**International Development Office**

# Agent Portal User Guide

Spring 2015

NOTTINGHAM
TRENT UNIVERSITY

Introduction

You can use the NTU Agent Application Portal to create and submit applications to Nottingham Trent University on behalf of students. The Agent Portal will make it easy for you to monitor and track the progress of the applications you have made.

This document explains how to use the system. If you are viewing the user guide electronically, you can jump to a section using the contents page or by choosing a question below.

## How do I?

# Contents

## Log in to the Portal

You will have already received the link to the Agent Portal and password directly from the International Development Office by email to your office email address.

**Step 1.** Click on the link in your email.

**Step 2.** Enter the email address and password provided in your email.



**Step 3.** Click on **[Log in]**.

### Forgotten your password?

The **Forgotten your password** link is only for applicants. If you try to use this link with an agency email address you will get the following error message.



> **Please contact the International Development Office if you have forgotten your password.**

# The welcome page



**Note: It is very important** to check that you have logged in to the **Agent Portal**. You can check that you have logged in as an Agent by checking the home page once you log in. If you cannot see the Agent home screen shown above then your login is not set up as an agent. Please check your login details and contact the International Development Office if you need further help.

## Navigation bar



The navigation bar includes links to:

- **Agent details -** Select this to view the address and contact details that we have on our database for your agent office.
- **Agent contacts -** Click on this to view the details we have on our database for your individual counsellors.
- **Student applications -** Use this to view saved and submitted applications as well create new applications.
- **Contact us -** Use this to let us know if any of your office details have changed or to ask us a question.
- **Application portal -** You can return to the welcome page at any time by clicking on Application portal.

# Agent details

Click on **Agent details** to view the address and contact details that Nottingham Trent University have on our database for your agent office. If any of the details are incorrect, please let us know using the form in **Contact us**.
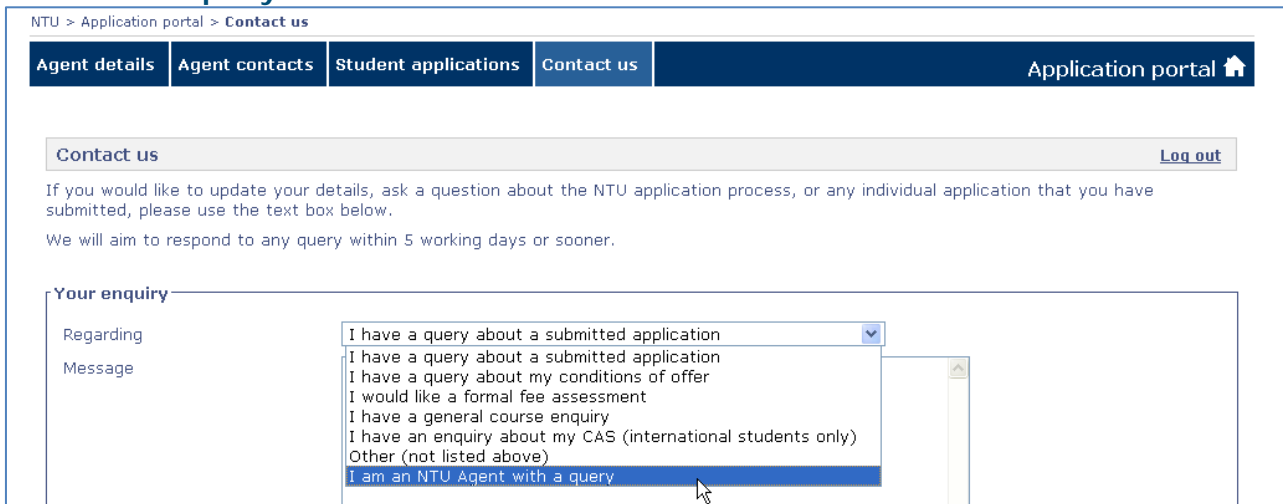
# Agent contacts

Click on **Agent contacts** to view the name, role, telephone and email address of all individual counsellors that we have on our database for your office.  If any of the details are incorrect, please inform us by using the **Contact us** form.

# Contact us

Click on **Contact us** to open the contact form.  Use this to let us know if your details have changed or ask a question.

> **Step 1.** Click on the text box next to **Regarding** and select the option **I am an NTU Agent with a query**.



> **Step 2.** Enter your query into the **Message** text box.
>
> **Step 3.** To send your message click on **[Submit enquiry]**.

# View applicants

To view a list of applicants you have registered on the Portal either

> Click on **Application portal** to return to the welcome page then click on **View Applicants**.

OR

> Click on **Student applications** then on **Create an application**.

# Continue an application you have started

**Step 1.** Click on **Student applications**.

**Step 2.** In the **Saved applications** list click on **Resume** next to the application you wish to continue.

**Step 3.** Continue the application.

### Saved applications
Please note – if you save an application it still has to be submitted to us.

| Family name | Given name | ID | Course | Start date | Date started | Date last updated | Resume |
|---|---|---|---|---|---|---|---|
| Search | Search | Search | Search | Search | | | |
| › Bus | Albert | | MSc Computer Science PT | September 2015/16 | 23/02/2015 | 06/03/2015 | Resume |
| › Commando | Captain | N0632152 | MA Fashion Design FT | September 2015/16 | 18/02/2015 | 24/02/2015 | Resume |
| › Lun | Ao | | MSc Molecular Cell Biology SW | September 2015/16 | 06/03/2015 | 06/03/2015 | Resume |
| › Rahul | Abdul | | MSc Marketing FT | Sorry, this course is no longer available | | | |

**Note:** If the course for a saved application is no longer available you will not be able to resume the application.

# Searching for an application

**Step 1.** Click on Student applications.

### Saved applications
Please note – if you save an application it still has to be submitted to us.

| Family name | Given name | ID | Course | Start date | Date started | Date last updated | Resume |
|---|---|---|---|---|---|---|---|
| Search | Search | Search | Search | Search | | | |
| › Bus | Albert | | MSc Computer Science PT | September 2015/16 | 23/02/2015 | 05/03/2015 | Resume |
| › Commando | Captain | N0632152 | MA Fashion Design FT | September 2015/16 | 18/02/2015 | 24/02/2015 | Resume |
| › Rahul | Abdul | | MSc Marketing FT | Sorry, this course is no longer available | | | |
| › Rahul2 | Abdul2 | | MSc Marketing FT | Sorry, this course is no longer available | | | |
| › Rahul3 | Abdul3 | | MSc Marketing FT | Sorry, this course is no longer available | | | |

**Step 2.** Typing into any of the search fields will filter the table of applications to show only those applications that contain the text entered.  You can filter on any column with the search box.  The search is not case sensitive.

### Saved applications
Please note – if you save an application it still has to be submitted to us.

| Family name | Given name | ID | Course | Start date | Date started | Date last updated | Resume |
|---|---|---|---|---|---|---|---|
| Bu ✕ | Search | Search | Search | Search | | | |
| › Bus | Albert | | MSc Computer Science PT | September 2015/16 | 23/02/2015 | 05/03/2015 | Resume |

# Create a new application

Click on **Student applications** then on **Create an application**. If your applicant already appears in the Your Applications list skip to **Step 6.**

For a new applicant (someone not in the list of registered applicants):

**Step 1.** Click on **Register Applicant**.

**Step 2.** Enter their first name, last name and email address.

| Create a new applicant | Log out |
| --- | --- |

Please enter the details of the new applicant

**Details**

Required fields are marked with ★

| First name | ★ | Sanjay |
| Last name | ★ | Sarma |
| Email | ★ | sanjayst142@gmail.com |

Register

**Note:** You must enter the **applicant's personal email address** in this section. Never enter your agent office email address. The University will ensure that all agents are contacted regarding their applicants.

**Step 3.** Click on **[Register]**.

**Step 4.** A message will appear confirming the applicant was successfully created.

| Agent details | Agent contacts | Student applications | Contact us | | Application portal 🏠 |
| --- | --- | --- | --- | --- | --- |

| Create a new applicant | Log out |
| --- | --- |

**Applicant was successfully created.** Click to create application.
Click to return to applicants list
Please enter the details of the new applicant

**Details**

Required fields are marked with ★

| First name | ★ | |
| Last name | ★ | |
| Email | ★ | |

Register

**Step 5.** Click on **applicants list** to view all registered applicants.

**Step 6.** Click **Create an application** to the right of the applicant's name.

NTU > Application portal > **Applicants**

| Agent details | Agent contacts | Student applications | Contact us | | Application portal 🏠 |
| --- | --- | --- | --- | --- | --- |

Register an applicant prior to submitting an application on their behalf.

| Your Applicants | Log out |
| --- | --- |

Register Applicant

| Family Name | Given Name | |
| --- | --- | --- |
| • Sarma | Sanjay | Create an application<br>Manage documents |

**Step 7.** Enter the course title or keyword in the Keywords field.

**Step 8.** Select the year of entry. If you know the month of entry you can also select this.

**Step 9.** Click **Search**.

| Agent details | Agent contacts | Student applications | Contact us | Application portal 🏠 |
|---|---|---|---|---|

**Course search**                                                                 Log out

Use the keyword search below to find a full list of courses which you can apply to using this application system. Please also select your preferred year of entry.

Search for courses

| Keywords | Business |
|---|---|
| Year of entry | 2012 ⌄ |
| Month of entry | All ⌄ |

Search

**Step 10.** A list of courses that match are listed below the search box. Scroll down the page to find the right course. Click **Apply online** to the right of the correct course.

| Course | Award | Study options | Apply online |
|---|---|---|---|
| ▸ BA (Hons) Business Finance (1 year top-up) | BA | Full-time | Apply online |
| ▸ BA (Hons) Business | BA | Full-time | Apply online |
| ▸ BA (Hons) Business | BA | Sandwich / Placement | Apply online |
| ▸ BA (Hons) Business Management and Entrepreneurship* | BA | Sandwich / Placement | Apply online |
| ▸ BA (Hons) Business Management and Economics | BA | Sandwich / Placement | Apply online |
| ▸ BA (Hons) Business Management and Accounting & Finance | BA | Sandwich / Placement | Apply online |
| ▸ BA (Hons) Business Management and Marketing | BA | Sandwich / Placement | Apply online |
| ▸ BA (Hons) Business Management and Human Resources | BA | Sandwich / Placement | Apply online |
| ▸ BA (Hons) Business Management and Entrepreneurship | BA | Full-time | Apply online |
| ▸ BA (Hons) Business Management and Economics | BA | Full-time | Apply online |

**Step 11.** The year and month of entry are shown. Check these are correct then click **Select**. This will then open the application form.

| Agent details | Agent contacts | Student applications | Contact us | Application portal 🏠 |
|---|---|---|---|---|

Select your point of entry

| Year of entry | 2012 ⌄ |
|---|---|
| Month of entry | September ⌄ |

Select

Note: If the year of entry and month of entry are incorrect press any link to exit? your application or go back a page using your web browser to select another course.

# The application form

The application form has seven pages for completion.  The section highlighted in red is the current page. When you have completed all seven areas you will be able to submit the application.  The sections are:

1 Personal details
2 Contact details
3 Education and qualifications
4 Employment history
5 Personal statement
6 Residency and fees
7 Declaration



You can click **[Save and Close]**  at the bottom of the screen to choose to complete the form later.

**Until you have submitted the form it will not be processed by our Admissions Team.**

Note: All information on the application form will be saved and automatically completed if you make further applications for this student.

# 1 Personal details



Use this section to enter the personal details of the applicant – please complete all sections.

> **Please ensure that you enter the full name of the applicant correctly and as it is written on their passport.**

| | |
|---|---|
| Full name | Sanjay Sarma |
| Surname or family name | ★ Sanjay |
| First name | ★ Sarma |
| Previous surname or family name | |
| Are you a current student of Nottingham Trent University? | ⊙No ○Yes |
| Have you studied at Nottingham Trent University previously? | ⊙No ○Yes |
| Date of birth | ★ 10/08/1980 |
| Gender | Male |
| Ethnic origin | Asian/Asian British - Indian |
| Do you have a disability, specific learning difficulty, mental health or medical condition? | ⊙No ○Yes |
| **Other information** | |
| Do you have any criminal convictions? | ⊙No ○Yes |

If you have ticked to declare a criminal conviction, please complete the Criminal Convictions Form and upload it via the 'My documents'

Once complete, select **[Save and Next]** at the bottom of the page to move to the next page.
To complete the application at a later date click on **[Save and Close]**.

# 2 Contact details



Use this section to enter the contact details for the applicant.

**Step 1.**    Check the applicant's email address is correct and enter their personal telephone number.

**Step 2.** Complete the home address and correspondence address sections as fully as possible.

**Note:** This section is only for the personal contact details of the applicant – please do not enter the contact details for your agent office here.

**Step 3.** Once complete, click on [**Save and Next**].

## 3 Education and qualifications



**Step 1.** Use this section to enter the education and qualification details of the applicant. Select **Yes** or **No** to indicate if the applicant has studied at university level previously.



**Step 2.** Click on [**Add Education history item**] to add details of an educational qualification.

**Education history**

| Name or type of qualification | Subject | Grade, band or award | Name of institution | Awarding body | Date completed or expected completion | Edit / remove |
|---|---|---|---|---|---|---|

Add Education history item

**Step 3.** Enter all details of the qualification and select [**Add**].

## Add / edit Education history

| Field | |
|---|---|
| Name or type of qualification ★ | |
| Subject | |
| Grade, band or award | |
| Name of institution | |
| Awarding body | |
| Date completed or expected completion | |

*The type of qualification, e.g. A-level, GCSE, BA (Hons)*

[ Add ]

**Step 4.** Repeat until all current and previous relevant qualifications have been entered.

To edit or remove an item, select **Edit item** or **Remove item**.



Please complete details of your education history by adding all of your previous qualifications to the table below using the 'add Educational history item' button. Please add your most recent or highest educational qualification first. Supporting documentation should be uploaded via the 'My documents' area.

Have you studied at university level or in higher education previously?   ⊙No ○Yes

**Education history**

| Name or type of qualification | Subject | Grade, band or award | Name of institution | Awarding body | Date completed or expected completion | Edit / remove |
|---|---|---|---|---|---|---|
| ▸ BA (Hons) | Business Studies | 62% | Bangalore University | Bangalore University | 30/06/2010 | Edit item Remove item |
| ▸ Higher Secondary School Certificate: Standard 12 | | 82% | Vidya Bhavan, Nampally, Hyderabad | Board of Intermediate Education | 30/05/2006 | Edit item Remove item |

[ Add Education history item ]

Do you have any exemptions for Professional Programmes?

*You may be entitled to exemptions from some of our Professional courses depending on the modules you have studied during your previous qualifications. If you have been awarded exemptions by a Professional body please provide further details. You will be required to provide evidence of your exemptions*

If applicable, complete the two sections regarding any exemptions or Accreditation of Prior (Experience) Learning AP(E)L that the applicant has. See the guidance notes for details of what information is required.

### 3 Education and qualifications – English language qualifications

**Step 1.** Use this section to enter details of the applicant's English language qualifications and ability. Select Yes or No to answer the first two English language questions.

**Step 2.** If the applicant has an English language qualification already or plans to do one, click on **Add English language qualifications item** to enter details of this.

English Language Qualifications

| Name or type of qualification | Awarding body or institution | Grade, band or award | Date completed or expected completion | Qualification ID | Reading score | Writing score | Listening score | Speaking score | Edit / remove |
|---|---|---|---|---|---|---|---|---|---|

Add English Language Qualifications item

Supporting documentation should be uploaded via the 'My documents' area.

**Step 3.** Enter all details of the qualification and click on **Add**.

| Name or type of qualification | Awarding body or institution | Grade, band or award | Date completed or expected completion | Qualification ID | Reading score | Writing score | Listening score | Speaking score | Edit / remove |
|---|---|---|---|---|---|---|---|---|---|
| ▸ IELTS | | 6.5 | 01/12/2011 | | 6.0 | 6.0 | 6.5 | 6.5 | Edit item Remove item |

Add English Language Qualifications item

Supporting documentation should be uploaded via the 'My documents' area.

Previous  Print Preview          Employment history          Save and Next  Save and Close

**Step 4.** To upload a copy of the English language certificate, select the **My documents** link.

**Step 5.** Once complete, select **[Save and Next]** at the bottom of the page.

**Advanced Entry Applications**

If your student wishes to start their undergraduate degree in year 2 or 3 **select Yes** to the question **Are you applying for advanced entry?** The application will then be referred by the Admissions Officer to an academic for them to decide if the student is suitable for advanced entry. If they are we will then decide which year is appropriate.



# 4 Employment history

Use this section to enter details of any relevant work experience or membership to professional organisations that the applicant has.



**Step 1.** If the applicant has any relevant work experience, Click on **[Add Employment history item]**. Enter the job details and select **[Add]**.



**Step 2.** If the applicant is a member of any professional organisations, click on **[Add Professional bodies item]**. Enter the details of the membership and select **[Add]**.

> To edit or remove any items, select **Edit item** or **Remove item**. To upload any supporting documents such as employer reference letters, select the **My documents** link.

**Step 3.** Once complete, select **[Save and Next]** at the bottom of the page.

# 5 Personal statement



Use this section to enter the applicant's personal statement. You can copy and paste this from a word document.

**Step 1.** Read the guidance notes for advice on what the personal statement should include. Enter the personal statement into the text box provided.



> To upload a word document of the personal statement instead, select **Manage documents** once the application is complete.

**Step 2.** Once complete, click on **[Save and Next]** at the bottom of the page.

# 6 Residency and fees



**Step 1.** Use this section to enter the applicant's residency, fees, nationality and passport details. Complete all questions in this section.

**Residency and fees**

Required fields are marked with *

| | |
|---|---|
| Who will pay your tuition fees? | Self funding |
| Residential category (help?) | O |
| Do you require a visa to study in the UK? | ○ No ⦿ Yes |
| When did you first arrive in the UK? | |
| Passport number | 123456 |
| Passport issue date | 12/03/2000 |
| Passport expiry date | 12/03/2015 |
| Passport country of issue | India |
| What country do you currently live in? * | India |
| What is your country of permanent residence? | India |
| Nationality * | India |
| Birth country | India |

> On **Residential category** please use the guidance notes to select the correct fee category for the applicant. Note that overseas students are usually in category 'O.'

**Step 2.** Once complete, click on **[Save and Next]** at the bottom of the page.

# 7 Declaration

| ① Personal details | ② Contact details | ③ Education and qualifications | ④ Employment history | ⑤ Personal statement | ⑥ Residency and fees | ⑦ **Declaration** |
|---|---|---|---|---|---|---|

**Step 1.** Read all important information on this page.

**Step 2.** If the applicant wishes to be referred to Nottingham Trent International College (NTIC) in the event that their NTU application is unsuccessful, please tick the relevant box.

**Declaration**

Required fields are marked with *

**Nottingham Trent International College Referral (international applicants only)**

In circumstances whereby your application is unsuccessful for your chosen Programme at the University, the University would like to refer your application to Nottingham Trent International College (NTIC). NTIC offer foundation, diploma and pre-masters courses. Read more about NTIC at http://www.ntu.ac.uk/international/ntic/index.html.

Please indicate whether you agree to your application being forwarded to NTIC ☐

**Step 3.** Confirm that all information provided in the application is true, complete and accurate by selecting **Yes** in the declaration.

**Declaration**

I can confirm that the information provided in my application is true, complete and accurate and that no requested information or other material has been omitted.   * --Please select--
--Please select--
Yes

Select yes to say you have read our terms and conditions

By agreeing to the above, I am consenting to Nottingham Trent University using the information pro... further information about me that the University may hold, for purposes set out in the University's data protection notification (view this online at www.ico.gov.uk).

Should I be offered a place at the University, I agree to abide by the terms set out in the University's Enrolment Conditions. In particular I note Condition 11 which sets out how the University will use my data under the Data Protection Act 1998 (view the Enrolment Conditions at http://www.ntu.ac.uk/about_ntu/policies/enrolment_conditions/index.html).

Previous | Print Preview | Save and Close | Submit

**Step 4.** Before submitting the application, select **Print Preview** to view and print a full copy of the completed application form.

> **Note:** Once you have clicked submit you will not be able to make any changes to the application.

**Step 5.** If all sections of the application are now fully complete, click **[Submit]** to submit the application.

**OR** - If you are not yet ready to submit the application, select **[Save and Close]** to close the application and return to it at a later date.

> **Please note** that if you select **[Save and Close]** the application has not been submitted and will not be processed by the Admissions Team.

# Submitted Applications

## View the status of a submitted application

**Step 1.** Click on **Student applications** and view the submitted applications list.

**Step 2.** This list will tell you the applicant name, NTU ID number, date the application was submitted, the course applied for and the current application status (Please see the Application Status Definitions document). The list will appear in alphabetical order of family name.

| Family name | Given name | ID | Date submitted | Course | Application status | Decision | Response | Date modified | |
|---|---|---|---|---|---|---|---|---|---|
| ▶ Bishop | Harold | N0413612 | 05/12/11 | BSc (Hons) Biomedical Science | Application Received | | | 23/01/12 | |
| ▶ Sanjay | Sarma | N0413632 | 26/01/12 | BSc (Hons) Healthcare Science | Application Received | | | 26/01/12 | |
| ▶ Hau | Kotana | N0413434 | 08/12/11 | MSc Management and Marketing | Application Received | | | 16/01/12 | |
| ▶ Smith1 | Helen | N0413607 | 06/12/11 | BA (Hons) Fashion Design | Work Requested | | | 14/12/11 | Upload Additional Information |
| ▶ Sanjay | Sarma | N0413632 | 08/12/11 | MSc Management | Conditional Offer View Conditions... | Click here to select your decision... | | 26/01/12 | |
| ▶ Sanjay | Sarma | N0413632 | 08/12/11 | PG Dip Endangered Species Recovery and Conservation | Application Received | | | 14/12/11 | |
| ▶ Sanjay | Sarma | N0413632 | 08/12/11 | MA Product Design | Application Received | | | 14/12/11 | |

## Upload documents

If you wish to upload supporting documents to the application:

**Step 1.** Click on **Student applications**.

**Step 2.** Click on **Manage documents**.

NTU > Application portal > **Student applications**

| Agent details | Agent contacts | **Student applications** | Contact us | | Application portal 🏠 |
|---|---|---|---|---|---|

Create and submit student applications directly to Nottingham Trent University and upload electronic copies of documents as necessary.

Review the progress of student applications already submitted from your agent office and follow-up with additional information as required via this portal.

| Student applications | Log out |
|---|---|

▶ Create an application
▶ Manage documents
  Click to manage the documents on behalf of an applicant

**Saved application**

Find the applicant for whom you wish to upload documents and click on **Manage documents**.

| ▪ Rostron | Rebecca | Create an application Manage documents |
|---|---|---|

**Step 3.** Choose the **Application** (course) you wish to upload a document for using the drop-down list.

**Step 4.** Using the drop-down list select the **Document type**.

| Documents for Rebecca Rostron | Log out |
| --- | --- |

As part of the application and admissions process to NTU we may request further information. We are happy to accept electronic documents. Please upload any further information requested here to enable NTU admissions officers to progress your application.

**Documents**

There currently are no uploaded documents

**Upload document**

Required fields are marked with *

Application: BA (Hons) Business Management and Accounting & Finance

Document type: * Other
--Please select--
Certificates and Transcripts
Research Proposals
Requested Work submission
Passport/Visa information
**Other**
Completed Fee Assessment Forms

Select document: *

[Upload]

**Step 5.** Click on **[Browse…]**.

**Step 6.** Locate the document you wish to upload and click **[Open]**.

**Step 7.** Click **[Upload]**.

## View uploaded documents

To view any documents that you have already uploaded for an applicant:

**Step 1.** Click on **Student applications**.

**Step 2.** Select **Manage documents**.

**Step 3.** Find the applicant whose documents you wish to view and select **Manage documents**.

**Step 4.** You will then see a list of all documents for this applicant. Select **Download** to view the document.

| Document | Type | Download |
| --- | --- | --- |
| Personal Statement.docx | Other | Download |

**Step 5.** Add any new documents using the 'Upload document' section.

## Submit requested further information / requested work

If the application status shows as '**Work Requested**' or **'Request Further Information'** you will have received details of the request by email to your office email address. The email will have also been sent to the applicant.

**Please ensure that any requested work is submitted by the deadline specified in the email.**

### Respond to a request for further information

**Step 1.** Click on **Upload Additional Information**.

| Family name | Given name | ID | Date submitted | Course | Application status | Decision | Response | Date modified | |
|---|---|---|---|---|---|---|---|---|---|
| ▸ Bishop | Harold | N0413612 | 05/12/11 | BSc (Hons) Biomedical Science | Application Received | | | 23/01/12 | |
| ▸ Sanjay | Sarma | N0413632 | 26/01/12 | BSc (Hons) Healthcare Science | Application Received | | | 26/01/12 | |
| ▸ Hau | Kotana | N0413434 | 08/12/11 | MSc Management and Marketing | Application Received | | | 16/01/12 | |
| ▸ Smith1 | Helen | N0413607 | 06/12/11 | BA (Hons) Fashion Design | Work Requested | | | 14/12/11 | Upload Additional Information |
| ▸ Sanjay | Sarma | N0413632 | 08/12/11 | MSc Management | Conditional Offer View Conditions... | Click here to select your decision... | | 26/01/12 | |
| ▸ Sanjay | Sarma | N0413632 | 08/12/11 | PG Dip Endangered Species Recovery and Conservation | Application Received | | | 14/12/11 | |
| ▸ Sanjay | Sarma | N0413632 | 08/12/11 | MA Product Design | Application Received | | | 14/12/11 | |
| ▸ Sanjay | Sarma | N0413632 | 08/12/11 | | Application Received | | | 14/12/11 | |

**Submitted applications**

**Step 2.** To respond to a **request for further information** first click on **Respond** in the 'Requests for Information' box.

| Information Requests | Respond |
|---|---|
| ▸ Request for work by email on 06/12/2011 15:41 | Respond |

**Step 3.** Type a response to the information request, or inform the Admissions Team of what documents you will upload and click Submit.

Requests For Information

| Information Requests | Respond |
|---|---|
| • | Respond |

Required fields are marked with •

**Responding to:**

Response • Personal Statement for Sanjay Sharma uploaded.

Submit   Cancel

Upload supporting documents

Required fields are marked with •

Document type • --Please select--

Select document • Browse..

Upload

**Step 4.** Then upload any supporting documents.

# Upload a supporting document in response to a work or information request

From the **Upload Additional Information** Screen:

If you are not already viewing this click on **Upload Additional Information** next to the correct application in the Submitted applications list.

**Step 1.** Select the Document type from the drop-down list.



**Step 2.** Click on **[Browse…]**.

**Step 3.** Locate the document you wish to upload and click **[Open]**.

**Step 4.** Click **[Upload]**.

## View the conditions of an offer

**Step 1.** If the applicant has been issued with a conditional offer, the application status will show as 'Conditional Offer'.

**Step 2.** Select **View Conditions…** to see details of all conditions of the offer.



If the condition is still outstanding the condition status will show as **Not satisfied**. If the condition has been met, the status will show as **Satisfied**.



## Accept an offer

**Step 1.** Click on **Student applications** and view the submitted applications list. Find the applicant with an offer outstanding. Click on **Click here to select your decision**…

| Smith1 | Helen | N0413607 | 06/12/11 | BA (Hons) Fashion Design | Work Requested | | | 14/12/11 | Upload Additional Information |
| Sanjay | Sarma | N0413632 | 08/12/11 | MSc Management | Conditional Offer View Conditions... | Click here to select your decision... | | 26/01/12 | |

**Step 2.** Select **Accept** or **Decline** from the drop-down list.

| Sanjay | Sarma | N0413632 | 08/12/11 | MSc Management | Conditional Offer View Conditions... | Please select your decision... ▾ Please select your decision... Accept Decline | 26/01/12 |
| Sanjay | Sarma | N0413632 | 08/12/11 | PG Dip Endangered Species Recovery and Conservation | Application Received | | 14/12/11 |
| Sanjay | Sarma | N0413632 | 08/12/11 | MA Product Design | Application Received | | 14/12/11 |

**Step 3.** Click on **Save Decision**.

## Submit documents to satisfy conditions of an offer

**Step 1.** Click on **Student applications**.

**Step 2.** Click on **Manage documents**.

NTU > Application portal > **Student applications**

| **Agent details** | **Agent contacts** | **Student applications** | **Contact us** | Application portal 🏠 |

Create and submit student applications directly to Nottingham Trent University and upload electronic copies of documents as necessary.

Review the progress of student applications already submitted from your agent office and follow-up with additional information as required via this portal.

**Student applications**                                                                 Log out

▸ Create an application
▸ Manage documents

Saved application Click to manage the documents on behalf of an applicant

**Step 3.** Find the applicant for whom you wish to upload documents and select **Manage documents.**

| ▪ Rostron | Rebecca | Create an application Manage documents |

**Step 4.** Choose the **Application** you wish to upload a document for using the drop-down list.

**Step 5.** Using the drop-down list select the **Document type**.

**Step 6.** Click on **[Browse…]**.

**Step 7.** Locate the document you wish to upload and click **[Open]**.

**Step 8.** Click **[Upload]**.

**Disclaimer**

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