



Agent Portal User Guide

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OVERVIEW

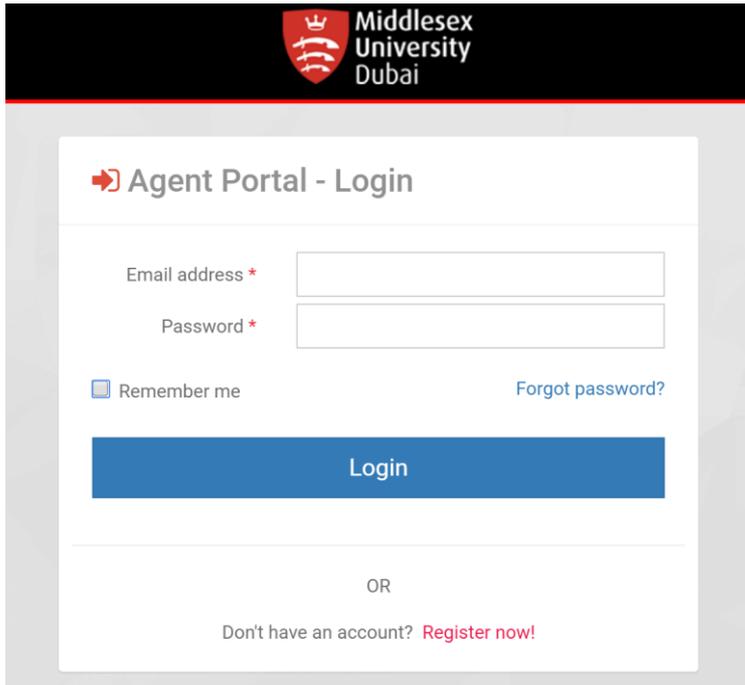
This document contains instructions and information on the features available on the agents portal.

Access url:

<https://www.mdx.ac.ae/agents-portal>

REGISTRATION

1. If you don't already have a login, click on register now on the login page and follow the below steps:



The screenshot shows the login interface for the Middlesex University Dubai Agent Portal. At the top, there is a black header with the university's logo and name. Below the header, the page title is "Agent Portal - Login". The form contains two input fields: "Email address *" and "Password *", both marked with a red asterisk. Below the password field, there is a checkbox for "Remember me" and a link for "Forgot password?". A blue "Login" button is positioned below the form. At the bottom of the form, there is an "OR" separator and a link for "Don't have an account? Register now!".

2. Populate the fields on the registration page and click next.
All required fields are indicated by a star.

Agent Registration - Step 1

Agency name *	<input type="text"/>
Contact title *	<input type="text" value="Please select"/>
Contact first name *	<input type="text"/>
Contact last name *	<input type="text"/>
Contact email address *	<input type="text"/>
Password *	<input type="password"/>
Confirm password *	<input type="password"/>
Work phone	<input type="text" value="Please select"/> <input type="text" value="Phone number"/>
Mobile phone	<input type="text" value="Please select"/> <input type="text" value="Mobile phone number"/>
Address *	<input type="text"/>
City *	<input type="text"/>
Country *	<input type="text" value="Please select"/>
State	<input type="text"/>
Postal code	<input type="text"/>

[Next](#)

3. On step 2, please download and accept the agreement.

Agent Registration - Step 2

Agreement [Download agreement](#)

Declaration

Some terms and conditions specific to agent registration. This can be edited via Sitefinity->Content blocks->Agent register terms

I accept

[Back](#) [Submit](#)

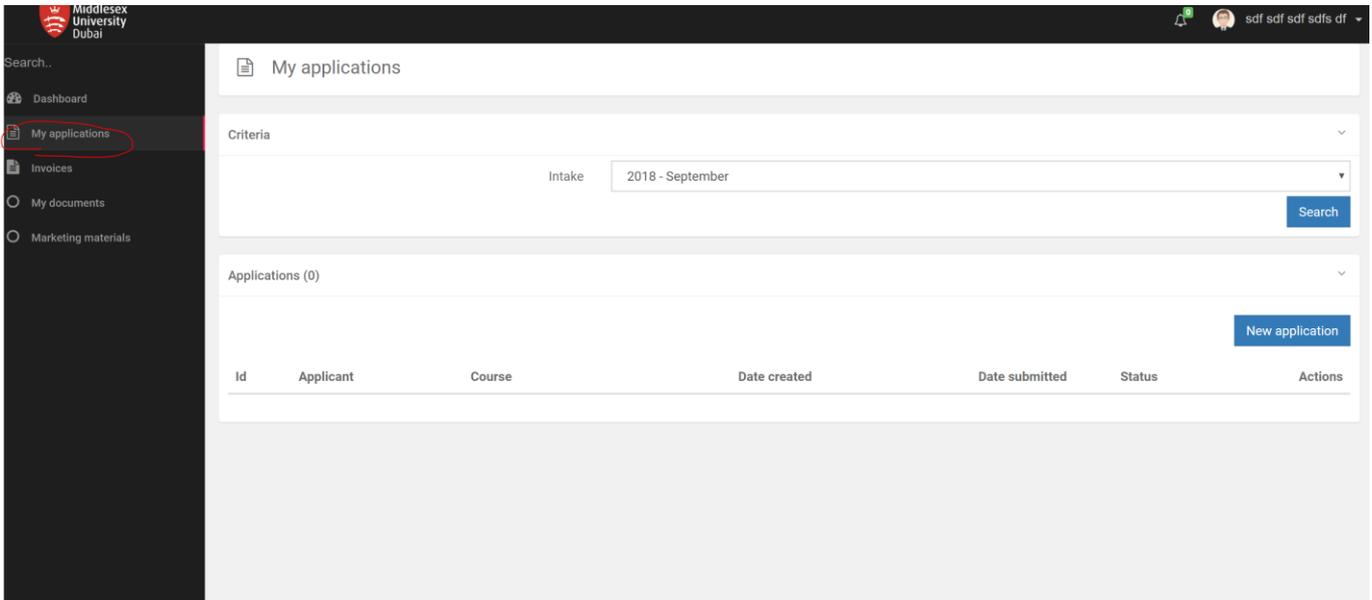
OR

Already have an account? [Login now!](#)

4. You have now registered successfully. You should have received an email along with the agreement as PDF attachment.

MANAGE APPLICATIONS

On the agents portal, all your applications are available via the “My applications” menu.



1. You can either edit an existing “Un-submitted” application or create a new one.
2. You can also use the criteria filter to look at past applications.
3. To create a new application, click on “New application”
4. A step by step wizard will appear allowing you to submit an application on a student’s behalf.
5. All email communication for the application will be sent to the logged in agent’s email address.

Middlesex University Dubai

Search..

- Dashboard
- My applications
- Invoices
- My documents
- Marketing materials

1 Personal details 2 Programme selection 3 Academic history 4 Confirm & Submit 5 Confirmation

0%

Step 1 - Personal details

Are you a resident of the UAE? *

Yes
 No

Title *

First name *

Surname / Family name *

Email address *

Gender *

Date of birth *

Country of birth *

Nationality *

Emirates ID

Passport number

Upload official documents (Ex: passport, visa, residency copy, etc.)

Do you require any of the following Support Services?

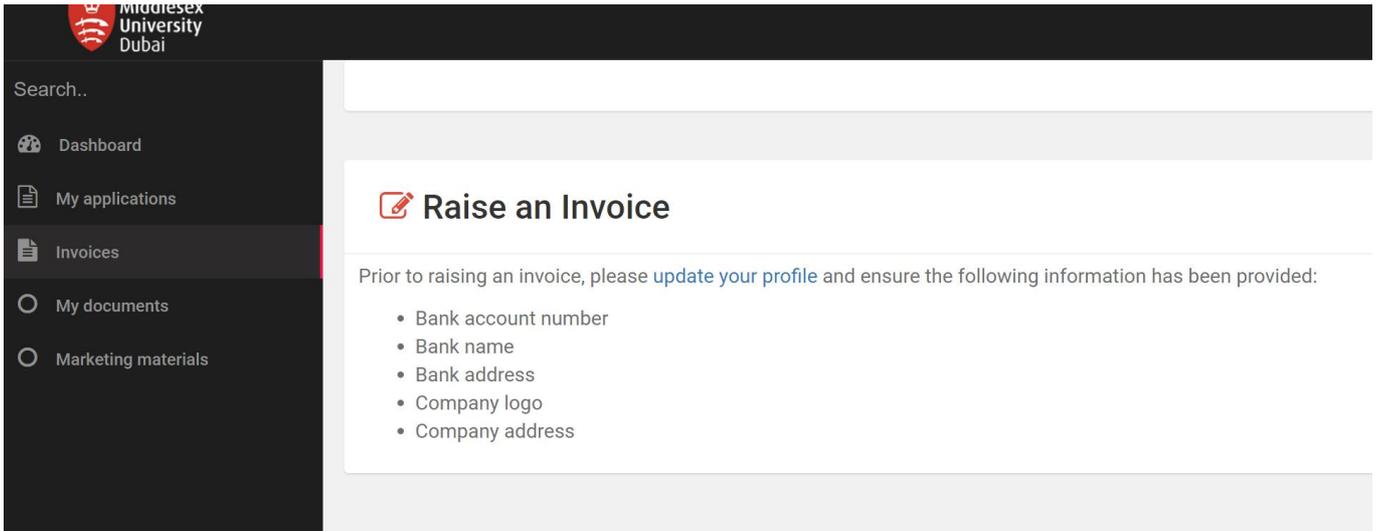
- No disability
- Blind/Partially Sighted
- Wheelchair User/Mobility Issues
- Mental Health Difficulties

MANAGE INVOICES

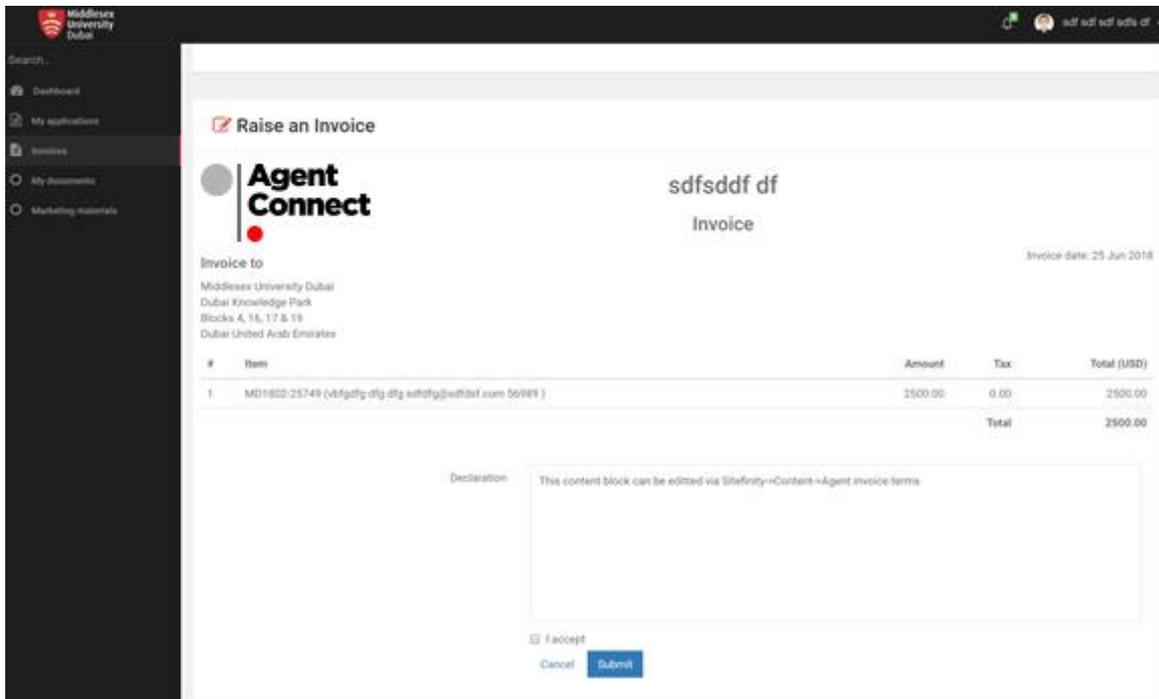
Invoices can be raised at any time provided initial down payments have been made.

To raise an invoice, please follow the below steps:

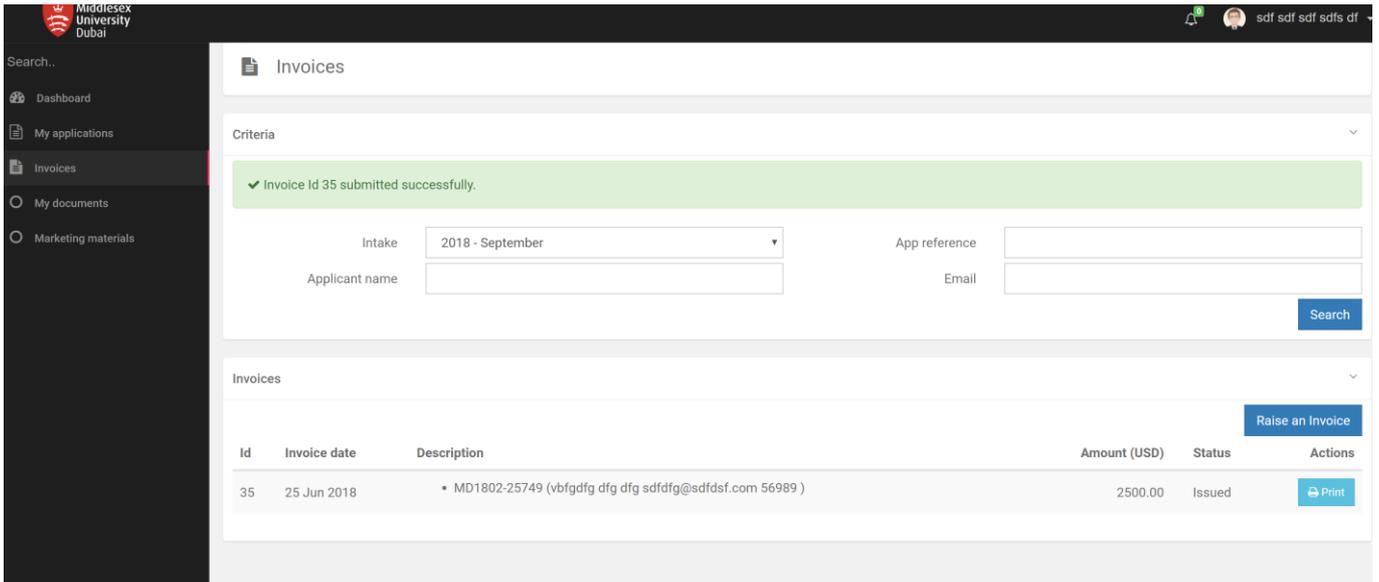
1. Click on Invoices on the left hand menu in agents portal.
2. If this is the first time an invoice is being raised, You will be asked to complete some pre-requisites such as uploading a company logo and providing bank account and address details.



- Once the pre-requisites are completed, you will be able to Raise an invoice.



- Eligible applications will already be listed as part of the invoice.
- Accept the terms and conditions and click submit.
- This will raise an invoice to the Finance team at Middlesex University Dubai.
- You will be able to view and print the invoices from the invoice list page.
- Once an invoice has been paid by finance, the invoice status will be displayed as Completed.



DOCUMENTS & MATERIALS

1. Agency specific documents are available via My documents menu on the left hand side. Documents such as agreement, logo and anything else created specifically for your agency will be available here.



2. Generic documents such as marketing materials will be available via Marketing materials menu on the left hand side.



NOTIFICATIONS / ALERTS

Notifications and alerts will be available from the header menu on the agents portal.

The screenshot shows the top navigation bar of the agents portal. On the right, there is a user profile icon with the name 'sdf sdf sdf sdf df' and a dropdown arrow. A notification bell icon with a '1' badge is also present. A dropdown menu is open, displaying 'You have 1 notification(s)' and a single notification: 'An offer letter has been generated.' Below the notification, there is a date selector set to '2018 - September'. Below the navigation bar, there are three notification cards: a blue card with a document icon, a red card with '1 Offer letters' and a document icon, an orange card with '1 Paid' and a checkmark icon, and a green card with 'AED 2500 Commission' and a coin icon.

The following types of alerts and notifications will be displayed:

1. Offer letter notifications
2. Payment notifications
3. General notifications