



Partner/Agent Portal

Guide for users

Last updated: March 2024



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Introduction

What is the Partner/Agent Portal?

The portal is a secure platform that allows users to: submit new applications and manage those applications on behalf of applicants. It also provides a high-level view of application numbers for your agency, which includes those linked to you but submitted directly by the applicant.

Accessing the portal

Requesting access

Access needs to be setup for you by Cranfield. If you don't yet have an account please email recruitmentagents@cranfield.ac.uk for more details. We will verify your agent agreement status and ask you to complete an access request form.

Guidance on account setup

It is mandatory that user accounts are issued on a **per-person basis**, and **under no circumstances** should they be shared among multiple individuals. Each person must have their own dedicated user account to maintain accountability, security, and confidentiality of information.

Furthermore, user accounts must be created using **unique email addresses** for each individual. This practice ensures clear identification of users and facilitates effective access control. Shared email addresses compromise security measures and hinders our ability to resolve any access issues and trace actions back to specific individuals.

Failure to adhere to these guidelines may result in access restrictions. It is imperative that all agent portal users staff members comply with this policy to uphold the integrity of our systems and safeguard sensitive data.

Any requests for access providing generic user information and/or shared email addresses **will not be processed**.

Levels of access

There are two levels of access to the portal:

Standard access – As a standard user you will be able to see and update just the applications you have submitted from your user account. Will not be able to see applications submitted by your colleagues or make any updates to them.

Manager access – As a manager you will be able to see applications across your agency and will be able to make updates to all applications submitted in the portal.

There are some key differences in how you will use the portal depending on your access level and these will be highlighted throughout this guide.

Logging in

EVE Log in

Reminder to ALL University staff - access to this data must only be through a University-managed Windows 10 device that has met all compliance requirements for Cyber Essentials, as per the University's Access Control policy; Cyber Essentials.

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

Username

Password

AGENT ID: FORGOTTEN PASSWORD?

LOG IN

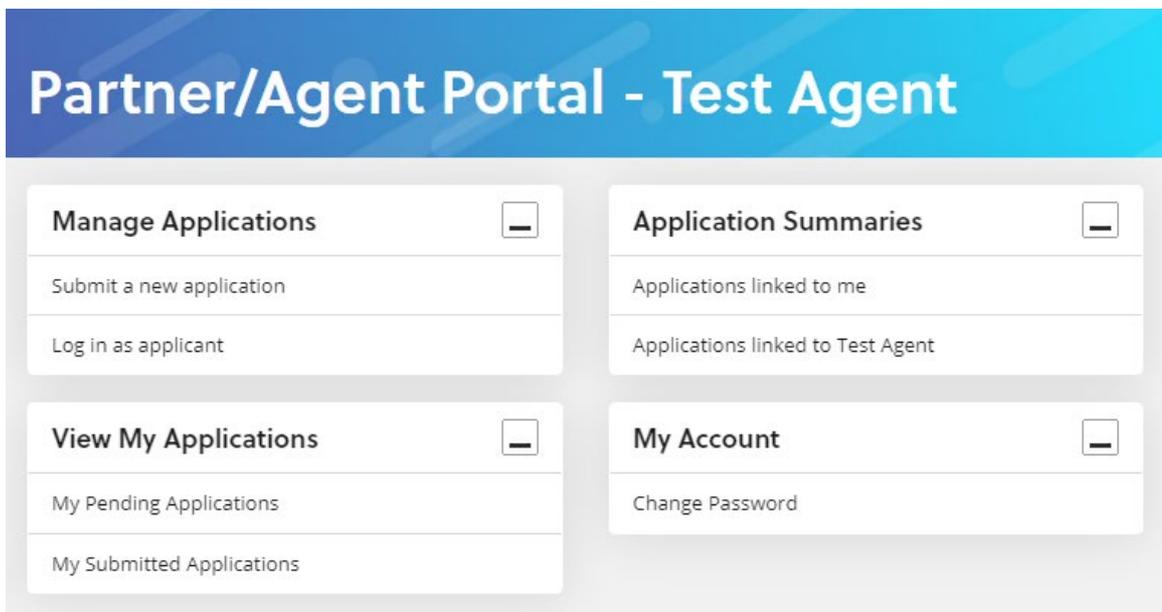
Go to <https://eve.cranfield.ac.uk>, enter your Username and Password and select **Log in**.

Your username will have been sent 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.

Check your login details carefully as your password is case sensitive. If you have forgotten your password, use the **Agent ID: Forgotten password?** button to set a new one, you will be asked for your date of birth and answers to your security questions.

If you are still unable to get logged in you can contact us via our [report issues form](#) and we will investigate for you.

Main menu



You can navigate to the various functional sections of the portal from the tiled main menu navigation.

We will now go through each of these functional sections in more detail.

Manage Applications

Submit a new application

You'll start the process of submitting an application for an applicant here, but before you get to the application form itself you will need to choose the course being applied for.

Submit a New Application

Please use the dropdowns below to select a course.

Theme	<input type="text" value="Aerospace"/>
Mode of Study	<input type="text" value="Full Time"/>
Course	<input type="text" value="MSc in Aerospace Dynamics"/>
Entry	<input type="text" value="September 2024"/>

Use the drop-down options to select the **Theme** and **Mode of Study** for the course. As you make these selections, further options will appear for **Course** and **Entry**.

Once you have completed all the details click **Next**.

Submit a New Application

Please confirm the following information is correct and click 'Open Application' to continue.

You have selected the following:

- Theme: **Aerospace**
- Mode of Study: **Full-time**
- Course: **MSc in Aerospace Dynamics**
- Entry: **September 2024**

You will see a summary of the details for confirmation. If you are happy to proceed, then click **Open Application**.

If you need to make changes to your selection, click **Change Course**.



Logged In:

[Manage applications](#) | [Application Form](#) | [Documents](#)

Your application:

Selected Programme	Start date	Mode of Attendance	Academic Year
1. MSc in Aerospace Dynamics	Sep 2024	full-time	2024 / 2025

Create New User

We take your data privacy very seriously and will only use your information to provide the products and services you have requested from us.

We will not sell, license or trade your information without your consent.

For more information about how your data will be processed, please see our [privacy notice](#). Where required, we may share your information across the University and with our commercial subsidiaries.

You can opt out of marketing communications from us at any time.

* Title/Rank

* Forename

The application form will open in a new tab / window.

You will need to begin with creating a new user account for the applicant.

Please enter their details carefully. We suggest using the applicant's email address as their username.

Email address fields must be the applicant's email.

Security Questions

Questions

Answer the questions below.

Please define an answer to this question.

Question	Date of Birth
Answer	<input type="text" value="27/12/2000"/>
Hint	Please check your date of birth above (if you need to amend formats accepted are DD/MMM/YYYY i.e. 01/Oct/1990, or DD//MM/YYYY i.e. 01/10/1990)

Security questions need to be answered and will be used to assist the applicant with any login issues they might have.

We suggest that you confirm these details with the applicant prior to starting an application. The questions are:

- **Date of Birth**
- **Mother's first name?**
- **Town of birth?**
- **First school attended?**

Once you have answered the above questions you will start the application at the **Checklist**.



Application from George Cayley for MSc in Aerospace Dynamics to start in September 2024

Checklist

Below are the sections of the form that you will be required to complete. Click any section heading to go directly there or click the button below.

START APPLICATION

-  Personal Details
-  Contact Details
-  Your route to Cranfield
-  Qualifications
-  Experience
-  Personal Statement
-  Referees
-  Funding
-  Submission

This details all of the sections of the form that are available to complete and the status icons will change as you progress through the form.

If you need to leave an application and return later, you will see the **Checklist** again.

From here you can click **Start Application**, which will take you to the initial **Personal Details** section, however you can go directly to any section by clicking on the icon or link.

Icon guide



All mandatory fields are not yet complete - This page has not been started



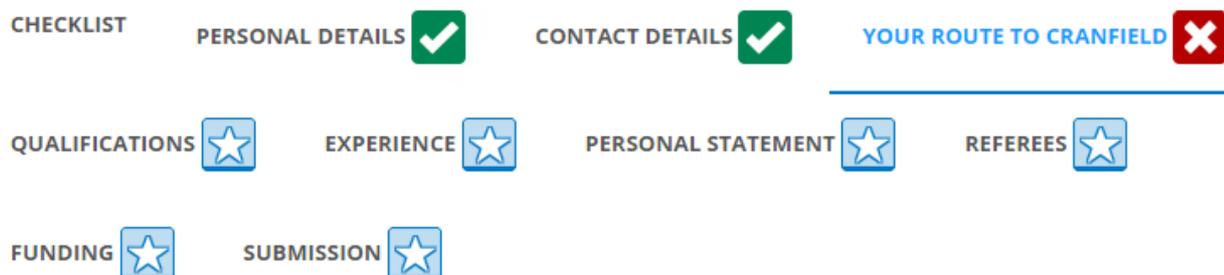
All mandatory fields are not yet complete - Outstanding information required for mandatory fields



All fields complete - All mandatory information has been provided

Completing the application form itself is straightforward and you will find help text and guidance throughout the tabs. You will also be prompted if you have not completed a mandatory field.

In desktop mode the icons from the Checklist are also replicated within the section heading, so you can see at a glance what sections still need to be completed.



Your route to Cranfield

Agent

Cranfield University works closely with a number of selected agents who act as representatives and offer support to our applicants throughout the admission process. Located in the United Kingdom or locally in your country, agents work for private companies/agencies and provide our applicants with key information and ensure smooth communication with the different departments at Cranfield University.

If you are applying to Cranfield through an Agent, please select from the drop-down box below. Please note that by naming a designated agent you will be giving them full access to all data relating to your application including the ability to provide or amend information on your behalf.

Are you applying through an Agent? *

Agent Name ?

As you will be completing the application via the Partner/Agent portal, you will see that your details are automatically populated under the **Your Route to Cranfield** section.

You will get a confirmation on submission and you'll see the application reference number:



You're all finished! Your Application Reference Number is OLA449682

Thank you for submitting your application for the MSc in Aerospace Dynamics. Your application has been received and we will contact you by email shortly to confirm your Student ID and confirm access to our Applicant Portal.

If you have already uploaded supporting documents with your application, these will be considered when your application is assessed. If you were unable to upload all of your documents before submitting your application you will shortly be able to do so in our Applicant Portal.

In the meantime if you have any queries please do not hesitate to contact us. Don't forget to tell us your full name, the course you have applied for and your online application reference number (OLA449682).

To print or preview the application you have made, please click the link below.

[Print / Preview Application](#)

As the application will have opened in a new tab / window you can now close this down and return to the **Main Menu**.

Log in as applicant

This feature will allow you to log in as an applicant you have submitted an application for. For submitted applications you should see the **Proxy login to Portal** link, which allows you to login as the applicant with a single click and act on their behalf.

Note: Logging in as the applicant will log you out of your Partner/Agent Portal session.

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
449682	CAYLEY, G	MSc in Aerospace Dynamics	MSASDFTCD	24	22/Feb/2024	Transfer Complete	Proxy login to Portal

The list will include applications you have not yet submitted and you'll see the from the **Registration Status** which these are. You cannot return to an application from this area of the portal, but this is possible in our next section.

View My Applications

My Pending Applications

You might not complete an application from start to submission in one go. Any applications you have started and not yet finished will appear in this section for you to return to.

Use the highlighted radio button to select the application you want to continue with and then click on **Continue**.

Agent Portal - Pending Applications

Select a Pending Application

The following is a list of your applications pending submission for courses starting between 2020/21 and 2026/27. Please select an application from the table below.

The **Continue** button can be used to continue and complete the application.

Applicant ID	Student ID	Surname & Forename	Date of Birth	Date Received	Course Title	Home Country
<input checked="" type="radio"/> 449682	449682	CAYLEY, GEORGE	27/Dec/2000	22/Feb/2024	MSc in Aerospace Dynamics	Angola

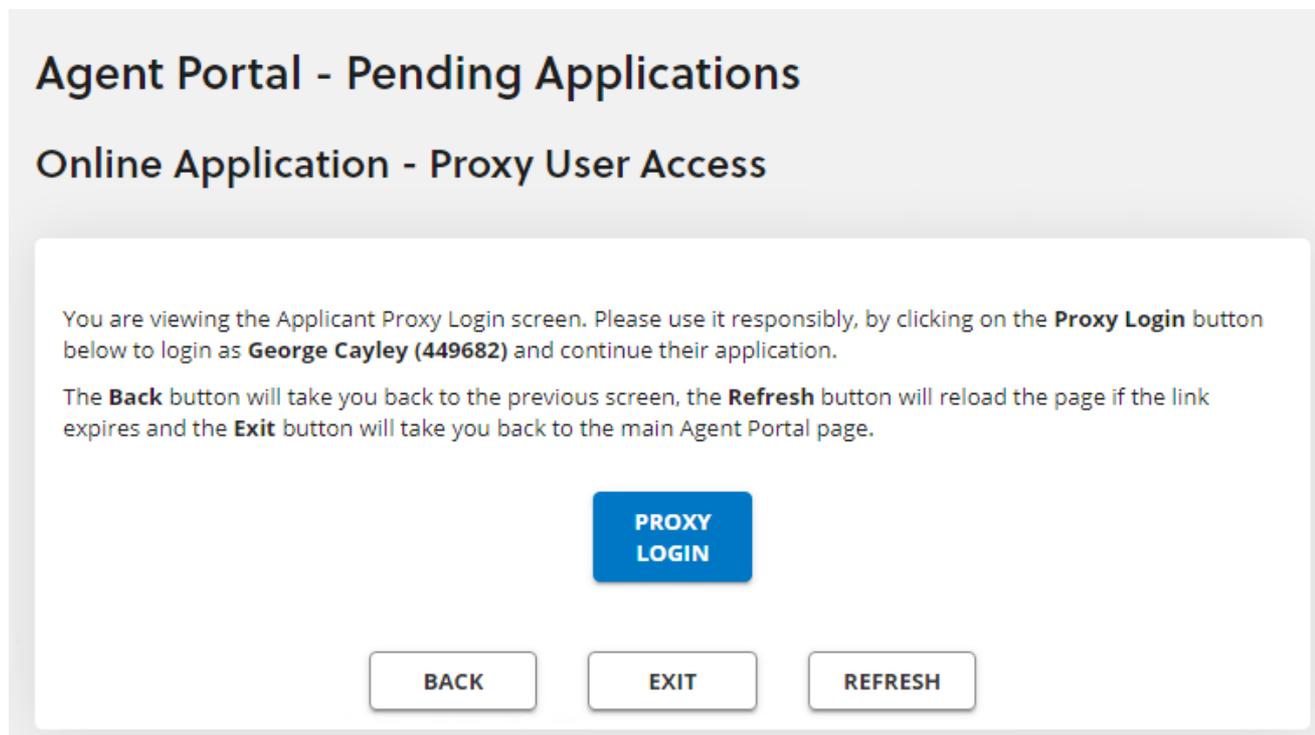
BACK

EXIT

CONTINUE

You will see this screen with advice on the proxy login feature. Click on **Proxy Login** to return to the application.

Note: Logging in to the application will log you out of your Partner/Agent Portal session.



Agent Portal - Pending 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 **George Cayley (449682)** and continue their application.

The **Back** button will take you back to the previous screen, the **Refresh** button will reload the page if the link expires and the **Exit** button will take you back to the main Agent Portal page.

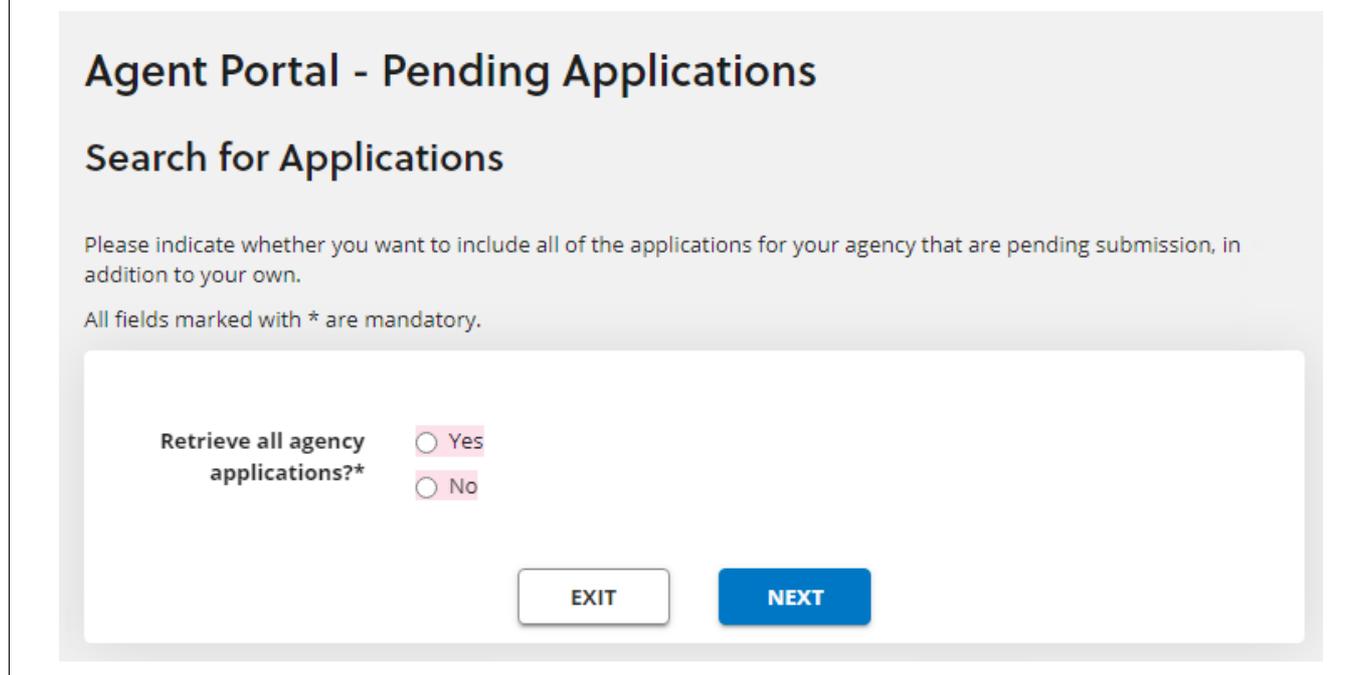
PROXY LOGIN

BACK **EXIT** **REFRESH**

Manager access features

Users with Manager access can see applications in progress across their agency and therefore complete/finish an application on behalf of their colleagues.

You will see the below options when opening the pending applications list. This allows you to choose whether you want to see all applications or focus just on applications you have submitted yourself.



Agent Portal - Pending Applications

Search for Applications

Please indicate whether you want to include all of the applications for your agency that are pending submission, in addition to your own.

All fields marked with * are mandatory.

Retrieve all agency applications?* Yes No

EXIT **NEXT**

My Submitted Applications

Here you can see a list of submitted applications, view summary applications forms, contact Admissions and log in as the applicant.

Agent Portal - Submitted Applications

Select a Submitted Application

The following is a list of your applications that have been submitted for courses starting between 2020/21 and 2026/27. After selecting an application the **Summary** button can be used to view a read only summary of the submitted application. The **Contact Admissions** button can be used to send an email to the admissions office about the chosen applicant. 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	Application Status	Clearance Checks
<input type="radio"/>	449682	449682	CAYLEY, GEORGE	27/Dec/2000	22/Feb/2024	MSc in Aerospace Dynamics	*	5

BACK EXIT SUMMARY CONTACT ADMISSIONS CONTINUE

Manager access features

Users with Manager access can see applications in progress across their agency.

Managers will be asked whether they want to see all applications or just their own.

Agent Portal - Submitted Applications

Search for Applications

Please indicate whether you want to include all Agency Applications that have been submitted, in addition to your own.
All fields marked with * are mandatory.

Retrieve all Agency Applications?* Yes No

EXIT NEXT

Summary - This feature allows you to see a overall summary of the application form as it was submitted. You need to be logged in as the applicant to see the summary and will therefore see the proxy portal advice page before you progress, and this will log you out of your Partner/Agent Portal session.

Contact Admissions – This feature allows you to send a message directly to Admissions about the application you have selected.

You'll see the email address linked to your user account by default, but you have the option to change this if you would like responses to be sent to another email address.

There is also the option to upload documents you want Admissions to review in relation to the application.

Agent Portal - Submitted Applications

Contact Admissions

Please fill out the below fields to send an email to the admissions office about your selected applicant.

Your email address*

recruitmentagents@cranfield.ac.uk

Message text*

If you have any files to attach in relation to your message, please upload them here.

Please note: the maximum file size permitted is 2Mb. File extension/s that are acceptable are doc, docx, gif, htm, html, jpeg, jpg, pdf, png, tiff.

UPLOAD FILES

BACK

EXIT

CONTINUE

Application Summaries

The summary views provide top level lists of applications in the various statuses throughout the applicant lifecycle. These are divided into the following lists/sections. Note that applicants might appear in more than one list at the same time:

- Submitted Applications
- Applications with Interviews
- Applications with Offers
- Accepted Offers
- Rejected Applications

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.

Submitted Applications (1)					
Applicant/Student ID	Course	Year	Name	Submitted Date	Application Status
449682 / 449682	MSc in Aerospace Dynamics	24	George Cayley	22/Feb/2024	Application passed to Admissions.

Applications with Interviews (0)					
Student ID	Course	Year	Name	Submitted Date	Interview Date
No records found.					

Applications with Offers (0)					
Student ID	Course	Year	Name	Submitted Date	Offer Status
No records found.					

Accepted Offers (0)					
No records found.					

Rejected Applications (0)					
No records found.					

Clicking on the headings will expand or collapse that list. The columns and data are largely the same, but the last column changes to add appropriate context based on the section; the **Application Status** in the **Submitted Applications** section for instance.

Applications linked to me

The list views in this summary section will focus just on the applications submitted by you.

Applications linked to your agency

All applications submitted for your agency will be visible in this summary view.

My Account

Change Password

You can change your password at any time, but you must change your password at least every 12 months.

We will remind you by email 30 days before your password is due to expire.

Password Change

Use the fields below to change/confirm your password.

Old Password

New Password

Confirm Password

GO