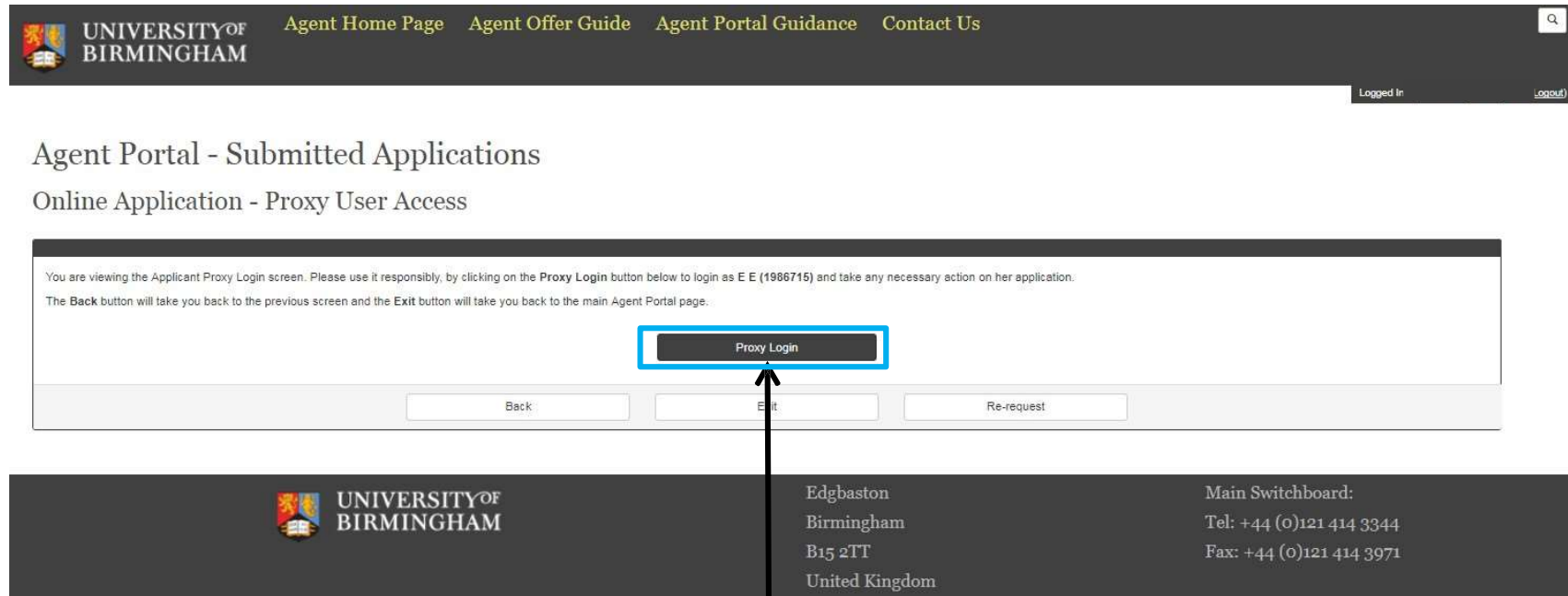
Agent applications proxy login

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	View Applicant Portal

Back

Using the Proxy Login



The screenshot shows the top navigation bar of the University of Birmingham Agent Portal. The header includes the university logo, the name 'UNIVERSITY OF BIRMINGHAM', and links for 'Agent Home Page', 'Agent Offer Guide', 'Agent Portal Guidance', and 'Contact Us'. A search icon is on the right. Below the header, the page title is 'Agent Portal - Submitted Applications' and the sub-title is 'Online Application - Proxy User Access'. The main content area contains a message: '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.' Below this message are three buttons: 'Back', 'Exit', and 'Re-request'. The 'Proxy Login' button is highlighted with a red box. An arrow points from a text box at the bottom to the 'Proxy Login' button. The footer contains the university logo, name, address (Edgbaston, Birmingham, B15 2TT, United Kingdom), and contact information (Main Switchboard: Tel: +44 (0)121 414 3344, Fax: +44 (0)121 414 3971).

UNIVERSITY OF BIRMINGHAM

Agent Home Page Agent Offer Guide Agent Portal Guidance Contact Us

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.

Proxy Login

Back Exit Re-request

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...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.		
	<div>Update</div>		
1 Birds Nest Beijing BED122 China			
T: 111222333 E: e-e-e-e@test.com			

Update personal details of applicant here

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/Ast/2018
College	College of Social Sciences	Department	School of Education; Professional Education
Decision		Response	
Agent	ICF GUANGSHU		

Referees

Email	Status	Date Submitted	Actions
revprof@test.com	Failed to send email		<div>Remove</div>

Documents

Requirement	Status	Status updated	Files	Uploaded	Action
Personal Statement	Uploaded			14/09/18	
First reference	Required				<div>Upload</div>
Transcript	Required				<div>Upload</div>

Contact Us

Upload Document

Withdraw Application

View application form in more detail by clicking here

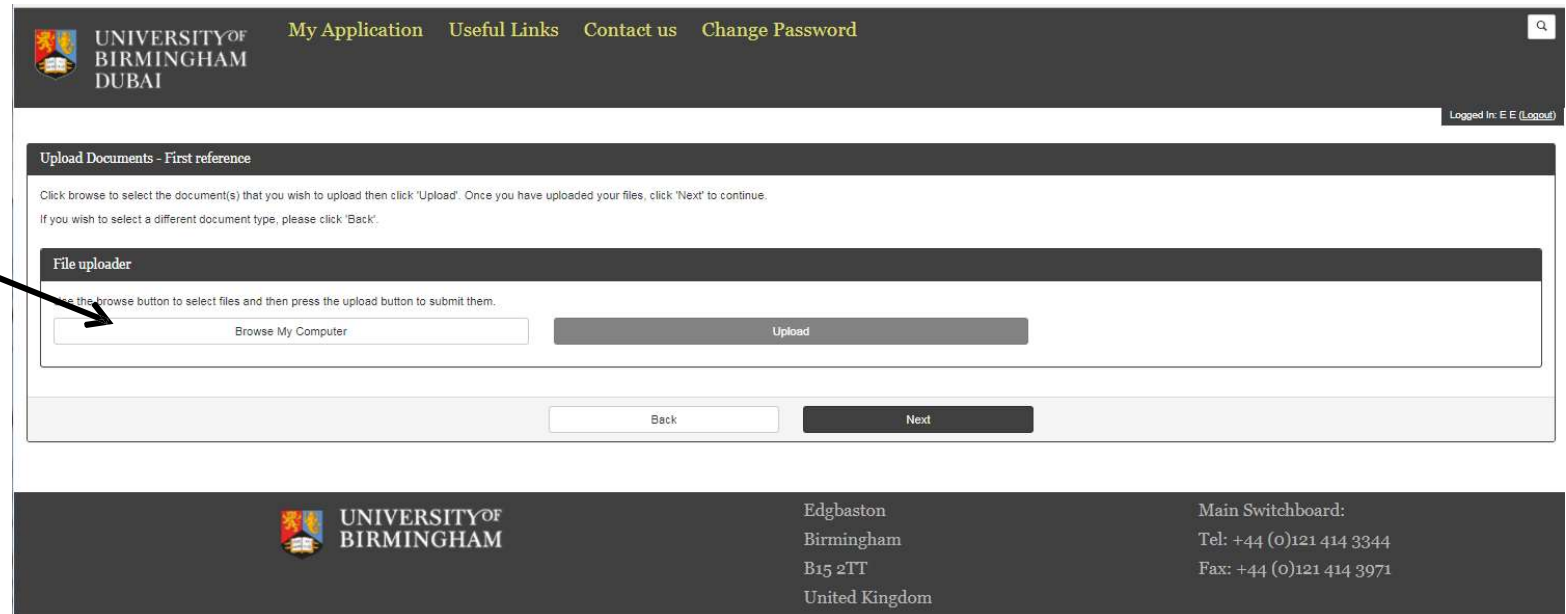
Check referees and status

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

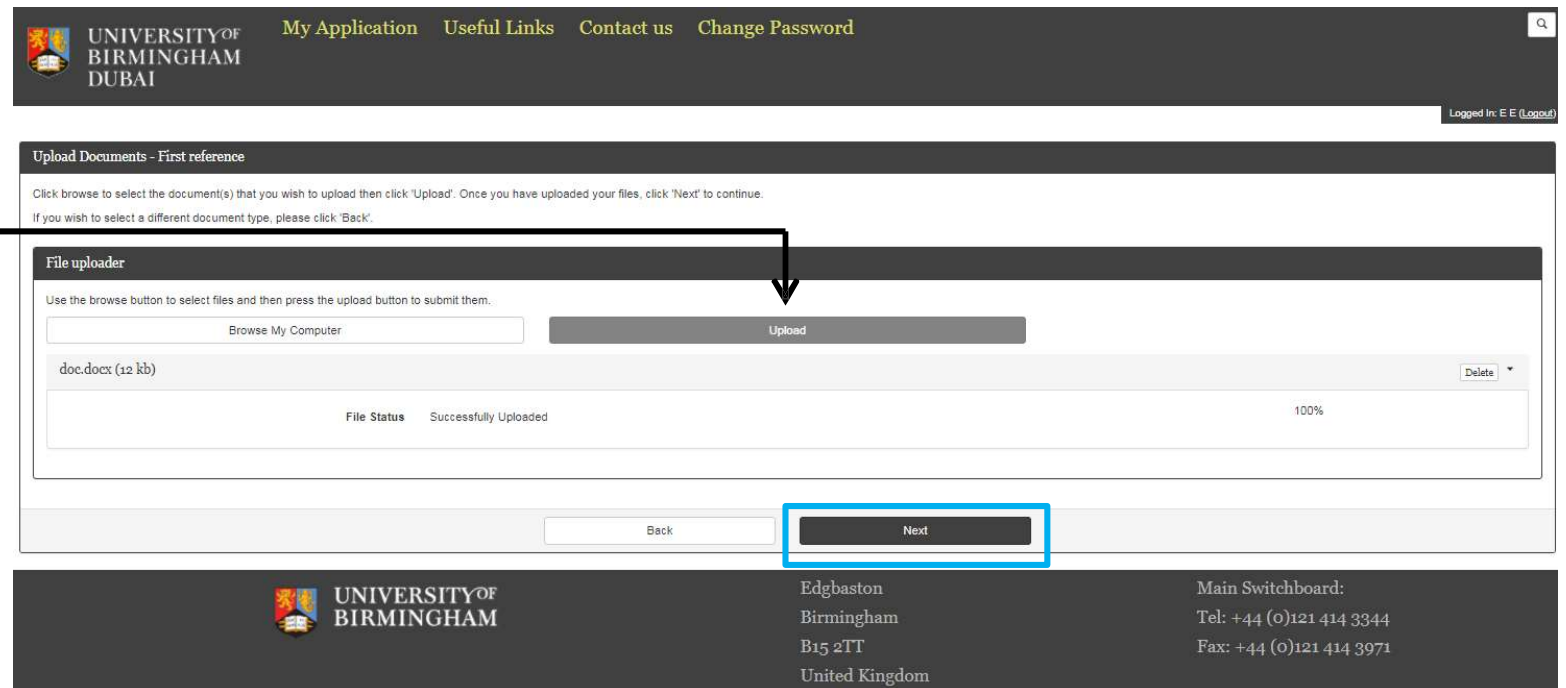
Back Next

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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

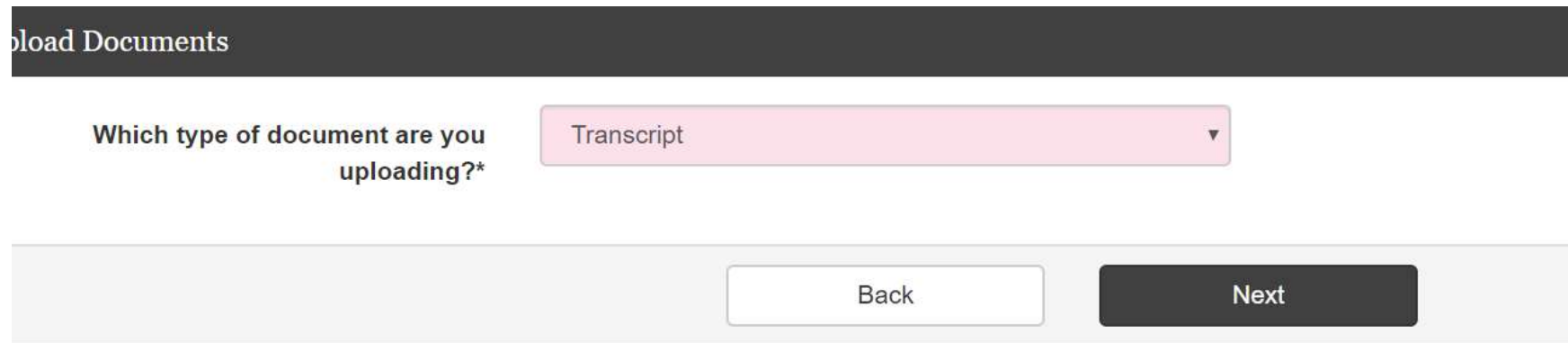
- Partners can upload the students transcripts (and English translations) in order for our admissions team to verify the document.
- You can upload a transcript either by selecting the “Upload” button next to the Transcript section, or, if a student has already uploaded a copy of their transcript, as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

Documents					
Requirement	Status	Status updated	Files	Uploaded	Action
Personal Statement	Uploaded			14/09/18	
First reference	Required				<button>Upload</button>
Transcript	Required				<button>Upload</button>

Contact Us **Upload Document** Withdraw Application

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



The screenshot shows a web form titled "Upload Documents" in a dark header bar. Below the header, the text "Which type of document are you uploading?*" is displayed. To the right of this text is a dropdown menu with a pink background and the word "Transcript" selected. At the bottom of the form, there are two buttons: a white "Back" button and a dark grey "Next" button.

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.