Overview of Agents via Applicant Portal

This functionality enables Agents to use the Callista Applicant Portal (AP) and undertake a number of activities, such as creating accounts for applicants, creating, maintaining and submitting applications on applicants' behalf. This functionality also allows institutions to create and maintain Agents, create and maintain Agent's portal account, transfer applicants and applications between different Agents.

List of Agent's Tasks:

- Login to Agent Applicant Portal

- Create Applicant accounts.

- Create, maintain and submit applications.

- Filter and view all current applications and statuses of those applications.
- View the Agency applicants and applications (created by other Agents in same Agency).

How to Login to Applicant Portal

1. Click on the portal link https://apply.ecu.edu.au/connect/agwebconnect and the following screen will display

Welcome to our application system
Here, you can apply for degree and VET courses, scholarships and more.

Before you start…please note these things.

🕐 Your application will take approx. 30 minutes to complete.

💾 You don't have to complete it in one sitting; you can save and come back later. Very handy if you're on a mobile or tablet device.

☰ You'll need the course name and code. You can enter up to 3 course preferences. For course names and codes, visit our Degrees webpages ⬀.

📄 Attach your scanned copies of supporting documents, e.g. qualifications. Size limit per attachment is 15MB.

Dates & deadlines

📅 Don't forget to check submission dates for applications, semester periods and other important dates ⬀.

Agents

Please login with a valid username and password.
Agent ID Number

10013349

Password

[Login]

2. Enter the login id and password and click the Login button
3. Agent Application List page will display

How to Create an Applicant Account

1. Click on 'Create Applicant' and Create Account screen will display

Agent Application List

| Create Applicant | Bulk Submission | | | | | | Agency Applications |

My Applications - Mr Aent ONE

| Applicant Name | | ALL ▼ | Filter | Clear |

Person ID	Applicant ID	Applicant Name	Creation Date	Submission Date	Course Details	Outcome Status	Offer Response Status
	296205	WILLIAMS, Robert, Mr	28/03/2018		G91 Bachelor of Information Technology Honours		
	210611	TESTER, Tessie, Mr					
	359897	SMITH, John, Mr					

2. A red asterisk denotes mandatory fields
3. Enter the Applicant details on this screen and press the 'Submit' button

Create Applicant Account

* Denotes a mandatory field

* **Title**
[▼]

* **First Name**
[   ]

* **Family Name**
[   ]

Other Names
[   ]

Preferred Name
[   ]

* **Date of Birth**
[DAY ▼] [MONTH ▼] [YEAR ▼]

Gender
[▼]

Contact Phone Number
[   ]

Email Address
[   ]

Confirm Email Address
[   ]

Password
[   ]

Confirm Password
[   ]

| Submit | Cancel |

4. If the email address is not entered a message box will display
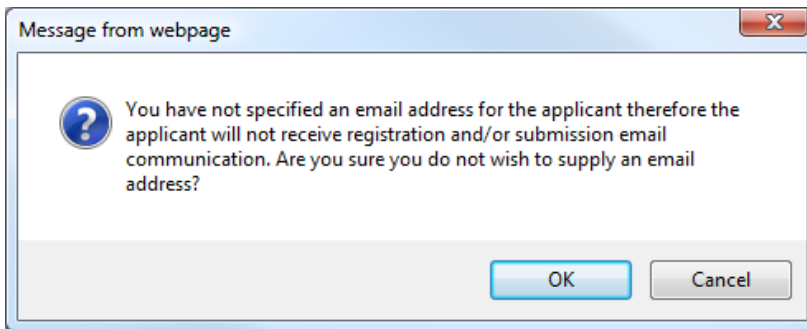
5. Click **OK** to continue or Cancel to enter the email address.

6. Applicant will be created and Agent Application List will display. Agent and Applicant will be notified of the applicant login details via email. If there is not email for applicant then only Agent will get the email notification

How to Create a Course Application

Hints and tips:

- Course application is a 5 steps process, from Applicant Details (step 1) to Review & Submit Application (step 5).
- Move between steps using the **Save and Continue** and **Previous** buttons:

  ← Previous   Save and Continue →

- Qualification in step 3 will allow multiple records to be entered. Use the **Add** button   ⊕ Add
- Records can be deleted in step 3 using the **Delete** button as in this example:

| Country	First Year Enrolled	Last Year Enrolled	Institution	Qualification	Level of Completion	Actions
AUSTRALIA	2014	2015	ABC COLLEGE	TEST	COMPLETE	Delete

- Uploading the required documents is critical for the application to be assessed. Please ensure that all relevant documents are certified and uploaded with the application.
- Bulk Submission button may be used to submit multiple applications:

  Create Applicant   Bulk Submission

Creating Course Application

1. Click on the Agent Application List to select the relevant applicant

Agent Application List
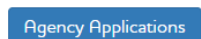
Create Applicant   Bulk Submission   Agency Applications

My Applications - Mr Aent ONE

Applicant Name [   ]   [ALL   ▾]   Filter   Clear

Person ID	Applicant ID	Applicant Name	Creation Date	Submission Date	Course Details	Outcome Status	Offer Response Status
	359897	SMITH, John, Mr	28/03/2018		M89 Bachelor of Science (Exercise and Sports Science)		
	210611	TESTER, Tessie, Mr					
	296205	WILLIAMS, Robert, Mr	28/03/2018		G91 Bachelor of Information Technology Honours		

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AUSTRALIA
ECU
EDITH COWAN
UNIVERSITY

2. Select the applicant you wish to make a course application for

My Applications
Mr Tessie TESTER

★ Apply for course entry
ECU is currently accepting the following applications.

Application Type	Commencement Period
Domestic	Open for Semester 1, 2018 Limited course availability for Summer, 2018
International	Open for Semester 1, 2018 through to 2020
Western Australian Academy of Performing Arts	Open for Semester 1, 2018

❯ Start a course application

★ Apply for other program ❓
Non-Award, Cross Institutional, Study Abroad and Exchange Enrolments

3. Select 'Start a course application' to start step 1 of 5 of the course application process.
4. Applicant details page will display with the applicant details already entered while creating the applicant.
5. Mandatory fields (with red asterisk) must be completed. Enter any missing fields i.e. email address
6. Enter the details and press 'Save and Continue'

① Your Details —— ② Course Details —— ③ Qualifications —— ④ Upload Documents —— ⑤ Review and Submit

Applicant Details

Title *	Mr
First Name *	Tessie
Family Name *	TESTER
Other Names	
Preferred Name	
Date of Birth *	11 NOV 1975
Gender *	Female
Contact Phone Number	36437357678
Email Address	test123@example.com

Equity, Diversity and Disability
ECU is an organisation that values and encourages diversity. We provide a coordinated service if you have a disability or medical condition, permanent or temporary, that may affect your life at university. More information is available at the Student Equity, Diversity and Disability Service webpage ☐.

☐ The applicant would like to discuss their situation with a university Equity and Diversity officer.

Citizenship

Please select the applicant's citizenship type (providing false or misleading information is an offence)

- ⦿ international student
  holding or applying for a student visa
- ○ international student
  holding or applying for another visa type, e.g. business, spouse, working holiday
- ○ international student
  studying at ECU via distance education from an offshore location

Country of Birth *	INDIA ▾
Visa Number	
Passport Number	
Country of Citizenship *	INDIA ▾
Has the applicant applied for permanent resident visa? *	○ Yes ⦿ No
Has the applicant previously applied to or studied at ECU? *	○ Yes ⦿ No

Applicant's Contact Details

Is the applicant's current postal address in Australia? *	○ Yes ⦿ No
Address Line 1 *	
Address Line 2	
Address Line 3	
City	
Country *	
Post/Zip Code	

Please ensure that you enter at least one contact phone number

Home Phone No.	
Work Phone No.	
Mobile Phone No.	

← Previous   Save and Continue →

7. **Step 2 of 5**, enter the course code or keyword of the course the applicant wishes to apply for. Click the 'Search'
    button.

8. A list of available course offering will be display. Select the preferred option and click on 'Save and Continue'

9. Options for Expected Commencement will be displayed. Select the expected commencement period and select 'Save and Continue'.

Course Details
Course preferences

Expected Commencement for W23

Please select a course commencement period.

- ● Semester 2, 2018
- ○ Semester 1, 2019
- ○ Semester 2, 2019
- ○ Semester 1, 2020
- ○ Semester 2, 2020

Save and Continue ➔

10. Options for Course major selection will be displayed (where applicable). Select a Major if known or Select 'I do not wish to select a major at this point' and select 'Save and Continue'

✓ Your Details ── ② Course Details ── ③ Qualifications ── ④ Upload Documents ── ⑤ Review and Submit

Course Details
Course preferences

Major Selection

The units in some majors are only offered at specific campuses. For more information about majors, please check the structure of your course on our Degrees webpages ☐.

- ○ I do not wish to select a major at this point
- ○ Human Resource Management
- ○ International Business

Save and Continue ➔

11. Course details summary will be displayed.

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AUSTRALIA
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✓ Your Details ——— ② Course Details ——— ③ Qualifications ——— ④ Upload Documents ——— ⑤ Review and Submit

Course Details
Course preferences

You can specify 1 course preference in your application.

If you've enrolled in your selected course before, you can't use this application system. Please complete the Application to Resume a Course ⧉.

▲
▼ **Preference 1:** W23 Bachelor of Commerce ⌄

Location : JOONDALUP
Attendance Mode : on-campus
Attendance Type : full-time
Expected Commencement ❓ **:** Semester 2, 2018
Major / Discipline ❓ **:** International Business

✎ Edit   🗑 Delete   🏷 Add Group Code

Need help selecting the right course?

- Visit our Degrees webpages. ⧉
- Speak to our Student Recruitment team. ❓

Don't forget to check the university entry requirements ⧉ and any special admission requirements for your selected courses. Check your courses at our Degrees webpages ⧉.

← Previous   Save and Continue →

12. You can 'Edit' or 'Delete' the Course Details at this stage by selecting the relevant Actions.
13. Select 'Save and Continue'.
14. Course details additional questions will be displayed. Red asterisk mark the mandatory fields

● Your Details —— ② Course Details —— ③ Qualifications —— ④ Upload Documents —— ⑤ Review and Submit

Course Details (Additional Questions)

Are you a government sponsored student? *
○ Yes
○ No

If your qualifications do not meet ECU entry requirements, we may pass your application on to our pathway partner Edith Cowan College (ECC) for assessment.
ECC may be able to provide you with a pathway to ECU in the course of your choice. Please let us know if you permit us to share your application. *
◉ Yes, share my application with ECC
○ No, do not share my application with ECC

Do you permit ECU to provide information to your nominated sponsor/guardian or scholarship body?
○ No
○ Yes (Please provide name of individual/scholarship body)

[   ]

← Previous   Save and Continue →

15. Select the options for additional questions and 'Save and Continue'
16. Step **3 of 5** requires you to enter the applicants Tertiary, Secondary or Other qualifications. English test (e.g. IELTS, TOFEL etc.) results are entered in the Admission Test area. Use the add button to add details and click 'Save and Continue' when complete.
17. Multiple records can be entered using 'Add' button.

✓ Your Details ——— ✓ Course Details ——— ③ Qualifications ——— ④ Upload Documents ——— ⑤ Review and Submit

Qualification Details

Tertiary Education Details

Please provide details of any undergraduate or postgraduate study undertaken at another university or higher education institution. ECU will require documentary evidence for all qualifications declared - you will be able to upload documents in step 4.

⊕ Add

Secondary Education Details

Please provide details of your secondary education. If you are applying for postgraduate study then you do not need to complete this section unless you are applying for a postgraduate degree within ECU's teacher education or nursing study areas. ECU will require documentary evidence for all qualifications declared - you will be able to upload documents in step 4.

⊕ Add

Other Qualification Details

Please provide details of other qualifications completed. This may include Certificate III, Certificate IV, Diploma and Advanced Diploma study. If you have a Certificate or Diploma awarded by an international college or polytechnic then you can also record this here. ECU will require documentary evidence for all qualifications declared - you will be able to upload documents in step 4.

If you have current nursing registration or teaching registration then you can also record these details together with your registration number here.

⊕ Add

Admission Test Details

If you have a test result or a planned test date for any of the following tests, please enter the details in this section. ❓

- ASIT - Aboriginal Student Intake Test
- ACER - Australian Council for Educational Research - Literacy and Numeracy Test
- CAE - Cambridge English: Advanced
- CPE - Cambridge English: Proficiency
- IELTS Academic - International English Language Testing System
- PTE Academic - Pearson Test of English Academic
- STAT - Special Tertiary Admissions Test
- TOEFL - Test of English as a Foreign Language

⊕ Add

← Previous   **Save and Continue →**

18. Enter the qualification and admission test details and click 'Save and Continue'.
19. **Step 4 of 5** will require you to upload documents supporting your application. You must submit items marked as mandatory to proceed and submit the application.

Upload supporting documents from

⬆ From your computer   ☁ Dropbox   ☁ Box   ☁ OneDrive   ☁ Google Docs

Document Type *

[▾]

Comments

[   ]

Document to Upload *

Maximum Filesize: 15MB
Filetypes: PDF, DOC, RTF, TXT, XLS, JPG, GIF, PNG, TIF, ZIP

[Choose File] No file chosen

⬆ Upload Document

20. You will need to upload all mandatory forms including, where applicable
    a. Student Financial Declaration form
    b. Agent Portal Application Declaration via Other
21. Select the Document Type and then the Browse button to select the file and click the Upload Document button to upload the documents.
22. Comments for each document can be entered using comments field. Uploaded documents will display in Document Previously Uploaded block at the bottom of the page.
23. Uploaded documents can be deleted by clicking Delete button next to each document. Documents cannot be deleted once the application has been submitted.
24. Once all relevant documents are uploaded click 'Save & Continue' to move to the next step.
25. You will be unable to proceed with the application if the mandatory forms are not completed, and if no documents have been uploaded.

How to Submit a Course Application

1. Step 5 of 5 allows you to review your application prior to selecting 'Submit'
2. Click on the 'Edit' to edit/update any section in application.

✓ Your Details ─── ✓ Course Details ─── ✓ Qualifications ─── ✓ Upload Documents ─── ⑤ Review and Submit

Review and Submit Application

Here's what you've told us. Please check it one last time.

What we know about you   ✏ Edit

Title	Mr
Family Name	TESTER
First Name	Tessie
Other Names	
Preferred Name	
Date of Birth	11/11/1975
Gender	Female
Contact Phone Number	36437357
Email Address	
Applicant Edit Access	No

Equity, diversity and disability   ✏ Edit

Contact me regarding access and equity issues? [NO]

3. Press 'Submit Application' button to submit the application
4. Application receipt number will display

Application Receipt

Name:	Tessie TESTER
Date of Birth:	11/11/1975

Pref	Course Option	Expected Commencement	Major
1	W23 Bachelor of Commerce / JOONDALUP / on-campus / full-time	Semester 2, 2018	International Business

Thankyou

Your application has been successfully submitted for assessment. **Your receipt number is 537434**. Please quote this number when making enquiries to the University about your application.

The status of your application will be updated as it progresses through the assessment process. Please contact ECU Admissions if you have any queries regarding your application.

View My Applications

5. Clicking the 'View My Applications' button will allow you to view the applicant's application, withdraw application or apply for a new course.

How to Filter a Course Application and View Agency Course Applications

1. Select 'Agent Applicant List' from the menu on the top right corner of the screen
2. Click on Agency Applications button to see all the applications for that Agency
3. On the Agent Applicant List Screen you are able to filter applications by Agent name, Applicants name and Submission Status, simply by using the filter section.

Agent Application List

Agency Applications - Test Agency For Agent Portal

My Applications

| Agent Name | ALL ▼ | Applicant Name | | ALL ▼ | Filter | Clear |

Agent	Person ID	Applicant ID	Applicant Name	Creation Date	Submission Date	Course Details	Outcome Status	Offer Response Status
Mr Robert Frank MADDOCK		210611	TESTER, Tessie, Mr					
Mr Robert Frank MADDOCK		210611	TESTER, Tessie, Mr	05/10/2018	05/10/2018	W23 Bachelor of Commerce		

4. Click on 'Agent' column to sort the applications by agent.
5. Click on the 'My Applications' button to go back to Agent Application List

Bulk Submission:

1. On Agent Application List screen, click on 'Bulk Submission' to submit applications in bulk.

Bulk Submission

☐ Mr Robert WILLIAMS   Application Created On: 08/02/2016   Application Type: STANDARD

    1   G95 Bachelor of Business / JOONDALUP / on-campus / full-time 369802

☐ Ms Fred BLOGGS   Application Created On: 08/03/2016   Application Type: STANDARD

    1   E95 Bachelor of Arts (Psychology) / JOONDALUP / on-campus / full-time / Semester 2, 2016 369829

Submit   Cancel

2. Mark the check boxes for the applications you want to submit and press the submit button.

Creating accounts and password resets

Email international.partnerships@ecu.edu.au to create an agent account.
Email admissions@ecu.edu.au to reset your password.