



Partner/Agent Portal – User Guides

[Log in and Main Menu](#)

Log in

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.

EVE Log in

Username

Password

Log in Agent ID: Forgotten password? Cranfield ID: Forgotten password?

Please report any problems to the [IT Service Desk](#).

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Enter the Username and Password and select **Log in**.

Your username would have been supplied to you when your account is created. If you are logging in for the first time your Password will be your date of birth in the format DD/MM/YYYY.

If you have forgotten your password use the **Agent ID: Forgotten password?** button to request a reset.

If you do not have an account please contact recruitmentagents@cranfield.ac.uk.

Partner/Agent Main Menu

Partner/Agent Portal

Logged In : Carlos Rodriguez (Logout)

Partner/Agent Portal - Pruebas Education

Manage Applications

- Submit a new application
- Log in as applicant

Application Summaries

- Applications linked to me
- Applications linked to Pruebas Education

View Applications

- Pending Applications
- Submitted Applications

My Account

- Change Password

Manager Administration

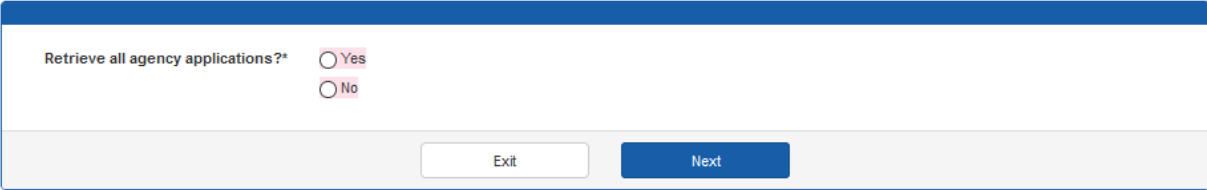
- Update Organisation Details
- Manage User Accounts

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For the purpose of this guide, we have used a test partner/agent organisation of Pruebas Education. You will see your own organisation name when you login.

There are a number of containers displayed on the Main Menu:

Manage Applications	<p>Submit a new application – start a new application for an applicant.</p> <p>Log in as applicant – log in as an applicant once you have submitted.</p>
Application Summaries	<p>Applications linked to me – a summary of applications submitted by yourself.</p> <p>Applications linked to <i>Your Agency</i> – a summary of applications submitted by all staff at your organisation.</p>
View Applications	<p>Pending Applications – view a list of pending applications and return to complete them.</p>

	<p>Submitted Applications – view a list of submitted applications, view summary applications forms, contact Admissions and log in as the applicant.</p> <p><i>Note: Users with manager access will be able to access applications across their organisation. You will see the menu below when opening options within this container.</i></p> <p>Please indicate whether you want to include all of the applications for your agency that are pending submission, in addition to your own.</p> <p>All fields marked with * are mandatory.</p>  <p>The screenshot shows a web form with a blue header. Below the header, there is a question: "Retrieve all agency applications?*" with two radio button options: "Yes" and "No". The "Yes" option is selected. At the bottom of the form, there are two buttons: "Exit" (white with black text) and "Next" (blue with white text).</p>
<p>My Account</p>	<p>Change Password – change your password for future logins.</p>
<p>Manager Administration</p> <ul style="list-style-type: none"> - This container is only available to users with manager access. 	<p>Update Organisation Details – update your organisation details.</p> <p>Manage User Accounts –create additional user accounts, update existing user accounts, change access levels, and disable users.</p>