

Agent Portal

User Guide Part I

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1. Overview

This document will provide an overview of the Agent Portal functionality. Through the Agent Portal, you can create and submit applications on behalf of applicants. When an offer has been made on an application, you can confirm or decline the offer via the agent portal. You are also able to upload documents supporting the applications.

You cannot add in any VISA checks or CAS requests via the Agent Portal. They must be completed via the Applicant Portal.

The portal works best in screen resolution of a computer monitor. The application is not optimised for mobile use because of quantity of data displayed on screen.

2. Accessing the Agent Portal

2.1 Logging into the Agent Portal

To log into the agent portal, you must click on the following link:

https://srs21agents.westminster.ac.uk/urd/sits.urd/run/siw_lgn

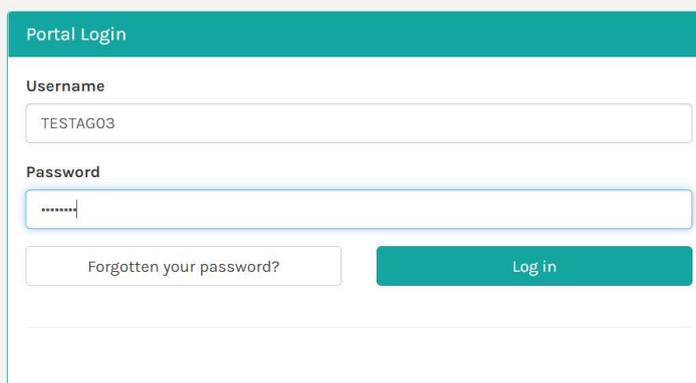
You will need to use your **agent contact code (AGC Code)** and password to access the portal. Each agent will be emailed their agent contact code along with a password when their agent contact record (**AGC**) is created.

2.2 Changing your password

When your contact record is created, an automatic email is sent to the contact email address with the agent contact code and a password. When you log into the agent portal for the first time using your credentials, you are given an opportunity to set up a new password.

Log in to SITS e:Vision Portal

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 login form titled "Portal Login". It contains two input fields: "Username" with the value "TESTAG03" and "Password" with masked characters "*****". Below the password field is a link "Forgotten your password?". To the right of the password field is a teal "Log in" button. The form is set against a light green background.

Password Change

Use this screen to input and confirm your new password. Your new password must be 8 to 24 characters long, containing at least one numeric digit, one uppercase letter and one lowercase letter.

Password Change

Use the fields below to change/confirm your password.

New Password

Confirm Password

Go

2.3 Forgotten Password

If you forget your password and would like to reset it, you must click on the **Forgotten your password** button on the portal login page.

On the following page, you must enter your email address, surname, and the date of birth. The date of birth is the date provided when a New Agent Contact is created. You can read more about it in the [8.2 Adding a New Agent Contact](#) section of this guide. Once you enter the details, select **Go**.

Forgotten Password

To gain access to the system you will need to provide us with your details.

Enter Details

Enter your details below.

Email Address

Surname

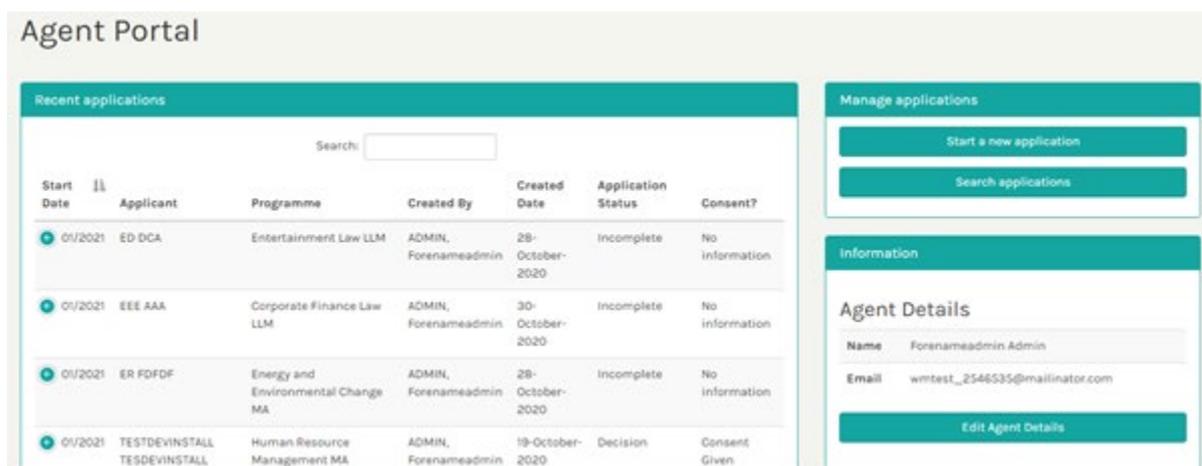
Date of birth 

Go

3. Agent Portal Page Contents

Once logged in, you will be taken to the Agent Portal Homepage which consists of the following sections:

- Recent Applications
- Manage Applications
- [Agent/Agency] Information



3.1 Recent Applications

The Recent applications section of the agent portal displays a list of applications that have already been created or submitted by the agent user. For each application displayed, details relating to the course being applied for, application created date, application status and applicant consent are displayed. From this section of the agent portal, you can retrieve existing applications.

3.2 Manage Applications

The Manage applications section of the agent portal allows you to search for an existing application or start a brand-new application.

3.3 Search Function

In Agent Portal Homepage section you can **filter** the information by clicking on a chosen top field: **Applicant, Programme, Created By, Created Date, Application Status, Consent or Decision.**

3.4 [Agent/Agency] Information

The Information section of the agent portal displays details relating to the agent user and the agency (or branch office) to which the agent is linked.

4. Creating a New Application

To create a new application for an applicant, you must log into the Agent portal and click the **Start a new application** button.

On the following page, you must select the course being applied to before clicking the **Continue** button:

Make sure you select the F/T (full-time) course mode.

Please make a selection before continuing.

Search:

Select	Programme Title	Mode	Start Date
<input checked="" type="radio"/>	Air Transport Planning and Management MSc	Block Release	17-January-2022
<input type="radio"/>	Air Transport Planning and Management MSc	Block Release	17-January-2022
<input type="radio"/>	Health and Social Care Management Postgraduate Diploma	Open/Distance Learning	17-January-2022
<input type="radio"/>	Human Resource Management MA	Part-time day/evening	17-January-2022
<input type="radio"/>	Air Transport Planning and Management MSc	Full-time	17-January-2022
<input type="radio"/>	Corporate Finance Law LLM	Full-time	17-January-2022
<input type="radio"/>	Creative Writing: Writing the City MA	Full-time	17-January-2022
<input type="radio"/>	Cultural and Critical Studies MA	Full-time	17-January-2022
<input type="radio"/>	Energy and Environmental Change MA	Full-time	17-January-2022
<input type="radio"/>	Entertainment Law LLM	Full-time	17-January-2022

Showing 1 to 10 of 285 entries

First Previous **1** 2 3 4 5 Next Last

On the following page, you must enter the applicant's details before clicking the **Continue** button:
 Make sure you enter an applicant's email address in the Email address tab in this section:

Applicant Details

Title*

First Name*

Surname*

Email address*

Date of Birth*

At this point, an email will be sent to the applicant confirming that you have begun an application on their behalf. The applicant must give their consent for you to complete the application on their behalf before you can continue with the application form. More details on the applicant consent process can be found in section [4.1 Applicant Consent Process](#) of this user guide.

Agent Portal - Submit a New Application Forename:Admin Admin 208529600 | Logout

Confirmation

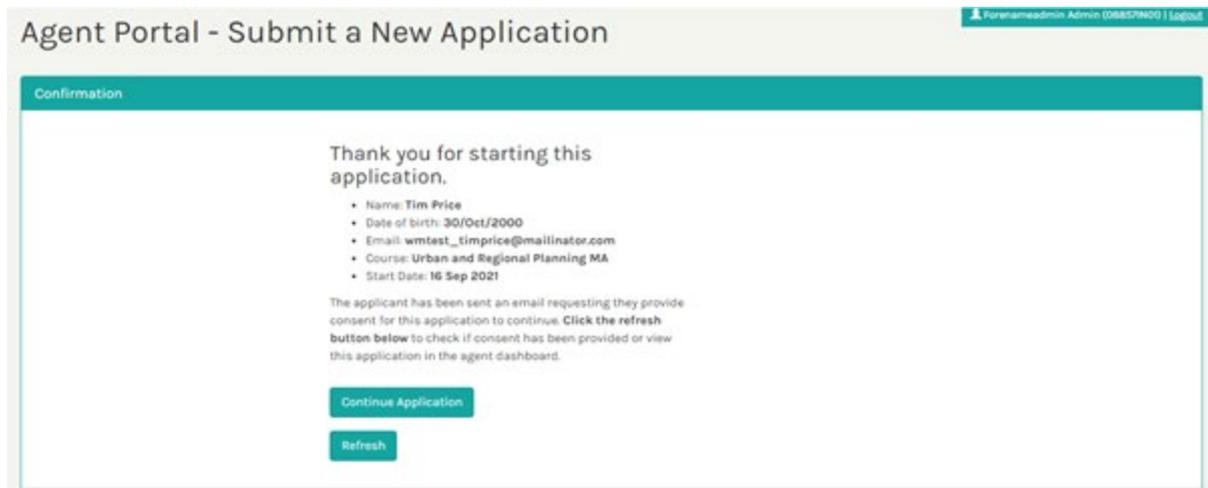
Thank you for starting this application.

- Name: Tim Price
- Date of birth: 30/Oct/2000
- Email: wmtest_timprice@mailinator.com
- Course: Air Transport Planning and Management MSc
- Start Date: 17 Jan 2022

The applicant has been sent an email requesting they provide consent for this application to continue. **Click the refresh button below** to check if consent has been provided or view this application in the agent dashboard.

Once the applicant has consented to you completing the application on their behalf, you will be able to continue with the application.

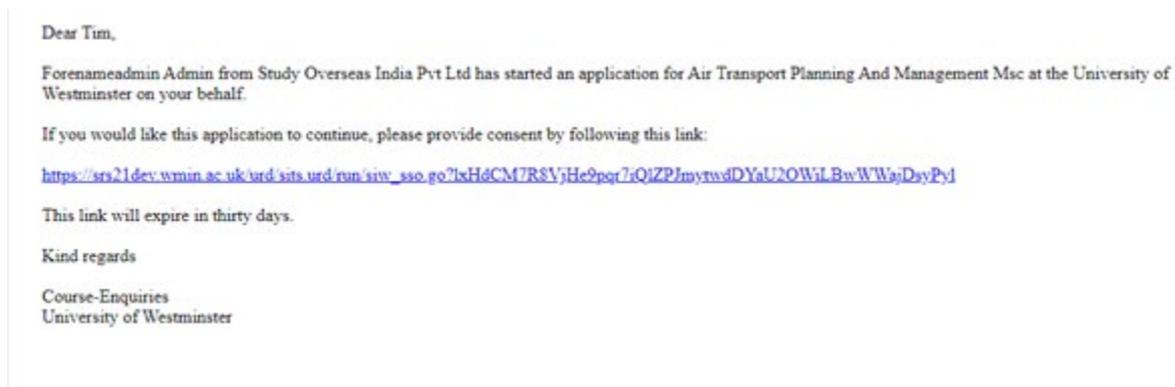
If the applicant grants consent whilst completing the application alongside you, you can click the **Refresh** button (displayed in above screenshot) to refresh the screen in order to display the **Continue Application** button. Clicking on this button will take you through to the online application form.



If consent is not given immediately, you can return to the existing application at a later point when consent is given. To view the steps to return to an existing non-submitted application, see section [5.1 Continuing an Existing Application](#) of this user guide.

4.1 Applicant Consent Process

After you begin an application on behalf of an applicant, an email is sent to the applicant to request consent for you to continue with the application. The applicant must click on the link in the email to complete a task to give consent to the agent.



Clicking on the link will take the applicant to the following screen:

The applicant must select **Yes I consent** and click the **Continue** button to allow you to continue with the application.

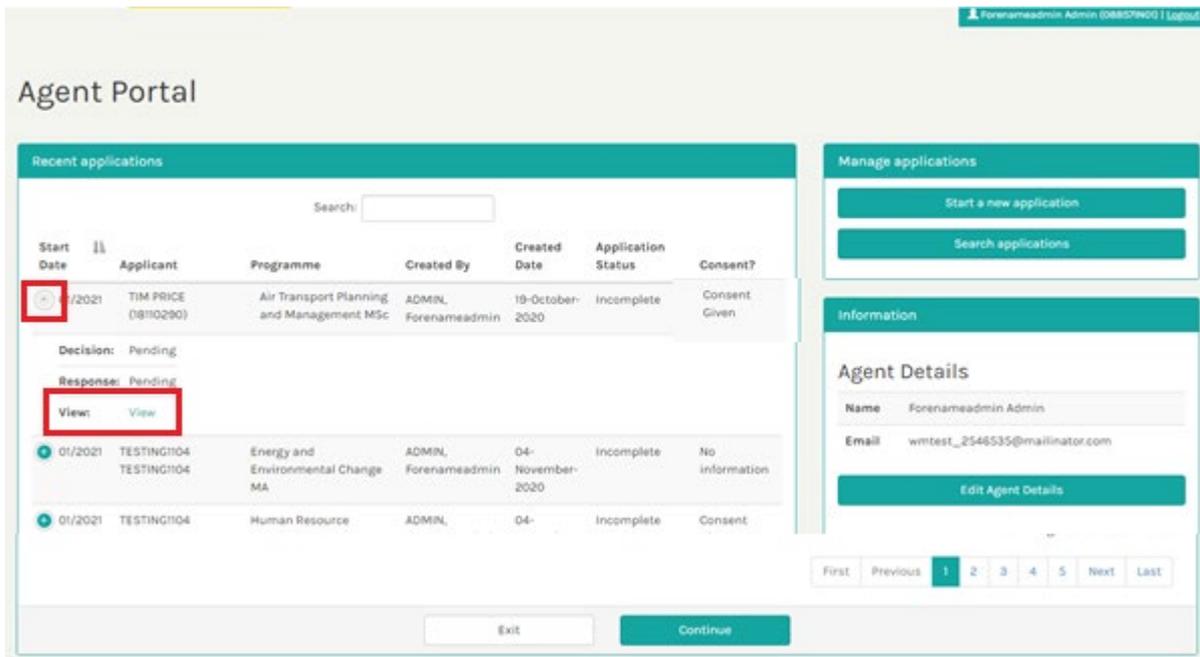
The applicant has the opportunity to change their consent at this point, however once they leave the task, the applicant must email the admissions team to request a change of consent going forward.

5. Viewing an Existing Non-Submitted Application

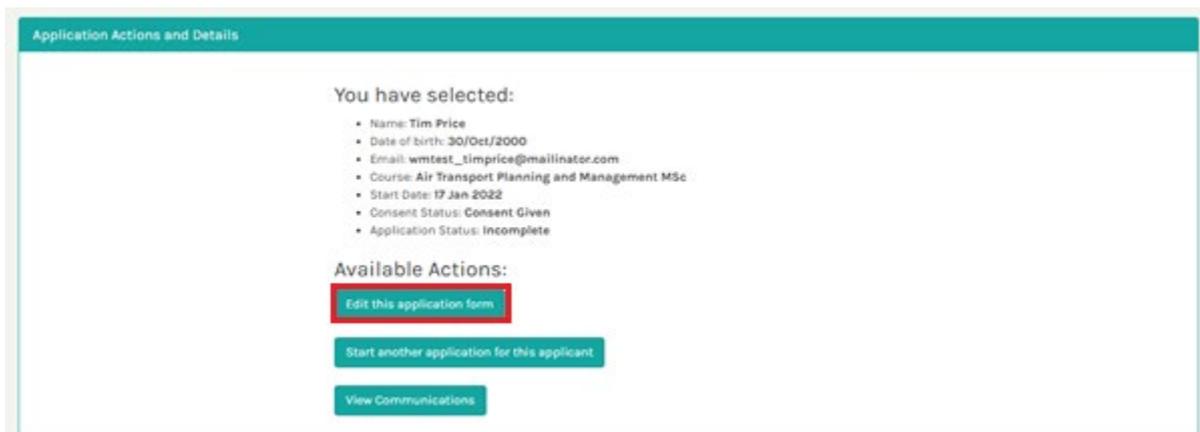
5.1 Continuing an Existing Application

Once an application has been started, you can return to the application at a later point. To do this, you must log into the Agent portal and find the application under the **Recent Applications** section of

To the left of the application, you must click the displayed plus (+) sign, before clicking the **View** button that appears:



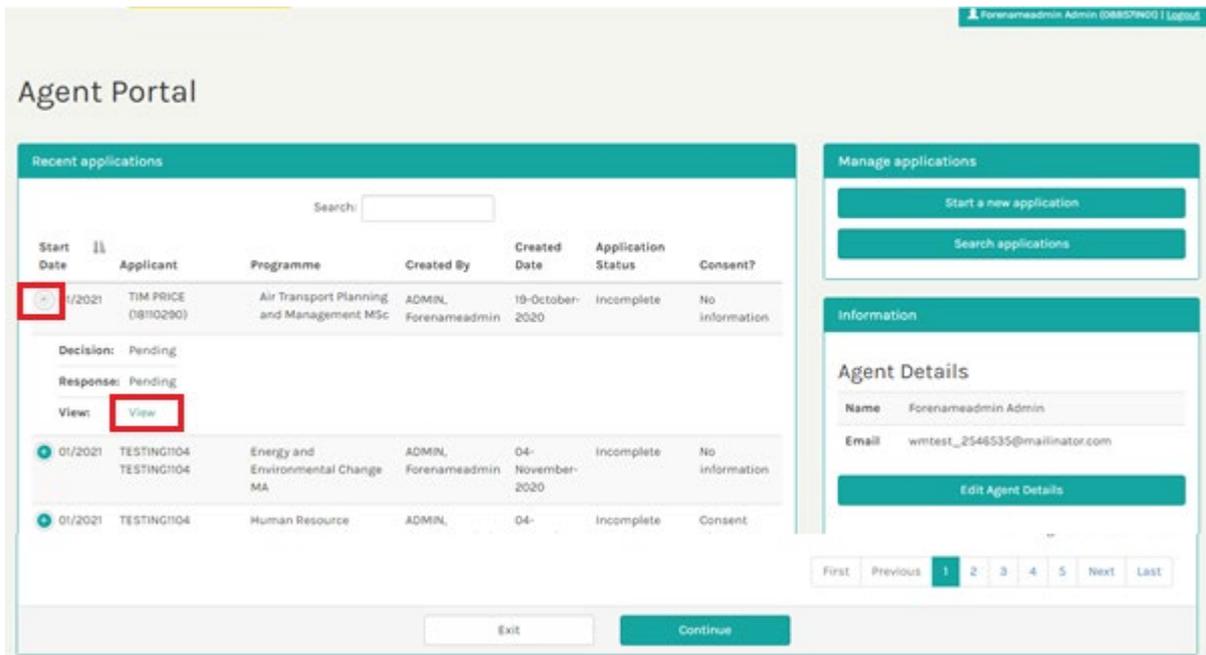
On the following page that appears, you can access the application form by clicking the **Edit this application form** button.



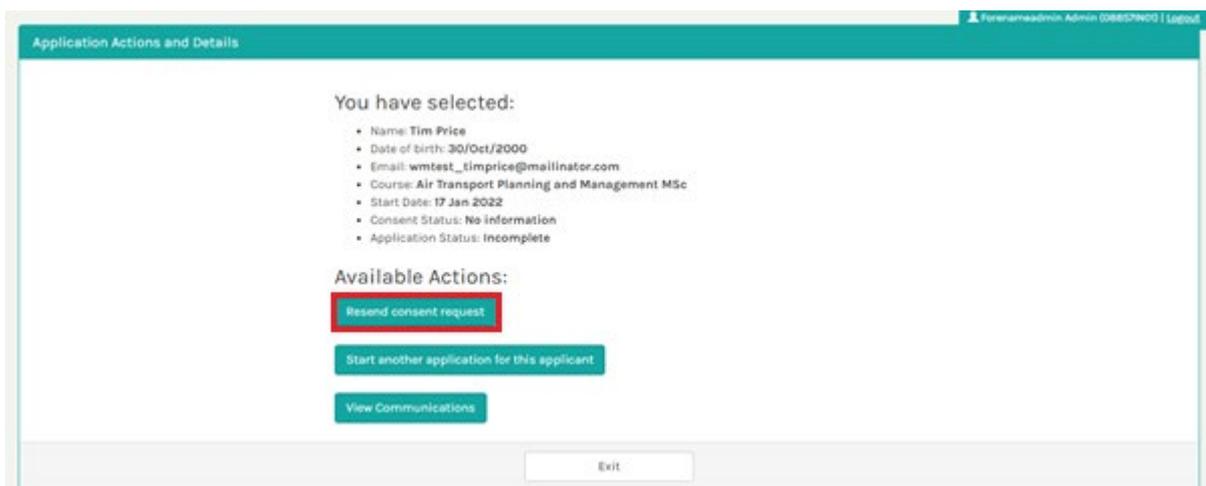
5.2 Resending a Consent Request

Once an application has been started, you can return to the application to resend a request for consent at a later point. To do this, you must log into the Agent portal and find the application under the **Recent Applications** section of the portal.

To the left of the application, you must click the displayed plus (+) sign, before clicking the **View** button that appears:



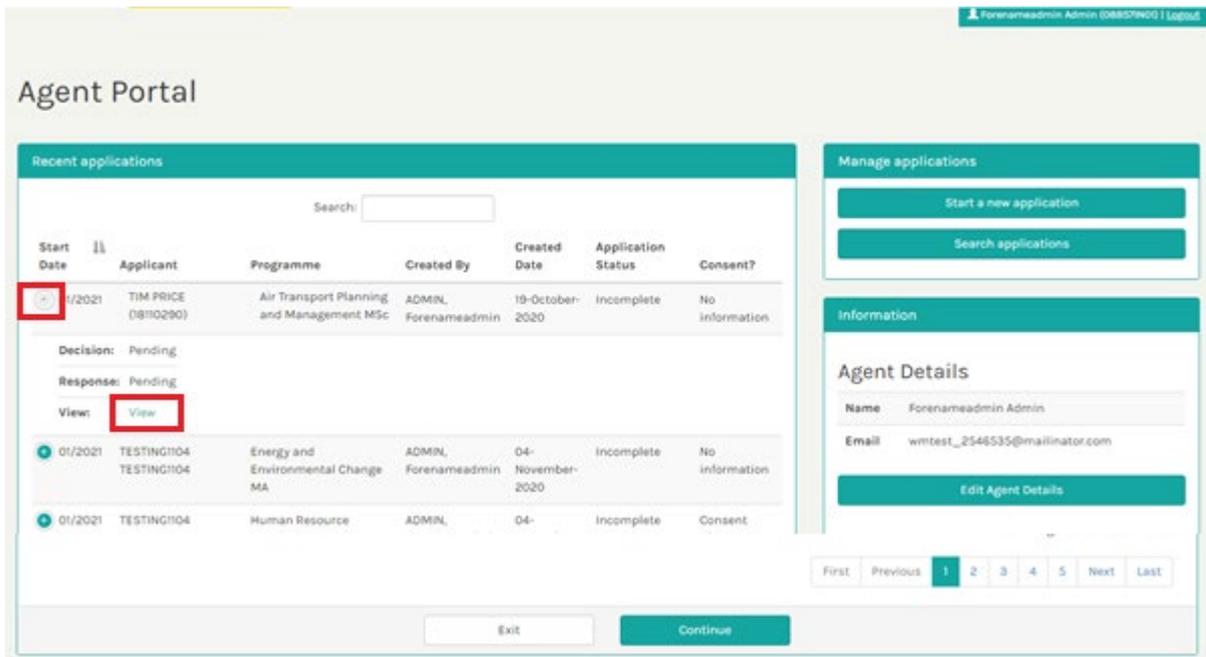
On the following page that appears, you can resend the consent request by clicking the **Resend consent request** button.



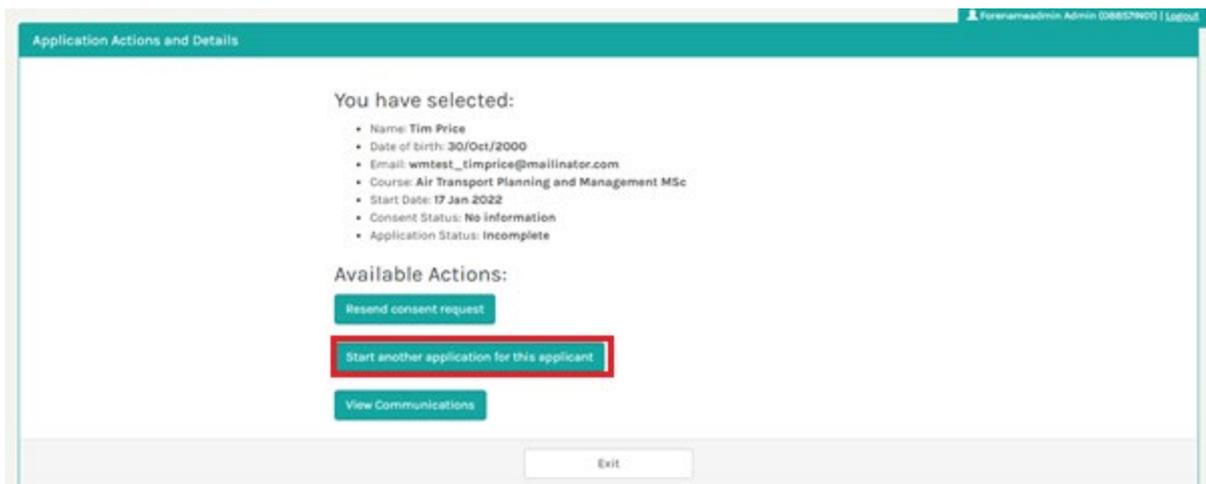
5.3 Starting a new application for the same applicant

Once an application has been started, you can start a new application for a different course for the same applicant. To do this, you must log into the Agent portal and find the initial application under the **Recent Applications** section of the portal.

To the left of the application, you must click the displayed plus (+) sign, before clicking the **View** button that appears:



On the following page that appears, you can start a new application by clicking the **Start another application for this applicant** button.



The applicant will need to complete the consent task so that you can continue with the application. See section [4.1 Applicant Consent Process](#) of this user guide for more details on the consent process.

NB: we recommend that a maximum of five applications can be submitted per applicant.

5.4 Viewing Communications

Once an application has been started, you can view any communications that have been sent to the agent or applicant in relation to the application. To do this, you must log into the Agent portal and find the application under the **Recent Applications** section of the portal.

To the left of the application, you must click the displayed plus (+) sign, before clicking the **View** button that appears:

Forenameadmin Admin 08857900 | Logout

Agent Portal

Recent applications

Search:

Start Date	Applicant	Programme	Created By	Created Date	Application Status	Consent?
1/2021	TIM PRICE (8110290)	Air Transport Planning and Management MSc	ADMIN, Forenameadmin	19-October-2020	Incomplete	No information
01/2021	TESTING1104 TESTING1104	Energy and Environmental Change MA	ADMIN, Forenameadmin	04-November-2020	Incomplete	No information
01/2021	TESTING1104	Human Resource	ADMIN,	04-	Incomplete	Consent

Decision: Pending
Response: Pending
View: **View**

Manage applications

Start a new application

Search applications

Information

Agent Details

Name: Forenameadmin Admin
Email: wntest_2546535@mailinator.com

Edit Agent Details

First Previous 1 2 3 4 5 Next Last

Exit Continue

On the following page that appears, you can view any communications relating to the application by clicking the **View Communications** button.

Forenameadmin Admin 08857900 | Logout

Application Actions and Details

You have selected:

- Name: Tim Price
- Date of birth: 30/Oct/2000
- Email: wntest_timprice@mailinator.com
- Course: Air Transport Planning and Management MSc
- Start Date: 17 Jan 2022
- Consent Status: No information
- Application Status: Incomplete

Available Actions:

Resend consent request

Start another application for this applicant

View Communications

Exit

6. Viewing a Submitted Application

6.1 Viewing a Submitted Application Form

Once an application has been submitted, you can view the submitted application at a later point. To do this, you must log into the Agent portal and find the application under the **Recent Applications** section of the portal.

To the left of the application, you must click the displayed plus (+) sign, before clicking the **View** button that appears:

Start Date	Applicant	Programme	Created By	Created Date	Application Status	Consent?
01/2021	ED DCA	Entertainment Law LLM	ADMIN, Forenameadmin	28-October-2020	Incomplete	No information
01/2021	EEE AAA	Corporate Finance Law LLM	ADMIN, Forenameadmin	30-October-2020	Incomplete	No information
01/2021	ER FDFDF	Energy and Environmental Change MA	ADMIN, Forenameadmin	28-October-2020	Incomplete	No information
01/2021	TESDEVINSTALL (18110063)	Human Resource Management MA	ADMIN, Forenameadmin	19-October-2020	Decision	Consent Given

Decision: Unconditional Offer
Response: Accepted
View: **View**

Agent Details
Name: Forenameadmin Admin
Email: wmttest_2546535@mailinator.com
Edit Agent Details

Agency Details
Agency: Study Overseas India Pvt Ltd
Address: B2,1ST FLOOR, RAIN TREE PLAGE,7 MC NICHOLS ROAD,CHETPETCHENNAIDECISIONS@STUDYOVE

On the following page that appears, you can view (but not edit) the application form by clicking the **View this application form** button.

You have selected:

- Name: Testdevinstall Tesdevinstall (18110063)
- Date of birth: 26/Jan/2000
- Email: wmttest_3576324@mailinator.com
- Course: Human Resource Management MA
- Start Date: 17 Jan 2022
- Consent Status: Consent Given
- Application Status: Decision

Available Actions:

- View this application form**
- Respond to Offer
- View and Upload Documents
- Start another application for this applicant
- View Communications

6.2 Responding to an Offer

If an offer is made on an application, you can respond to the offer through the agent portal. To do this, you must log into the Agent portal and find the application under the **Recent Applications** section of the portal.

To the left of the application, you must click the displayed plus (+) sign, before clicking the **View** button that appears:

Start Date	Applicant	Programme	Created By	Created Date	Application Status	Consent?
01/2021	ED DCA	Entertainment Law LLM	ADMIN, Forenameadmin	28-October-2020	Incomplete	No information
01/2021	EEE AAA	Corporate Finance Law LLM	ADMIN, Forenameadmin	30-October-2020	Incomplete	No information
01/2021	ER FDFDF	Energy and Environmental Change MA	ADMIN, Forenameadmin	28-October-2020	Incomplete	No information
01/2021	TESTDEVINSTALL (18110063)	Human Resource Management MA	ADMIN, Forenameadmin	19-October-2020	Decision	Consent Given

Decision: Unconditional Offer
Response: Accepted
View: **View**

Manage applications
Start a new application
Search applications

Information
Agent Details
Name: Forenameadmin Admin
Email: wmtest_2546535@mailinator.com
Edit Agent Details

Agency Details
Agency: Study Overseas India Pvt Ltd
Address: B2,1ST FLOOR, RAIN TREE PLACE,7 MC NICHOLS ROAD,CHETPETCHENNAIDECISIONS@STUDYDVE

On the following page that appears, you must click the **Respond to Offer** button:

Application Actions and Details

You have selected:

- Name: Testdevinstall Tesdevinstall (18110063)
- Date of birth: 26/Jan/2000
- Email: wmtest_3576324@mailinator.com
- Course: Human Resource Management MA
- Start Date: 17 Jan 2022
- Consent Status: Consent Given
- Application Status: Decision

Available Actions:

- View this application form
- Respond to Offer
- View and Upload Documents
- Start another application for this applicant
- View Communications

On the following page, details of the offer are displayed. You can accept or decline the offer by selecting the appropriate decision button:

Manage Offer

Decision information

Congratulations! You have a conditional offer for **Human Resource Management MA** at the University of Westminster.

Attendance Mode: **Part-time day/evening**
 Length of Course: **2 years**
 Start Date: **January 2022**

This offer is subject to the following condition(s):

Also obtain at least 32 points in the International Baccalaureate Diploma Programme. This should include a minimum of 4 points in English Language.

If your offer does not appear to be based on qualifications that you are either studying or have completed, please notify your admissions officer. Once you receive your results, please send them to us so that we can confirm your offer.

Response: **No response**

Available Actions:

Accepting an offer will automatically decline all applications made to courses with the same start month

Accept Offer

Decline Offer

Other Applications:

No other applications

Back **Exit**

Note: If a decision is accepted, any other applications submitted on behalf of an applicant for the same intake period (same month and academic year) will be declined automatically:

Manage Offer Forenameadmin Admin (00857960)

Decision information

Congratulations! You have a conditional offer for **Urban and Regional Planning MA** at the University of Westminster.

Attendance Mode: **Part-time day release**
 Length of Course: **2 years**
 Start Date: **September 2021**

This offer is subject to the following condition(s):

If your offer does not appear to be based on qualifications that you are either studying or have completed, please notify your admissions officer. Once you receive your results, please send them to us so that we can confirm your offer.

Response: **Firmly accepted**

Available Actions:

Accepting an offer will automatically decline all applications made to courses with the same start month

Accept Offer

Decline Offer

Other Applications:

- **Audio Production MA**
 Length of Course: **1 year**
 Start Date: **September 2021**
 Decision: **Conditional Offer**
 Response: **Declined**
- **Business Intelligence and Analytics MSc**
 Length of Course: **2 years**
 Start Date: **September 2021**
 Decision: **Unconditional Offer**
 Response: **Declined**

6.3 Uploading documents to a submitted application

Once an application has been submitted and a conditional offer issued, you can add additional documents to the application as required. To do this, you must log into the Agent portal and find the application under the **Recent Applications** section of the portal.

NB: any documents requested by the admissions office need to be uploaded either through the Applicant Portal or Admissions contact.

To the left of the application, you must click the displayed plus (+) sign, before clicking the **View** button that appears:

Start Date	Applicant	Programme	Created By	Created Date	Application Status	Consent?
01/2021	ED DCA	Entertainment Law LLM	ADMIN, Forenameadmin	28-October-2020	Incomplete	No information
01/2021	EEE AAA	Corporate Finance Law LLM	ADMIN, Forenameadmin	30-October-2020	Incomplete	No information
01/2021	ER FDFDF	Energy and Environmental Change MA	ADMIN, Forenameadmin	28-October-2020	Incomplete	No information
01/2021	TESTDEVINSTALL TESDEVINSTALL (18110063)	Human Resource Management MA	ADMIN, Forenameadmin	19-October-2020	Decision	Consent Given

Decision: Unconditional Offer
Response: Accepted
View: **View**

Manage applications
Start a new application
Search applications

Information
Agent Details
Name: Forenameadmin Admin
Email: wmtest_2546535@mailinator.com
Edit Agent Details

Agency Details
Agency: Study Overseas India Pvt Ltd
Address: B2,1ST FLOOR, RAIN TREE PLACE,7 MC NICHOLS ROAD,CHETPETCHENNAIDECISIONS@STUDYOVE

On the following page that appears, you must click the **View and Upload Documents** button:

Application Actions and Details

You have selected:

- Name: Testdevinstall Tesdevinstall (18110063)
- Date of birth: 26/Jan/2000
- Email: wmtest_3576324@mailinator.com
- Course: Human Resource Management MA
- Start Date: 17 Jan 2022
- Consent Status: Consent Given
- Application Status: Decision

Available Actions:

- View this application form
- Respond to Offer
- View and Upload Documents
- Start another application for this applicant
- View Communications

6.4 Starting a new application for the same applicant

After an application has been submitted, you can start a new application for a different course for the same applicant. To do this, you must log into the Agent portal and find the initial application under the **Recent Applications** section of the portal.

To the left of the application, you must click the displayed plus (+) sign, before clicking the **View** button that appears:

Start Date	Applicant	Programme	Created By	Created Date	Application Status	Consent?
01/2021	ED DCA	Entertainment Law LLM	ADMIN, Forenameadmin	28-October-2020	Incomplete	No information
01/2021	EEE AAA	Corporate Finance Law LLM	ADMIN, Forenameadmin	30-October-2020	Incomplete	No information
01/2021	ER FDFDF	Energy and Environmental Change MA	ADMIN, Forenameadmin	28-October-2020	Incomplete	No information
17/2021	TESTDEVINSTALL TESDEVINSTALL (18110063)	Human Resource Management MA	ADMIN, Forenameadmin	18-October-2020	Decision	Consent Given

Decision: Unconditional Offer
Response: Accepted
View: **View**

On the following page that appears, you can start a new application by clicking the **Start another application for this applicant** button.

You have selected:

- Name: Testdevinstall Tesdevinstall (18110063)
- Date of birth: 26/Jan/2000
- Email: wmtest_3576324@mailinator.com
- Course: Human Resource Management MA
- Start Date: 17 Jan 2022
- Consent Status: Consent Given
- Application Status: Decision

Available Actions:

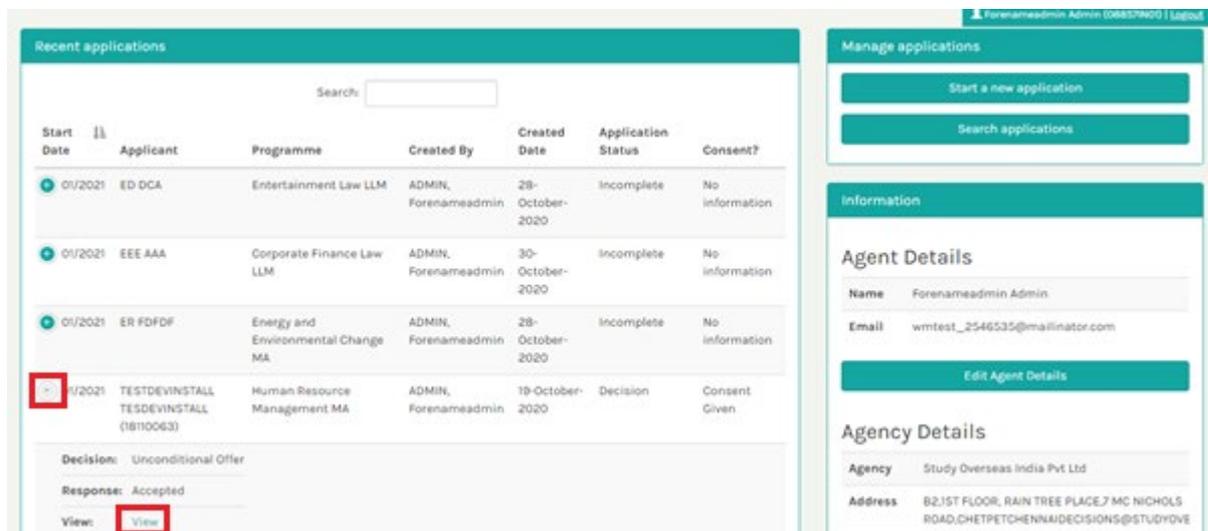
- View this application form
- Respond to Offer
- View and Upload Documents
- Start another application for this applicant
- View Communications

6.5 Viewing Communications

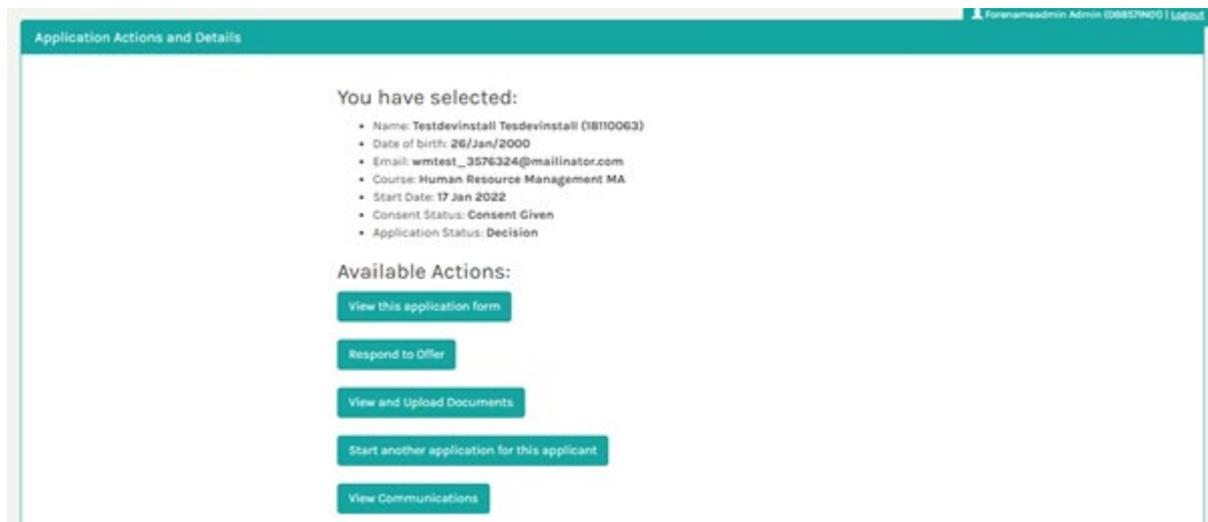
After an application has been submitted, you can view any communications that have been sent to

you or applicant in relation to the application. To do this, you must log into the Agent portal and find the initial application under the **Recent Applications** section of the portal.

To the left of the application, you must click the displayed plus (+) sign, before clicking the **View** button that appears:



On the following page that appears, you can view any communications relating to the application by clicking the **View Communications** button.



7. Applicant Portal

Once an application is submitted, each applicant receives access to the [Applicant Portal](#).

In the **Applicant Portal**, they will be able to:

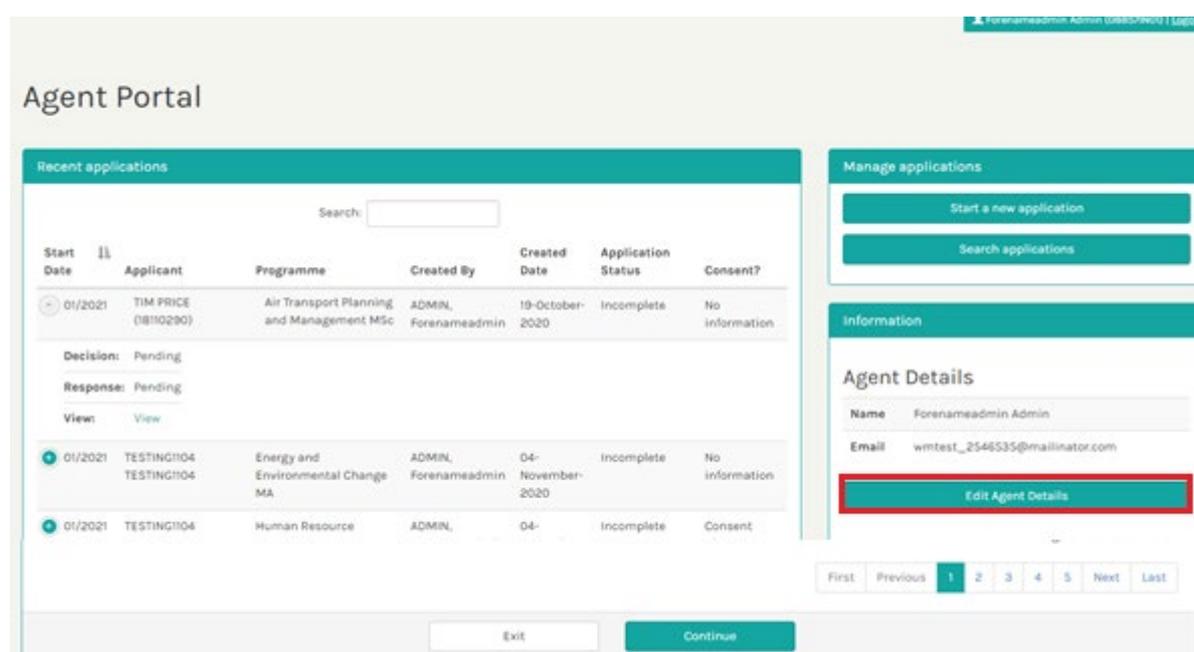
- view emails sent to them from the Admissions Office
- complete and upload information as part of their Admissions process (including the Visa Check Task and the [CAS request](#)).

8. Adding New Agent Contact Records

Each University of Westminster's agent record is created with one **Agent Main Contact (AGC), who has Administrator access level**. The Agent Contact with the Administrator access level is able to add further **Agent Contacts (Counsellors)** to the account. This way, the Agent Main Contact can set up multiple Counsellor accounts. It is advised that the Agent Main Contact sets up accounts for all Counsellors that require access to applicant information. Apart from being able to set up new Agent Contacts, the Administrator user can access the same information as a Counsellor user. All users can view all applications created by any users of the agency/ office branch.

8.1 Editing Agent Details

To edit the details of an agent record, an agent with administrator access level must log into the Agent portal and click the **Edit Agent Details** button.



The screenshot displays the 'Agent Portal' interface. At the top right, there is a user profile section for 'Forenameadmin Admin' with a 'Logout' link. The main content area is divided into two columns. The left column, titled 'Recent applications', contains a search bar and a table of application records. The right column, titled 'Manage applications', includes buttons for 'Start a new application' and 'Search applications'. Below this is an 'Information' section for 'Agent Details' showing the user's name and email, with an 'Edit Agent Details' button highlighted in red. At the bottom of the page, there are 'Exit' and 'Continue' buttons, and a pagination control with numbered links from 1 to 5.

Start Date	Applicant	Programme	Created By	Created Date	Application Status	Consent?
01/2021	TIM PRICE (0810290)	Air Transport Planning and Management MSc	ADMIN, Forenameadmin	19-October-2020	Incomplete	No information
Decision: Pending Response: Pending View: View						
01/2021	TESTING104	Energy and Environmental Change MA	ADMIN, Forenameadmin	04-November-2020	Incomplete	No information
01/2021	TESTING104	Human Resource	ADMIN,	04-	Incomplete	Consent

You will be taken to the Agent Details page. You can navigate between available agent records by clicking through the numbered pages displayed at the bottom right of the page. When the correct agent record is displayed, you can amend the record details before clicking the **Store** button:

Agent Details

Now showing 1 of 2

This table contains all the Agent contact information for your selected record(s).

Agent contact code *

Agency code Translation not available.

Email address (amending this will not amend the username of the account) *

Initial password for eVision login (DDMMYYYY) *
 Day: Month: Year:

Access Level (user must log out and log back in to activate change) *

Title code * Commander

Surname *

Forename

Job title

Note

Showing page 1 of 2

First Previous **1** 2 Next Last

Add

8.2 Adding a New Agent Contact

To add a new Agent Contact (Counsellor) to an agency, an agent with Administrator access level must log into the Agent portal and click the **Edit Agent Details** button.

Forenameadmin Admin (08857IN01) | Logout

Agent Portal

Recent applications

Search:

Start Date	Applicant	Programme	Created By	Created Date	Application Status	Consent?
01/2021	TIM PRICE (18110290)	Air Transport Planning and Management MSc	ADMIN, Forenameadmin	19-October-2020	Incomplete	No information
Decision: Pending Response: Pending View: View						
01/2021	TESTING1104 TESTING1104	Energy and Environmental Change MA	ADMIN, Forenameadmin	04-November-2020	Incomplete	No information
01/2021	TESTING1104	Human Resource	ADMIN, ...	04-	Incomplete	Consent

Manage applications

Information

Agent Details

Name: Forenameadmin Admin

Email: wmtest_2546535@mailinator.com

First Previous **1** 2 3 4 5 Next Last

Exit

You will be taken to the Agent Details page and must click the **Add** button.

Agent Details

Now showing 1 of 2

This table contains all the Agent contact information for your selected record(s).

Agent contact code * 08857INC1

Agency code 08857IN Translation not available.

Email address (amending this will not amend the username of the account) * wmtest_2546535@mailinator.com

Initial password for eVision login (DDMMYYYY) *

Day: 16 Month: 10 Year: 2020

Access Level (user must log out and log back in to activate change) * Administrator

Title code * Commander Commander

Surname * ADMIN

Forename FORENAMEADMIN

Job title Agent

Note

Showing page 1 of 2

First Previous 1 2 Next Last

Add **Store**

On the Agent Details page that appears, you can add the details of the new Agent Contact (Counsellor) and click **Store**.

Agent Details

Now showing 10 of 9

This table contains all the Agent contact information for your selected record(s).

Agent contact code * 00925TW10

Agency code 00925TW HR

Email address (this will be the username) * wmtest_newagentemailaccount@mailinator.com

Initial password for eVision login (DDMMYYYY) *

Day: 01 Month: 02 Year: 2000

Access Level * Counsellor

Title * Mr

Surname * AGENT

Forename

Job title

Note

Store

An email will be sent to the agency email address as well as the email address of the newly created agent record (**AGC Counsellor**) with a username and a temporary password prompt:

Dear Parzych,

An account with the University of Westminster has been created for you.

Postgraduate applications should be submitted directly to Westminster using our Agent Portal and Online Application Forms.

Here are your credentials for accessing our [Agent Portal](#):

Username = GUIDEMP01

Password = Your password will be your agency code (the one that you use as standard to make applications). If you are not sure what your agency code is then please get in touch with your relevant contact in the International Recruitment Team. [Key contact details](#) as well as copies of the Agent Portal User Guide can be found on our page ['Information for Agents'](#)

You will be prompted to change your password when you log in for the first time.

If you have any queries please contact GRAAdmin@westminster.ac.uk.

Yours sincerely

Admissions Team
University of Westminster

9. FAQ

9.1. Application status: Awaiting Duplicate check

What does “Awaiting Duplicate check” in the Application status field?

“Awaiting duplicate check” application status will be automatically updated by the admissions and can be temporarily ignored.

The screenshot shows the 'Agent Portal Homepage' for the University of Westminster. It features a table of applications with columns for Start Date, Applicant, Programme, Created By, Created Date, Application Status, Consent?, and Decision. One application is highlighted with a red box around the 'Awaiting duplicate check' status. To the right, there is a sidebar with 'Agent Details' and 'Agency Details' sections.

Start Date	Applicant	Programme	Created By	Created Date	Application Status	Consent?	Decision
09/2023	JESSIE HUFF (19716033)	Art and Visual Culture MA	CHAN, Ellen	08-December-2022	Decision	Consent Given	Conditional Offer
09/2023	KASIA TEST (19715960)	Interior Architecture MA	BOBINSKA, Katarzyna	08-December-2022	Decision	Consent Given	Unconditional Offer
09/2023	KASIA TEST	Applied Biotechnology MSc	PARZYCH-MIRABELLA, Monika	08-December-2022	Incomplete	Awaiting Consent	Pending
09/2023	MARTYN TEST	Architecture MA	DAVIES, Martyn	08-December-2022	Awaiting duplicate check	Consent Given	Pending
09/2023	MARTYN TEST	Communication MA	DAVIES, Martyn	08-December-2022	Incomplete	Consent Given	Pending
09/2023	OLA OLA (19716002)	Applied Biotechnology MSc	PARZYCH-MIRABELLA, Monika	08-December-2022	Decision	Consent Given	Conditional Offer

Agent Details

Name: Monika Parzych-Mirabella
Email: m.parzych01@westminster.ac.uk
Access Level: Main Contact
Edit Agent Details

Agency Details

Agency: INTST
Address: SHANGHAI
Email: admissionshelp@westminster.ac.uk

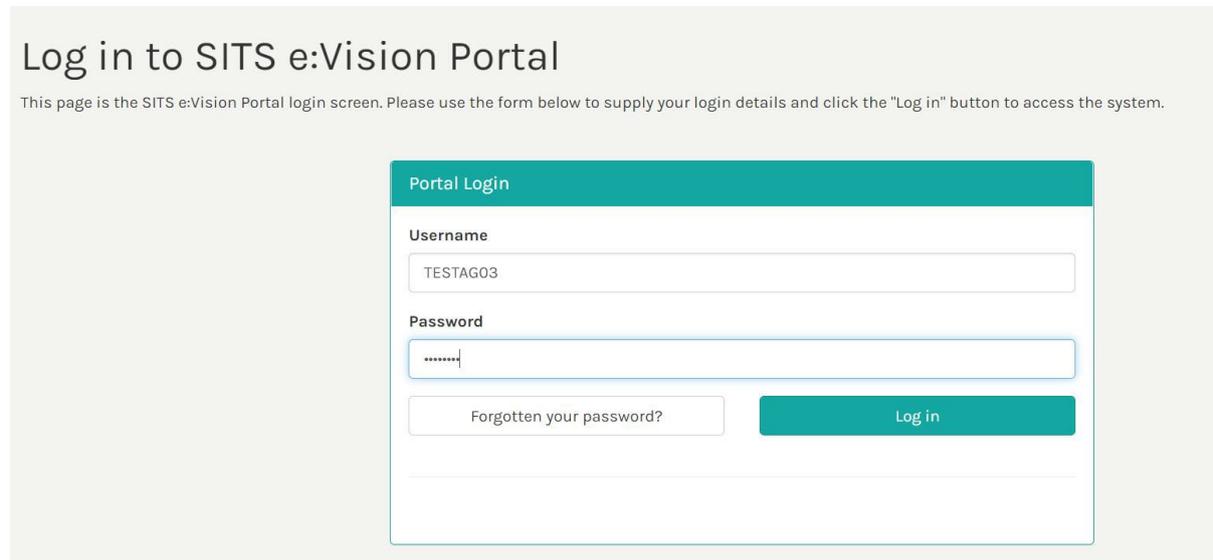
9.2 Date of Birth (DOB) request

Why do I need to provide a Date of Birth (DOB) while creating a portal agent code?

The Date of Birth (DOB) or any other memorable date is requested to make the access to your account more secure. The username, surname and DOB are used to reset the password.

9.3 AGC username and password

AGC username (for example: TESTAG03) and a set password can be only used to log-in into the Agent Portal Application: https://srs21agents.westminster.ac.uk/urd/sits.urd/run/siw_lgn



The Agent Portal credentials should never be used to access a standard application form on the public website:

